

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #648

April 8, 2026 – 4:00 p.m.

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

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

Others Present:

In Person –

Francesca D’Amato Robert Fuertes Nelson Sendino

Virtual -

Heather Campagna Amanda Lee Melissa Lozano
Christian Morales Rosemarie Pozzobon Guadalupe Rivas Jer
Dalma Sato Lilya Sorensen

1. CALL TO ORDER – 4:00 p.m.

2. ROLL CALL:

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

3. APPROVAL OF AGENDA

Action: A motion to approve the April 8, 2026, meeting agenda was made and seconded. Motion passed, and agenda was approved as submitted.

Votes Taken, By Roll Call:

Shreve – Aye

Schwarz – Aye

Palmer – Aye

4. APPROVAL OF MINUTES

Action: A motion to approve the March 11, 2026, meeting minutes was made and seconded. Motion passed, and the minutes were approved as submitted.

Votes Taken, By Roll Call:

Shreve – Aye

Schwarz – Aye

Palmer – Aye

5. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

None to report

6. PUBLIC COMMENT

None to report

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

The Executive Director of Personnel Commission Services, Randy Perez, reported that recruitment activity has remained active. He noted that recent efforts have included onboarding Office Assistant Substitutes and establishing a substitute pool to support staffing needs.

Commissioner Veronica Palmer inquired about the number of limited-term appointments. Mr. Perez responded that recent limited-term appointments were established to support special projects, address staffing impacts related to layoffs, and provide coverage for a maternity leave.

b) Personnel Commission Services Executive Director's Report

The Executive Director of Personnel Commission Services, Randy Perez, reported that the Merit Academy has officially launched and that he presented the initial session, and will present the next session coming up.

Mr. Perez also shared that Personnel Commission staff continue to engage in professional development through the Western Region Intergovernmental Personnel Assessment Council (WRIPAC). He noted that he and Mr. Johnson will attend the WRIPAC Spring 2026 Meeting in Rancho Cucamonga this May, which will include training related to artificial intelligence. Mr. Perez emphasized the importance of proactively understanding emerging AI-related issues and preparing the organization to respond effectively to anticipated changes impacting employers.

Commissioner Veronica Palmer expressed interest in the AI-focused training. Mr. Perez and Mr. Johnson indicated they would follow up with the trainer to determine whether a recording or related resources may be available to share, as Commissioner Palmer is unable to attend the training in person. Mr. Perez also provided an update regarding recruitment posting timelines. Effective immediately, the application closing time for all recruitments will be adjusted from 5:00 p.m. to 3:00 p.m. on the deadline date. This change is intended to allow adequate time to screen applications prior to the close of the business day, notify candidates who meet minimum qualifications, and prepare for subsequent steps in the recruitment process.

c) First Reading: 2026-2027 Proposed Personnel Commission Budget

The Executive Director of Personnel Commission Services, Randy Perez, presented the first reading of the proposed 2026–2027 Personnel Commission Budget. Mr. Perez noted a slight decrease in nondiscretionary allotments for salaries and benefits. This decrease reflects adjustments to classifications, salaries, and benefits for the Personnel Commission Analyst and Personnel Commission Technician positions, consistent with the recommendations from the Class and Compensation Study.

Mr. Perez also reported a modest increase within the subscription category of the budget. He explained that the Personnel Commission plans to implement a software and service solution that has been vetted by the Information Technology Department. This system will automate the oral board question preview process prior to examinations, promoting fairness and equity while eliminating the need for an additional staff member to conduct manual question reviews.

Francesca D'Amato, Financial Analyst, requested to make comment. She stated that negotiations had recently concluded regarding a 3.5% salary increase for CSEA Chapter 887 staff. Mr. Perez indicated that he would consult with the Business Department to confirm that any official increases are appropriately reflected in the proposed budget.

8. DISUSSION AND ACTION

a) Adoption of Merit Rule 170.2 (N)

The Executive Director of Personnel Commission Services, Randy Perez, presented the proposed adoption of Merit Rule 170.2 (N) for review, consideration, and action. Mr. Perez explained that pursuant to Merit Rule 10.4 (C), all proposals to amend, delete, or add to the Merit Rules must be presented to the Personnel Commission for a first reading. Such proposals do not become final until a second reading, unless a critical emergency necessitates immediate action.

The proposed revision to Merit Rule 170.2 (N) clarifies salary placement for former employees returning to the County Office to serve in substitute or limited-term assignments. The changes were summarized as follows:

N. Salary Placement for Retirees and Resigned Employees Returning in Substitute or Limited-Term Assignments:

- a. Retirees and former permanent employees who resigned in good standing may return to work in a temporary or substitute assignment in their former classification, or in a classification with an equivalent pay rate. Such employees shall be placed on the same salary range and step held at the time of retirement or resignation, including longevity, if applicable.
- b. Retirees and former employees performing temporary work in a classification with a lower salary rate than previously held shall be placed at the step of the lower classification that is closest to, but not above, their prior rate of pay. Longevity, if applicable, shall be applied consistent with what the employee earned prior to retirement or resignation.

With no additional comments or discussion from the Commissioners, the adoption of Merit Rule 170.2 (N) was brought forward for action.

Action: A motion was made to adopt Merit Rule 170.2 (N), as written, on April 8, 2026. The motion was seconded, and the motion passed. Merit Rule 170.2 (N) was approved and adopted as submitted.

Votes Taken, By Roll Call:

Shreve – Aye

Schwarz – Aye

Palmer – Aye

b) Personnel Commission Mission Statement

The Executive Director of Personnel Commission Services, Randy Perez, presented the drafted Personnel Commission Mission Statement for review, approval, and adoption. Mr. Perez shared that the development of the mission statement was informed by participation in the San Mateo County Office of Education (SMCOE) Equity Committee, trauma-informed systems work, and alignment with the SMCOE Strategic Plan.

The Mission Statement reads as follows:

We are committed to transparent practices, excellent communication, and trauma aware, people first service. By placing people before processes and systems, and maintaining a strong customer service focus, we partner with the Superintendent, leadership, and labor partners to support efficient, ethical, and high-quality personnel management across the San Mateo County Office of Education.

With no additional comments or discussion from the Commissioners, the adoption of the Personnel Commission Mission Statement was brought forward for action.

A motion was made to adopt the Personnel Commission Mission Statement, as written, on April 8, 2026. The motion was seconded, and the motion passed. The Personnel Commission Mission Statement was approved and adopted as submitted.

Votes Taken, By Roll Call:

Shreve – Aye

Schwarz – Aye

Palmer – Aye

9. CONSENT AGENDA

a) Approval of revised Eligibility Lists

Action: A motion was made to approve the revised eligibility lists. The motion was seconded and unanimously approved.

Votes Taken, By Roll Call:

Shreve – Aye

Schwarz – Aye

Palmer – Aye

10. PERSONNEL COMMISSIONERS' REPORT

Commissioners Schwarz, Shreve, and Palmer had nothing to report at this time.

11. NEXT MEETING

The next Personnel Commission Meeting will be held on May 13, 2026, at 4:00 p.m.

12. ADJOURNMENT

Having no further business, Chairperson Annette Shreve adjourned the meeting at 4:18 p.m.

Respectfully Submitted By:



Randall A. Perez

Ex-Officio Secretary to the Personnel Commission