



INFORMATION REPORT

PROPOSED ACTION: **Information Report:** Report of Appointments, Separations and Leaves of Absence for FY 2025-26 2nd Quarter (October 1, 2025 – December 31, 2025). **(Finance & Admin)**

Submitted By: Michael Mitchell, Director of Human Resources; Kristi McKenney, Executive Director

EXECUTIVE SUMMARY:

The attached schedule summarizes appointments, separations, and leaves of absence for the quarter ending December 31, 2025.

BACKGROUND & ANALYSIS

As of December 31, 2025, there are 455 FTEs on payroll and 79 vacant positions. The approved FTE count for FY 2025-26 budget is 534.

Quarterly Report of Appointments, Separations and Leaves of Absence
FY 2025-26 2nd Quarter (October 1, 2025 – December 31, 2025)

Appointment (New Hire)

	HIRE DATE	NAME	UNIT	POSITION JOB TITLE	MONTHLY SALARY	CHANGE REASON
1	10/13/2025	Mathieu, ChocaLee	K	Port Equal Opportunity Officer	\$16,824	New Hire
2	10/20/2025	McCaleb, Claire	M	Human Resources Manager	\$15,686	New Hire
3	11/24/2025	Srinivasaiah, Shri	L	Programmer Analyst III	\$14,074	New Hire

Quarterly Report of Appointments, Separations and Leaves of Absence
FY 2025-26 2nd Quarter (October 1, 2025 – December 31, 2025)

Separations

	SEPARATION DATE	NAME	UNIT	POSITION JOB TITLE	MONTHLY SALARY	SEPARATION REASON
1	10/17/2025	Sandhu, Parminder Singh	C	Port Supervising Engineer (Civil Work)	\$19,022	Resignation
2	10/17/2025	Employee # 401558	B	Custodian	\$6,645	Probationary Release
3	10/31/2025	Brisco, Angela	L	Executive Assistant	\$10,810	Retirement
4	11/7/2025	Trawick, Pamela Roseann	M	Human Resources Manager	\$19,435	Retirement
5	12/6/2025	Moses, Kimberly E.	F	Airport Terminal Services Supervisor	\$12,302	Retirement
6	12/6/2025	Donahue Jr., James Michael	F	Aviation Public Works Specialist	\$15,224	Retirement
7	12/10/2025	Delagrange, James	B	Port Electrician	\$13,948	Retirement
8	12/16/2025	Rico Duenas, Isela	B	AP Operations Specialist I	\$9,344	Retirement
9	12/22/2025	Phan, Thai	F	Senior Equipment Systems Engineer	\$15,039	Retirement
10	12/27/2025	Kikugawa, David	L	Port Budget Coordinator	\$15,914	Retirement
11	12/27/2025	Lewis, Doug	B	Port Electrician	\$13,948	Retirement
12	12/27/2025	Marsh, Joe	L	Port Permit Coordinator	\$12,632	Retirement
13	12/30/2025	Arcos, Patricia	B	Custodian	\$7,852	Retirement
14	12/30/2025	Horcasitas, Bertha	L	Port Technical Support Specialist III	\$13,616	Retirement

Quarterly Report of Appointments, Separations and Leaves of Absence
FY 2025-26 2nd Quarter (October 1, 2025 – December 31, 2025)

	SEPARATION DATE	NAME	UNIT	POSITION JOB TITLE	MONTHLY SALARY	SEPARATION REASON
15	12/31/2025	Chen, Yan Yi	B	Custodian	\$7,852	Retirement
16	12/31/2025	Haley II , Herbert	B	Port Maintenance Leader	\$12,356	Retirement
17	12/31/2025	Lin, Lynn	A	Senior Account Clerk	\$9,616	Retirement
18	12/31/2025	Morrison, William	K	Harbor Facilities Maintenance Manager	\$20,282	Retirement
19	12/31/2025	Bailey, Anjulant	F	Airport Duty Manager	\$16,316	Retirement
20	12/31/2025	Portugal, Gishela	L	Port Human Resource Analyst	\$13,078	Retirement

Quarterly Report of Appointments, Separations and Leaves of Absence
FY 2025-26 2nd Quarter (October 1, 2025 – December 31, 2025)

Leaves of Absence

	NAME	UNIT	BEGIN DATE	END DATE	CHANGE REASON	REMARKS
1	Employee #401558	B	10/9/2025	10/16/2025	Paid Administrative Leave	Separated 10/17/2025
2	Employee #400910	L	11/8/2025	TBD	Leave without pay	Anticipated Return Date 2/21/2026
3	Employee #400937	F	12/11/2025	TBD	Leave without pay	Anticipated Return Date 4/6/2026
4	Employee #400874	B	12/18/2025	TBD	Paid Administrative Leave	TBD
5	Employee #400919	B	12/22/2025	12/24/2025	Suspension	Anticipated Return Date 12/26/2025