

SAN MATEO COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION SPECIAL MEETING MINUTES

Meeting #651

June 17, 2026 – 4:00 p.m.

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

Commission Staff Present: Randy Perez, Executive Director, Personnel Commission
Sylvia Pae, Personnel Commission Analyst
Ian Johnson, Personnel Commission Technician

Others Present:

In Person –

Francesca D’Amato Robert Fuentes Jared Prolo

Virtual –

Ephraim Lem Rosemarie Pozzobon Lilya Sorensen

1. CALL TO ORDER – 4:00 p.m.

The special meeting of the Personnel Commission was convened in accordance with the posted agenda.

2. ROLL CALL:

A roll call of Commissioners was conducted to establish attendance and confirm the presence of a quorum required to conduct Commission business.

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

3. APPROVAL OF THE SPECIAL MEETING AGENDA – JUNE 17, 2026

Action: A motion to approve the June 17, 2026, special meeting agenda was made and seconded. Motion passed, and the agenda was approved as submitted.

Votes Taken, by Roll Call:

Schwarz – Aye
Palmer – Aye

4. DISCUSSION & ACTION

Request to Approve a New Class Description and Recommended Salary Allocation: School Health Billing Coordinator

Executive Director Perez presented the request to approve a new School Health Billing Coordinator class description and recommended salary allocation. He explained that the proposed classification would support school-based health programs and billing systems, including reimbursement processes for eligible health and behavioral health services such as Medi-Cal.

Executive Director Perez noted that the position is appropriately designated at the coordinator level because it includes program coordination, implementation, compliance monitoring, training, technical assistance, and collaboration with internal and external partners. Personnel Commission staff completed an internal alignment analysis and recommended placement at Range 42 on the Management Salary Schedule.

Jared Prolo, Executive Director of Research and Systems Planning, provided additional context regarding the need for the position. He explained that the work is connected to the California Youth Behavioral Health Initiative and would help districts correctly bill for mental health and wellness services provided to students while supporting related electronic health record, HIPAA, and FERPA requirements.

Mr. Prolo further explained that the number of students served would vary by district and school implementation plan. He noted that the County Office's role would include supporting a consortium approach, particularly for smaller districts, so districts can focus on providing services while receiving assistance with complex billing, reimbursement, and compliance requirements.

Commissioners discussed the proposed classification and recommended salary allocation, including how the work is currently being handled. Mr. Prolo explained that the billing process is not currently being handled through a countywide system and that no billing claims have yet been submitted through this effort. Following discussion, the Commission proceeded with action on the class description and recommended salary allocation.

APPROVAL OF SCHOOL HEALTH BILLING COORDINATOR CLASS DESCRIPTION

Action: A motion was made to approve the School Health Billing Coordinator class description. The motion was seconded and passed.

Votes Taken, by Roll Call:

Palmer – Aye
Schwarz – Aye

APPROVAL OF SCHOOL HEALTH BILLING COORDINATOR PROPOSED SALARY ALLOCATION

Action: A motion was made to approve the recommendation of Range 42 on the Management Salary Schedule. The motion was seconded and passed.

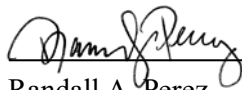
Votes Taken, by Roll Call:

Palmer – Aye
Schwarz – Aye

5. ADJOURNMENT

Having no further business, Chairperson Karen Schwarz adjourned the meeting at 4:08 p.m.

Respectfully Submitted By:



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