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

Swearing in of CSEA Appointed Commissioner
Mr. Manfredi began by reading the Oath of Allegiance to Mr. Veen. Mr. Veen accepted the Oath and the conditions of becoming a Personnel Commissioner. Mr. Veen then discussed his current and previous work history.

Public Comment
There was no comment from the public

Introduction of Guests
The following guests signed in:
   Lisa Maciel, RC, CSEA
   Randy Rowe, DO
   Diane Clerou, DO
   Samerah Campbell, DO
   Jason Meyers, RC, CSEA
   Larry Dickson, FCC
   Eleanor Bruce, FCC

Action Items

Consideration and Approval of Eligibility Lists: [07-71]
Ms. Kast began by advising the Commission that a correction needed to be made to the Sign Language Interpreter III list and informed the Commission that a name was in the list in error. It was moved by Mr. Veen, seconded by Mr. Manfredi, and unanimously carried to approve the eligibility lists as listed below, as amended, to be effective for one year unless otherwise stated:

   a. Administrative Aide, effective 11/16/2007

Consideration of Process to Replace Personnel Commissioner
Mr. Manfredi began by explaining the process and advised Mr. Veen that the Board of Trustees was notified of the vacancy. Mr. Manfredi noted that the current vacancy has two years left on the term and that the Personnel Commission was still accepting
applications for the vacancy. Mr. Manfredi then explained how the At-large Commissioner is selected. Mr. Manfredi then suggested that the Commission set up a date where the candidates can be invited to present their qualifications. Mr. Manfredi suggested the candidates be given three to five minutes to speak.

Mr. Veen agreed with the suggestion and asked what types of documents were submitted by the applicants. Ms. Kast responded that the applicants submitted cover letters and resumes. Ms. Kast’s response was followed by a brief discussion of how the presentations would be conducted. Mr. Manfredi requested that a special meeting be scheduled in January. Mr. Kast mentioned several open dates for the board room and the Commissioners selected Wednesday, January 9th at 5:30 p.m. Mr. Manfredi asked that staff contact the candidates and notify them of the special meeting, the presentation of their qualifications and the time limits. It was moved by Mr. Veen, seconded by Mr. Manfredi, and unanimously carried to schedule a special meeting on January 9, 2008 for the purpose of interviewing candidates for the Personnel Commissioner vacancy.

Director’s Report
Ms. Kast advised the Commission that staff was preparing for the upcoming year 2008.

Commissioner’s Report
Mr. Manfredi requested that Ms. Kast present the 2008 Personnel Commission calendar again when the next commissioner is selected. Ms. Kast responded that she would and that she had already gone over it with Mr. Veen.

Public Comment
Ms. Maciel advised the Commission that this was her last Commission meeting as CSEA president and that it was a great experience for her.

Adjournment
At 6:50 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