

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING MINUTES

Meeting #638

Wednesday, June 18, 2025 – 4:00 p.m.

The Personnel Commission meeting was held in person at 101 Twin Dolphin Drive, Redwood City, CA 94065 with an option for attendees to join remotely via Zoom meeting platform:

Zoom Meeting Information:

<https://tinyurl.com/2025pcm>

Meeting ID: 971 4988 0299

One tap mobile:

+16699009128,,97149880299# US (San Jose)

+16694449171,,97149880299# US

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

Commission Staff Present: Randy Perez, Executive Director-Personnel Commission Services
Lycette Kintanar, Personnel Commission Analyst

Others Present:

Victoria Coverson-Baxter
Francesca D’Amato
Karina Du
Robert Fuertes
Christian Henriquez-Tant
Amanda Lee

Melissa Lozano
Rich Maldonado
Christian Morales-Aponte
Lauriene Mouton
Rosemarie Pozzobon
Guadalupe Rivas Jer

Dalma Sato
Nelson Sendino
Dennis Shreve
Lilya Sorensen
May Tran

1. CALL TO ORDER – 4:00 p.m.

2. ROLL CALL:

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

3. APPROVAL OF AGENDA

Action: A motion to approve the June 18, 2025, regular meeting agenda was made and seconded. Motion passed and agenda approved as submitted.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

4. APPROVAL OF MEETING MINUTES

Action: A motion to approve the May 16, 2025 regular meeting minutes was made and seconded. Motion passed and minutes 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/EMPLOYEE COMMUNICATIONS

Laurie Mouton, *CSEA 887 President*, addressed the Personnel Commission. Ms Mouton expressed that CSEA is looking forward to celebrating the Juneteenth holiday and announced that CSEA has concluded its negotiations on classification and compensation. The tentative agreement will now go through CSEA's 610 process, which will be presented to its members for ratification in the coming weeks and is expected to be presented to the San Mateo County Board of Education in its July 16 meeting.

7. INFORMATION & DISCUSSION

a) Recruitment/Selection Activities & Staffing Report

Randy Perez, Executive Director-Personnel Commission Services, presented to the Commission his monthly update on classified recruitment and staffing report. No questions from the floor were brought forth regarding the monthly staffing report.

b) Personnel Commission Services Executive Director's Report

Mr. Perez addressed the Personnel Commission and congratulated the administration and CSEA for coming to a tentative agreement on the classification & compensation study. He is looking forward to establishing a classification review committee that will implement a regular review of classifications and pay structures.

c) First Reading: Merit Rule 50.2 (D) Promotional & Open Competitive Examinations

Mr. Perez presented to the Commission the proposed revision to Merit Rule 50.2 (D), Promotional & Open Competitive Examinations, for its first reading. The proposed revision aims to provide clarification regarding Promotional Eligibility Lists. The rule states that permanent employees that pass an examination, but do not obtain the required 80% score for placement on the promotional eligibility list will be placed on the open list in accordance with their ranking. Employees in probationary status may apply to simultaneous promotional and open recruitments, and if they pass the required examinations, they will be placed on the open competitive eligibility list in accordance with their rank.

Discussion ensued.

Commissioner Veronica Palmer recognized and thanked Ms. Mouton's question providing additional insight into the process and what the rule change would mean to employees interested in promotional opportunities.

8. CONSENT AGENDA

a) Approval of Eligibility List(s)

Personnel Commission action is requested to ratify the promotional eligibility list developed for the *Program Compliance Analyst* position classification in accordance with Education Code Section 45272.

Action: A motion to approve the ratification of the promotional eligibility list developed for the *Program Compliance Analyst* position classification in accordance with Education Code Section 45272 was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

9. DISCUSSION & ACTION

a) Request to Approve Six Month Eligibility List for Chief Technology Officer

Personnel Commission action is requested to approve the establishment of the eligibility list for the *Chief Technology Officer* classification for a period of six (6) months in accordance with Merit Rule 60.1.

Mr. Perez stated that in the November 2024 Personnel Commission meeting, the Personnel Commission approved his request to establish a six (6)-month eligibility list for all executive level classifications. Mr. Perez will be presenting each classification as the need to establish a six (6)-month eligibility list comes up.

Discussion ensued.

Action: A motion to approve the six (6)-month eligibility list for Chief Technology Officer was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

10. PERSONNEL COMMISSIONERS' REPORT

Commissioner Karen Schwarz complimented everybody on coming to an agreement on the compensation & classification study.

Commissioner Palmer shared her mixed feelings about artificial intelligence (AI). She is both concerned and optimistic about how AI will impact workplaces and families. She is actively learning and engaging in discussions about AI and urged everyone to start planning how to mitigate the consequences of widespread AI deployment and its social implications.

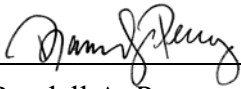
11. NEXT MEETING

The next Personnel Commission regular meeting is scheduled on July 9, 2025 @ 4:00 p.m.

12. ADJOURNMENT

Having no further business, Commissioner Veronica Palmer adjourned the meeting at 4:19 p.m.

Respectfully Submitted By:

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

Randall A. Perez

Ex-Officio Secretary to the Personnel Commission