Call to Order
Mr. Manfredi called the meeting to order at 5:31 p.m.

Members Present
Members of the Personnel Commission present were:
   Ron Manfredi, Chairperson
   John Veen

Members of Commission staff present were:
   Nancy Kast, Director of Classified Personnel
   Elba Garcia, Administrative Secretary
   Marissa Gonzales, Human Resources Analyst
   Robin Fox, Personnel Technician

Public Comment
There was no comment from the public.

Introduction of Guests
The following guests signed in:
   Jason Meyers, RC CSEA
   Samerah Campbell, DO
   Michele Ruby, FCC
   Mary Beth De Goede, Candidate for Commissioner
   Diane Clerou, DO
   Michael Wallace, CSEA
   Joe Callahan, DO
   Randy Rowe, DO

Approval of the Minutes
Mr. Veen moved to approve the minutes of the November 20, 2007 Regular Meeting and the December 4, 2007 Regular Meeting. Mr. Manfredi seconded the motion and it carried unanimously.

Action Items
Consideration and Approval of Eligibility Lists [08-01]
It was moved by Mr. Veen, seconded by Mr. Manfredi, and unanimously carried to approve the eligibility lists as listed below to be effective for one year unless otherwise stated:
   a. Upward Bound Assistant, effective 12/5/2007
   b. Instructional Technician – Automotive, effective 12/10/2007
   c. Reg-to-go Orientation Assistant, effective 12/10/2007
   d. Bookstore Sales Clerk I, effective 12/13/2007
   e. Vice President of Administrative Services, effective 12/18/2007

Consideration and Approval of
There was a lengthy discussion between Chief Callahan and the Personnel Commission regarding the certificate requirement and
Revised Classification Specification for Police Officer [08-02]

experience needed for the revised classification. It was moved by Mr. Veen, seconded by Mr. Manfredi, and unanimously carried to approve the revised classification for Police Officer.

Consideration and Approval of Revised Classification Specification for Sergeant of Police [08-03]

There was a discussion between Chief Callahan and the Personnel Commission regarding the certificate requirement and experience needed for the revised classification. It was moved by Mr. Veen, seconded by Mr. Manfredi, and unanimously carried to approve the revised classification for Sergeant of Police.

Consideration and Announcement of Appointment of At-large Personnel Commissioner [08-04]

Mr. Manfredi explained that there would be an additional candidate the Commission would be interviewing this evening and asked Ms. Mary Beth De Goede to present her information. Ms. De Goede presented her information and answered questions the Commissioners asked of her.

After interviewing Ms. De Goede, Mr. Manfredi read the directions regarding the process for selecting a new At-large Commissioner. Mr. Manfredi stated that during this meeting they would only be announcing who their intended appointment would be. Mr. Manfredi explained that the actual appointment would be held following a Public Hearing at the next Personnel Commission meeting, which was scheduled for February 19. Mr. Manfredi suggested that he and Mr. Veen list their top three or four candidates and if any of those names matched, they could then discuss their selection. Ms. Kast announced that there was only one match, Ms. De Goede. It was moved by Mr. Veen, seconded by Mr. Manfredi, and unanimously carried to approve Ms. Mary Beth De Goede as the Intended Appointment of At-Large Personnel Commissioner.

Director’s Report

Ms. Kast informed the Personnel Commission that the Classified Mega Conference was scheduled for March 18, 2008 and invited the Commissioners to attend. Ms. Kast then briefly described the Mega Conference.

Commissioner’s Report

Mr. Manfredi complimented the staff on the work done regarding the Commissioner recruitment.

Adjournment

At 6:20 p.m. Mr. Veen moved to adjourn the meeting. Mr. Manfredi seconded the motion, and it carried unanimously.
Nancy Kast, Director of Classified Personnel

NK:eg