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**CIVIL SERVICE COMMISSION**  
**Regular Meeting Minutes**  
**September 5, 2024**

**CALL TO ORDER: 4:00 p.m.**

**PRESENT:** Chair Sharon Hightower, Vice Chair Joan Smith, Commissioner Tom Cochran, Commissioner Sam Swift, and Commissioner Gary Diquisto.

**ABSENT:** All present.

**STAFF:** Senior Deputy City Attorney, Colleen Winchester; Deputy City Clerk, Megan Roche; and Deputy City Clerk, Yasmin Johnson.

**ORDERS OF THE DAY**

Action: Upon motion by Commissioner Smith, seconded by Commissioner Swift, and carried unanimously, the Orders of the Day were approved. (5-0-0)

**PUBLIC COMMENTS**

None provided.

**CONSENT CALENDAR**

Action: Upon motion by Commissioner Smith, seconded by Commissioner Swift, and carried unanimously, the following items were approved on the Consent Calendar: the Memorandum from Human Resources dated August 27, 2024 providing the amendments to the Classification Plan; the Memorandum from Human Resources dated August 27, 2024 providing the Hiring Summary Report for July 2024; and the August 1, 2024 Regular Meeting Minutes. (5-0-0)

**END OF CONSENT CALENDAR**

**CITY ATTORNEY/CLERK'S OFFICE REPORT**

None provided.

**SCHEDULING HEARINGS SCHEDULED (OPEN SESSION)**

None provided.

**HEARINGS SCHEDULED (CLOSED SESSION)**

No reportable actions were taken in closed session.

**ADJOURNMENT**

Chair Hightower adjourned the Civil Service Commission meeting of the City of San José at 4:02 p.m.

Approved on:

Attest:

Civil Service Commission  
City Clerk, Toni Taber, MMC, Secretary



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Yasmin Johnson  
Deputy City Clerk, City of San José