

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #641

September 10, 2025 – 4:00 p.m.

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

Commission Staff Present: Randy Perez

Others Present:

Francesca D’Amato	Nada Joubran	Sylvia Pae
Natasha Dinis	Amanda Lee	Guadalupe Rivas Jer
Robert Fuentes	Sarah Look	Nelson Sendino
Eric Hernandez	Aye Mon	Dennis Shreve
Ian Johnson	Christian Morales	Katia Sturtevant

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 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

4. PUBLIC COMMENT

None to report

**5. CLOSED SESSION: Government Code section 54957 – Public Employee Appointment
Title: Personnel Commission Technician**

6. RECONVENE TO OPEN SESSION

None to report

7. APPROVAL OF MEETING MINUTES

Action: A motion to approve the August 13, 2025 meeting minutes was made and seconded. Motion passed and minutes were approved as submitted.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

8. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

None to report

9. PUBLIC/EMPLOYEE COMMUNICATIONS

Christian Morales, Communications Officer of CSEA 887, reminded attendees of the upcoming recognition event on September 17, 2025, where retirees and service milestones will be celebrated, and Vice-Chairperson Annette Shreve will be recognized for the completion of her term.

10. 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

Randy Perez, Executive Director of Personnel Commission Services, reported that 13 recruitments were conducted in the past month and commended former Personnel Commission Technician, Sylvia Pae, for her assistance with posting positions and supporting examinations during a period of limited staffing.

b) Personnel Commission Services Executive Director's Report

Mr. Perez extended congratulatory remarks to the Vice Chairperson Shreve for completing a full term of service and invited all to attend the recognition event on Wednesday, September 17, 2025, at the County Office.

11. 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

12. PERSONNEL COMMISSIONERS' REPORT

Chairperson Palmer and Commissioner Schwarz congratulated Vice Chairperson Shreve on completing her term, with Commissioner Schwarz expressing regret for being unable to attend the recognition event. The Commissioners also thanked the Personnel Commission Services department for their efforts during a period of limited staffing, acknowledging the continuation of hiring and testing, and thanked Randy Perez and Sylvia Pae for their support in managing additional responsibilities.

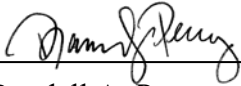
13. NEXT MEETING

The next Personnel Commission Meeting will be held on October 8, 2025, at 4:00 p.m.

14. ADJOURNMENT

Having no further business, Chairperson Veronica Palmer adjourned the meeting at 6:10 p.m.

Respectfully Submitted By:

A handwritten signature in cursive script, appearing to read "Randall A. Perez", is written over a horizontal line.

Randall A. Perez

Ex-Officio Secretary to the Personnel Commission