

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #642

October 8, 2025 – 4:00 p.m.

Commission Members Present: Veronica Palmer, Commissioner
Karen Schwarz, Commissioner
Annette Shreve, Commissioner

Commission Staff Present: Randy Perez, Executive Director, Personnel Commission
Ian Johnson, Personnel Commission Technician

Others Present:

In Person –

Francesca D’Amato

Dennis Shreve

Virtual -

Eric Hernandez
Melissa Lozano
Veronica Pantoja

Amanda Lee
Bayan Maithaluni
Dalma Sato

Wilbur Lopez
Christian Morales
Lilya Sorensen

1. CALL TO ORDER – 4:00 p.m.

2. ROLL CALL:

- a) Commissioner Veronica Palmer, present
- b) Commissioner Karen Schwarz, present
- c) Commissioner Annette Shreve, present

3. APPROVAL OF AGENDA

Action: A motion to approve the October 8, 2025, meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

4. APPROVAL OF MINUTES

Action: A motion to approve the September 10, 2025, meeting agenda was made and seconded. Motion passed and agenda was approved as submitted.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

5. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

None to report

6. PUBLIC COMMENT

Christian Morales expressed gratitude to Commissioner Veronica Palmer for attending the SMCOE Employee Recognition Event. He also recognized Personnel Commissioner Annette Shreve for successfully completing her first term and honored Personnel Commission Analyst Lycette Kintanar for reaching 10 years of dedicated service.

7. INFORMATION & DISCUSSION

These items are presented for information only. No action is required or permitted on any of these agenda items.

a) Recruitment/Selection Activities and Staffing Report

Executive Director of Personnel Commission Services, Randy Perez, reported that there have been four (4) recent promotions and two (2) new hires. In addition, thirteen (13) recruitments are currently in progress or nearing completion. Additionally, Recruitment for the Personnel Commission Analyst position has begun. This is a promotional opportunity, and the team looks forward to closing the position soon, reviewing candidates, and identifying an internal promotion candidate.

Executive Director of Personnel Commission Services, Randy Perez, welcomed Ian Johnson to his new role as Personnel Commission Technician, effective October 1, 2025. Randy expressed enthusiasm about Ian's arrival, noting that the position had been delayed due to negotiations regarding the job classification. He also extended special recognition to Sylvia Pae for her invaluable support in assisting with this role while continuing her responsibilities as an Executive Assistant in another department.

b) Personnel Commission Services Executive Director's Report

Executive Director of Personnel Commission Services, Randy Perez, shared that he recently presented at the inaugural P.A.C.E. (Personnel Analyst Career Enhancement) Conference. His presentation was titled *Roles & Responsibilities of a Personnel Analyst*. He has been invited to return and present at the annual CSPCA conference in San Diego.

8. CONSENT AGENDA

a) Approval of Eligibility Lists

Action: A motion to approve the eligibility list was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

9. PERSONNEL COMMISSIONERS’ REPORT

Commissioners Veronica Palmer, Karen Schwarz, and Annette Shreve officially welcomed Ian Johnson to his new role as Personnel Commission Technician. They also expressed appreciation for Sylvia Pae’s continued invaluable support.

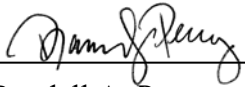
10. NEXT MEETING

The next Personnel Commission Meeting will be held on November 5, 2025, at 4:00 p.m.

11. ADJOURNMENT

Having no further business, Chairperson Veronica Palmer adjourned the meeting at 4:09 p.m.

Respectfully Submitted By:



Randall A. Perez
Ex-Officio Secretary to the Personnel Commission