

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION MEETING MINUTES

Meeting #633

February 12, 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:

Terri Aiello	Amanda Lee	Veronica Pantoja
Kylie Carpenter	Sarah Look	Dalma Sato
Robert Fuertes	Wilbur Lopez	Dennis Shreve
Eric Hernandez	Christian Morales	Lilya Sorensen
Fannie Hsieh	Laurie Mouton	

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 February 12, 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. APPROVAL OF MEETING MINUTES

a) **Action:**

A motion to approve the January 15, 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

5. BOARD OF EDUCATION/SUPERINTENDENT COMMUNICATIONS

None to report.

6. PUBLIC/EMPLOYEE COMMUNICATIONS

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

None to report.

b) Personnel Commission Services Executive Director's Report

Randy Perez, Executive Director of Personnel Commission Services, announced that the public comment period has been extended from two minutes to four minutes in response to a request from CSEA 887 President, Laurie Mouton.

8. ACTION ITEMS

These items are presented for discussion and action.

a) Approval of Eligibility Lists

Action: A motion to approve the eligibility list was made and seconded. Motion passed and unanimously approved.

There is a typographical error on the eligibility list under agenda item 8(a). The position of Executive Director, Strategy & Communications is classified as management and is not part of the CSEA 158 bargaining unit.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

b) Sponsoring of CSEA Member(s) at Annual CSPCA Conference

Action: A motion to approve the sponsoring of CSEA member(s) at the annual CSPCA conference was made and seconded. Motion passed and unanimously approved.

Personnel Commission Services will allocate up to \$1,600 to sponsor either the registration and hotel costs for one CSEA member or the registration fees for two members.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

9. DISCUSSION

This agenda item is presented for discussion.

a) Second Reading: Merit Rule 30 (I)

The final approval of this revision regarding the appeals process for reclassifications and job classification reviews is scheduled for the next Personnel Commission meeting on March 12, 2025.

b) First Reading: Merit Rule 110.2 (B)

Mr. Perez reported that the revised Merit Rule 110.2(B) will include clarifications regarding involuntary demotions. The revisions specify that permanent employees who are promoted but do not pass probation may return to their former position. Additionally, employees who are unable to renew their required certifications or licenses after the designated grace period may be given the opportunity to involuntarily demote to their previously held classification. The second reading of the revision is scheduled for the next Personnel Commission meeting on March 12, 2025, with final approval taking place in April.

10. PERSONNEL COMMISSIONERS' REPORT

Vice-Chairperson Annette Shreve and Executive Director Randy Perez emphasized the importance of continuously reviewing the Merit Rules to identify errors and implement necessary revisions. They noted that these revisions are intended to benefit employees. Commissioner Karen Schwarz emphasized the importance of ensuring employees are aware of the increased public comment time limit of four minutes. Mr. Perez confirmed that the updated verbiage has been added to the online public comment form.

11. NEXT MEETING

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

12. ADJOURNMENT

Having no further business, Chairperson Veronica Palmer adjourned the meeting at 4:14 p.m.

Respectfully Submitted By:



Randall A. Perez
Ex-Officio Secretary to the Personnel Commission