

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING AGENDA  
April 16, 2020 – 5:30 p.m.  
TELECONFERENCE MEETING**

**TELECONFERENCE:** [Join Hangouts Meet](#)

**OR**

**Dial-in Conference Call:** +1 929-367-6893 PIN: 605 348 499#

PLEASE NOTE: On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which among other things, specifically eliminates the requirement to make a physical location available for the public for meetings under the Brown Act. The Personnel Commission can comply with public attendance and comment requirements holding a meeting via "teleconferencing" and allowing members of the public to observe and comment either telephonically, or otherwise electronically. The Commission is doing its part to help in the efforts to reduce the spread of COVID-19 by encouraging members of the public to watch/listen to the Personnel Commission meetings live online.

If members of the public would like to contact the Personnel Commission about this upcoming agenda, please send an email to [nersidalia.garcia@sbcusd.k12.ca.us](mailto:nersidalia.garcia@sbcusd.k12.ca.us) prior to the start of the Personnel Commission meeting. These comments will be shared with the Personnel Commissioners. If you wish for your written comment to be read aloud, please indicate this specifically in your communication. Requests for written comments to be read aloud will be honored, subject to the Personnel Commission's time limits on public comments.

The Commission is temporarily suspending public access to the Personnel Commission office until further notice.

**A. PRELIMINARY FUNCTIONS:**

1. Call to Order - Meeting called to order at \_\_\_\_\_ p.m.
2. Pledge of Allegiance
3. Roll Call:

Chairperson	Ms. Valeria Dixon	_____
Vice Chairperson	Mr. Michael Salazar	_____
Member	Mr. George Bohn	_____
Personnel Director	Ms. Gladys Byrd	_____
Senior Personnel Analyst	Ms. Irma Garcia	_____
Secretary III	Ms. Nersidalia Garcia	_____

4. Approval of agenda, as submitted or amended:

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

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5. Approval of minutes from the March 5, 2020 Special Personnel Commission meeting, as submitted or amended.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

6. Approval of minutes from the March 5, 2020 Personnel Commission meeting, as submitted or amended.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
 Discussion: \_\_\_\_\_  
 Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

**B. PUBLIC COMMENTS:**

**Public Comments pertaining to non-agenda items:** *Members of the public may address the Personnel Commission on items not listed on the agenda. The Brown Act restricts the Commissioners responses to non-agenda topics to: clarifying questions, brief announcements, brief report of personal related activities, or to refer the matter to staff. If you wish to speak during Public Comment, please submit a speaker slip to staff ahead of the meeting. We ask that those who address the Commission limit their remarks to three minutes, as established by the Commission Chairperson. This may be extended up to five minutes by consensus of the Commission. Any person may address the Commission concerning any item on the agenda and may be granted three minutes to make a presentation to the Commission at the time a specific item is under discussion, or, in the case of a closed session item, prior to the Commission. No action may be taken on items of business not appearing on the agenda. (Government Code sections 54954.2, 54954.3, and 54957.9)*

**C. CONSENT ACTION ITEMS:**

*All matters listed under Consent Action Items are to be considered for ratification and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Commission, audience, or staff request specific items to be removed from the Consent Item for separate action.*

1. Ratification of recruitment(s):

a. Administrator of Operations	Dual Certification 04/08/2020-05/05/2020
b. Cafeteria Worker	Open/Promotional 03/25/2020-04/28/2020
c. Community Relations Worker III (Parent Involvement)	Open/Promotional 03/04/2020-03/31/2020
d. Glazier	Open/Promotional 04/06/2020-Continuous
e. Equipment Records Technician	Open/Promotional 03/04/2020-03/31/2020
f. HVACR/Plumbing Supervisor	Open/Promotional 03/11/2020-04/07/2020
g. Locksmith	Open/Promotional 02/26/2020-Continuous

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- h. Public Safety Dispatcher Open/Promotional 03/25/2020-04/28/2020
- i. School Police Officer Open/Promotional 02/12/2020-Continuous

2. Ratification of eligibility list(s):

Cafeteria Worker Exam # 20-011

3. Approval of Eligibility List Extension:

- a. Computer Specialist I Exam #19-013 04/17/2020-04/17/2021
- b. Nutrition Services Manager II Exam #19-024 05/07/2020-05/07/2021
- c. Serving Kitchen Operator Exam #19-014 04/17/2020-04/17/2021

4. Certifications of hire, as submitted: *(See attached report)*

Approval of Consent Action Items as submitted or amended.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Discussion: \_\_\_\_\_

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

**D. ACTION ITEMS:**

*The Commission shall discuss the following recommendations. Items will be voted separately:*

1. Proposed Budget for 2020-2021 – Preliminary Draft – First Reading:

The Personnel Commission will receive the Director’s recommendation to review and discuss a date to conduct the required public hearing on the budget.

Proposed motion:

It is moved that the Personnel Commission set the public hearing for the budget for 2020-2021 to be held on May \_\_\_\_, 2020. The Personnel Director be directed to ensure that all legal notices, “invitation” and other requirements be completed to ensure that the Commission may act legally on the budget at the May \_\_\_\_, 2020 Personnel Commission Meeting as well as providing any responses that the Commissioners may have about the draft budget proposal to Commissioners prior to that date.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

Discussion: \_\_\_\_\_

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

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2. The Commission will discuss the following recommendations:
  - a. First Reading to the revisions of the Personnel Commission Rule 3.7.5 – Reclassification.
  - b. First Reading to the revisions of the Personnel Commission Rule 17.2.7 – Promotional Salary Rate.
3. It is recommended that the Personnel Commission approve the job classification specification for HVACR/Plumbing Supervisor to be set at management salary range 48A.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

Discussion: \_\_\_\_\_

Action Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

4. It is recommended that the Personnel Commission approve the revisions to the job classification specification for Administrator of Operations.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

Discussion: \_\_\_\_\_

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

5. It is recommended that the Personnel Commission approve the revisions to the job classification specification for Warehouse Manager.

Motion: \_\_\_\_\_ Second \_\_\_\_\_

Discussion: \_\_\_\_\_

Action: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

**E. INFORMATION ITEMS AND REPORTS:**

1. CSPCA 2020 Annual Conference
2. Merit System Academy 2/29/2020

**F. DISCUSSION:**

The next Personnel Commission meeting will be held on May 7, 2020, at 5:30 p.m., in the Personnel Commission office, 777 North F Street, San Bernardino, CA, 92410, Portable B.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

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**H. CLOSED SESSION:**

The Commission adjourned to closed session at \_\_\_\_\_ to discuss the following:

- a. Pursuant to Government Code 54954.5 (e) and 54957: Public Employee Discipline/Dismissal/Release/Appeals.

1. Applicant # 20-2015
2. Applicant # 20-2016
3. Applicant # 20-2017

- b. Consideration of appointment, employment, dismissal, or evaluation of an employee.

The Commission reconvene in open session at \_\_\_\_\_ and reported on the following action(s) taken in closed session:

**I. ADJOURNMENT:**

The Commission adjourned the meeting at \_\_\_\_\_.

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**MEETING OF THE PERSONNEL COMMISSION  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT**

**Welcome! The following information is provided to assist persons who attend the meeting of the Personnel Commission and wish to participate in the meeting.**

**Assistance/Accommodations**

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the Personnel Commission, please contact the Personnel Commission Office at (909) 381-1280. Notification 72 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the Commission shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

**Addressing the Commission:**

There are two ways to address the Commission during the meeting. These are, speaking to the Commission regarding an item already on the agenda, and/or speaking to the Commission about a new topic not on the agenda. Speakers will be asked to keep their comments brief, and allotted approximately 3 minutes per speaker, per topic.

**Items on the Agenda:**

Speakers may comment on any item on the meeting agenda in order to share information for consideration by the Commission immediately before the Commission begins deliberation on the item. A speaker slip must be completed and provided to the Director prior to the agenda item.

**Items not on the Agenda:**

Item B (Public Comments) provides the opportunity where individuals may address topics that are not listed on the agenda. The Brown Act restricts the Commissioners from engaging in a discussion of non-agenda items or issues raised during public comment except to acknowledge receipt of the information, refer it to staff for further study or refer the item to a future meeting. The Commission may not take any action on issues or topics presented during Public Comments.

**Placing Items on a Future Agenda:**

Any member of the public may request that a matter within the jurisdiction of the Commission be placed on the agenda of a regular meeting. The request must be in writing and must describe the item to be discussed with sufficient detail including the history of the issue and how it is related to the Personnel Commission. Also to be included is any information or material that the requestor wishes to be reviewed by the Commission regarding the issue. It must be submitted to the Personnel Director at least ten (10) working days before the scheduled meeting date. Items submitted less than ten (10) working days before the scheduled meeting date may be postponed to a later meeting date to allow sufficient time for consideration and research of the issue.

The Commission Chair and the Director shall decide whether a request is within the subject matter jurisdiction of the Commission. Items not within the subject matter jurisdiction of the Commission may

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not be placed on the agenda. In addition, the Commission Chair and/or Director will determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative procedure before placing the item on the agenda.

The Commission Chair and/or Director shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item, or under Public Comment.

**Closed Session**

The Personnel Commission may hold closed sessions only for purposes identified by law. The Commission may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with law.