

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION REGULAR MEETING MINUTES

Meeting #637

Friday, May 16, 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:

Moncerrat Barriga	Wilbur Lopez	Jessica Ochoa
Leogie Barrios	Aye Mon	Dalma Sato
Robert Fuertes	Christian Morales-Aponte	Nelson Sendino
Eric Hernandez	Lauriene Mouton	Dennis Shreve

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 May 16, 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. PUBLIC HEARING: Personnel Commission Budget for Fiscal Year 2025-2026

Chairperson Veronica Palmer opened the public hearing to accept public testimonies regarding the Personnel Commission budget for fiscal year 2025-2026 at 4:02 p.m.

a) Open Public Comment on Proposed Personnel Commission Budget for Fiscal Year 2025-2026

Commissioner Palmer opened the floor for public comment.

No comment from the floor was brought forth regarding the proposed Personnel Commission budget for fiscal year 2025-2026.

b) Close Public Comment on Proposed Personnel Commission Budget for Fiscal Year 2025-2026

Hearing no comment from the public, Commissioner Palmer closed the public comment.

c) Open Personnel Commission Discussion on the Proposed Budget For 2025-2026

Commissioner Palmer opened the floor for Personnel Commission Discussion.

Discussion Ensued.

d) Motion to Adopt the Proposed Personnel Commission Budget for Fiscal Year 2025-2026 and Close the Public Hearing

Action: A motion to adopt the proposed Personnel Commission budget for fiscal year 2025-2026 and close the public hearing was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye

Schwarz – Aye

Shreve – Aye

The public hearing for the proposed Personnel Commission budget for fiscal year 2025-2026 closed at 4:03 p.m.

5. APPROVAL OF MEETING MINUTES

Commissioner Palmer opened the public meeting at 4:03 p.m. and called for a motion to approve the April 9, 2025 meeting minutes.

Action: A motion to approve the April 9, 2025 regular 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

None to report.

7. PUBLIC/EMPLOYEE COMMUNICATIONS

Laurie Mouton, *CSEA 887 President*, addressed the Personnel Commission and expressed her concerns regarding the current temporary support in the Court & Community Schools program under the *Student Services Specialist, Limited Term* assignment. She requested that the Limited Term assignment be either opened to other candidates to apply or that the current temporary support be placed into the *Administrative Assistant, Limited Term* position.

Christian Morales-Aponte, *CSEA 887 Communication Officer*, spoke before the Commission to acknowledge the upcoming Classified Employees' Week and recognized the importance and contributions of classified employees. He announced that CSEA will host a potluck to commemorate the occasion and extended an invitation to the Personnel Commission to join the celebration.

8. INFORMATION ITEMS & 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. 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 acknowledged the upcoming Classified Employees' Week and recognized the classified employees.

c) Executive Director, Equity, Social Justice & Inclusion Classification

Mr. Perez reported on the change in designation for the *Executive Director, Equity, Social Justice & Inclusion* classification from classified to certificated. He explained that after initially having the classification designated as classified to broaden the talent pool, the position has evolved to require the incumbent to hold a valid California teaching credential and an administrative services credential in order to address the needs of the community and school systems.

9. ACTION ITEMS

a) Request to Establish a 6-Month Eligibility List for the Naturalist Classification

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

Commissioner Palmer opened the floor for discussion.

Ms. Mouton raised her concern regarding the establishment of another *Naturalist* eligibility list while there is a valid eligibility currently in effect.

Mr. Perez responded that the Merit Rules allow for hiring managers to pause on recruitment if they refuse to hire from the current list where the position would remain vacant until the list expires. Mr. Perez believes it is inefficient and that there should be a better way to address it.

Discussion ensued.

Commissioner Palmer acknowledged the administration and Mr. Perez's effort in honoring the authority of the Personnel Commission in determining the length of validity of eligibility lists.

Action: A motion to approve the establishment of a 6-month eligibility list for the classification of *Naturalist* was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

b) Request to Approve Modifications to a Class Description: Program Compliance Analyst

Personnel Commission action is requested to approve the proposed revisions to the *Program Compliance Analyst* classification description as presented.

Commissioner Palmer open the floor for discussion.

Commissioner Palmer expressed her concern that given the amount of responsibilities in the classification description being presented, the salary remains the same.

Mr. Perez explained that the new classification is broadening the scope out to encompass financial and data compliance. The person in this position will perform analytical and compliance oversight in either area, but not in both.

Discussion ensued.

Action: A motion to approve the proposed revisions to the *Program Compliance Analyst* classification description as presented was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

c) Approval of the 2025-2026 Personnel Commission Meeting Calendar

Personnel Commission action is requested to accept and approve the proposed meeting dates for the 2025-2026 Personnel Commission meeting calendar.

Discussion ensued.

Action: A motion to accept and approve the proposed meeting dates for the 2025-2026 Personnel Commission meeting calendar was made and seconded. Motion passed and unanimously approved.

Votes Taken, By Roll Call:

Palmer – Aye
Schwarz – Aye
Shreve – Aye

10. CONSENT CALENDAR

a) Approval of Eligibility List(s)

Personnel Commission action is requested to ratify the promotional and open competitive eligibility lists developed for the *Itinerant Paraeducator-Special Education, Fiscal Services Supervisor, and Payroll Supervisor* position classifications in accordance with Education Code Section 45272.

Action: A motion to approve the ratification of the promotional and open competitive eligibility lists developed for the *Itinerant Paraeducator-Special Education, Fiscal Services Supervisor, and Payroll Supervisor* position classifications 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

11. PERSONNEL COMMISSIONERS' REPORT

None to report.

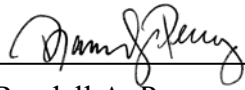
12. NEXT MEETING

The next Personnel Commission regular meeting is scheduled on June 11, 2025 @ 4:00 p.m.

13. ADJOURNMENT

Having no further business, Commissioner Veronica Palmer adjourned the meeting at 4:29 p.m.

Respectfully Submitted By:



Randall A. Perez

Ex-Officio Secretary to the Personnel Commission