

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION SPECIAL MEETING MINUTES

Meeting #631

November 22, 2024 – 10:30 a.m.

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

Commission Staff Present: Lycette Kintanar
Sylvia Pae
Randy Perez

Others Present:

Terri Aiello
Francesca D’Amato
Natasha Dinis

Aye Mon
Christian Morales

Dennis Shreve
Katia Sturtevant

1. CALL TO ORDER – 10:31 a.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 November 22, 2024 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/EMPLOYEE COMMUNICATIONS

None to report.

5. DISCUSSION & ACTION

These items are presented for discussion and action.

a) Request to Approve a Six (6) Month Eligibility List

Randy Perez, Executive Director of Personnel Commission Services, explained the rationale for requesting a six-month eligibility list for executive-level positions. He explained that while candidates meet the qualifications, they may not always align well with the agency's needs. By shortening the eligibility list from one year to six months, the aim is to ensure that there is control for error in the assessment and selection process. Mr. Perez also expressed optimism that the results of the classification & compensation study will help attract more highly qualified applicants.

Action: A motion to approve a six (6) month eligibility list for the Executive Director, Strategy and Communications was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

b) Request to Change January 2025 Personnel Commission Meeting Date

Action: A motion to approve the request to change the January 2025 Personnel Commission meeting date to January 15th was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

6. ADJOURNMENT

Having no further business, Chairperson Annette Shreve adjourned the meeting at 10:39 a.m.

Respectfully Submitted By:



Randall A. Perez

Ex-Officio Secretary to the Personnel Commission