

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #632

January 15, 2025 – 4:00 p.m.

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

Commission Staff Present: Lycette Kintanar
Sylvia Pae
Randy Perez

Others Present: Associate Superintendent, Human Resources, Tami Moore

Luz Ariza	Nada Joubran	Annabel Pettey
Erik Arteaga	Amanda Lee	Rosemarie Pozzobon
Kylie Carpenter	Ephraim Lem	Guadalupe Rivas Jer
Victoria Coverson	Sarah Look	Dalma Sato
Francesca D’Amato	Wilbur Lopez	Dennis Shreve
Karina Du	Christian Morales	Lilya Sorensen
Robert Fuentes	Laurie Mouton	Rachel Ye
Eric Hernandez	Veronica Pantoja	

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 January 15, 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. PERSONNEL COMMISSION ELECTION OF OFFICERS

- a) **Action:** A motion to approve the election of Veronica Palmer as Chairperson, nominated by Commissioner Karen Schwarz was made and seconded by Commissioner Annette Shreve. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

- b) **Action:** A motion to approve the election of Annette Shreve as Vice-Chairperson, nominated by Commissioner Veronica Palmer was made and seconded by Commissioner Karen Schwarz. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

5. APPROVAL OF MEETING MINUTES

- a) **Action:** A motion to approve the November 13, 2024 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

- b) **Action:** A motion to approve the November 22, 2024 special 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

6. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

Tami Moore, Associate Superintendent of Human Resources, provided an update on behalf of Superintendent Nancy Magee. Ms. Moore expressed enthusiasm for the upcoming year and announced the completion of bargaining agreements with CSEA 158, noting that pay increases would take effect this month. She also acknowledged the efforts of Executive Director of PCS, Randy Perez, and the Personnel Commission Office for their successful recruitment of two executive director positions within the Superintendent's Office.

7. PUBLIC/EMPLOYEE COMMUNICATIONS

- Laurie Mouton, CSEA 887 President, requested a modification to the Personnel Commission meeting agendas to include an agenda item for Union Communications. This would allow union officers to speak following the Superintendent's report and provide an opportunity to voice members' concerns without a two-minute time limit.
- Christian Morales, Communications Officer of CSEA 887 and Administrative Assistant for the Center for Access and Engagement Department, raised concerns regarding the contracting of the administrative assistant position at Gateway School to a temp agency hire despite the existence of an active eligibility list. Mr. Morales reported that CSEA 887's negotiating committee has commenced discussions with County Office representatives to implement and negotiate the classification and compensation study. Finally, Mr. Morales announced that CSEA 887 is actively seeking a new union-appointed commissioner, as Chairperson Veronica Palmer will conclude her final term this year. Recruitment flyers have been distributed to union chapter presidents throughout San Mateo County.

8. 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

None to report.

b) Personnel Commission Services Executive Director's Report

Randy Perez, Executive Director of Personnel Commission Services, announced that a job fair will be hosted on March 15, 2025, at the County Office in collaboration with Personnel Services. Additionally, the Merit Academy will commence in March, with Mr. Perez serving as a presenter. He also noted that the CSPCA Conference will take place at the Napa Marriott from March 16–18, 2025, and that Personnel Commission Services will once again sponsor registration for CSEA union officers.

9. CONSENT CALENDAR

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

10. DISCUSSION

This agenda item is presented for discussion.

a) First Reading: Merit Rule 30 (I)

Mr. Perez reported that the revised Merit Rule 30(I) will include the addition of an appeals process for reclassifications and job classification reviews. The second reading of the revision is scheduled for the next Personnel Commission meeting on February 12, 2025, with final approval taking place in March.

11. CLOSED SESSION: GOVERNMENT CODE SECTION 54957 – EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (1 MATTER)

The Personnel Commission will report any action taken during closed session.

12. RECONVENE TO OPEN SESSION

The Personnel Commission reported there was no action taken during closed session.

13. PERSONNEL COMMISSIONERS' REPORT

Chairperson Veronica Palmer stated she will not be able to attend next month's meeting.

14. NEXT MEETING

The next Personnel Commission Meeting will be held on February 12, 2025, at 4:00 p.m.

15. ADJOURNMENT

Having no further business, Chairperson Veronica Palmer adjourned the meeting at 4:58 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