

**PERSONNEL COMMISSION MEETING**  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION COMMUNITY ROOM

**MINUTES**

April 17, 2014

**I. CALL TO ORDER**

A. The meeting was called to order at 5:34 p.m. by Commissioner Dixon.

B. Roll-Call

1. Commissioner Gino Barabani, Chair—ABSENT-did not call
2. Commissioner Valeria Dixon, Vice-Chair.
3. Commissioner Michael Salazar, Member
4. Karen Hoch, Interim Personnel Commission Director

C. Pledge of Allegiance

**II. APPROVAL OF AGENDA**

Moved	<u>Ms. Dixon</u>	Seconded	<u>Mr. Salazar</u>
Vote: Barabani	<u>Not present</u>	Salazar	<u>Aye</u>
		Dixon	<u>Aye</u>

**III. PUBLIC COMMENTS**

- NOTE:**
- Comments from the public on any item that is not on the agenda but is under the subject matter jurisdiction of the commission may only be made at this time.  
Public comment during the commission’s discussion of an agenda item will not be permitted.
  - Each speaker may speak only once.
  - Each speaker is limited to a maximum of 5 minutes.
  - A Request to Speak form must be completed before the meeting is called to order and submitted to the Chair in order to speak.

Alex Raya, School Police Officer	My name is Alex Raya, School Police Union President. I just want to encourage you guys to do the right thing. We sat down with Karen, visited job specification for job bulletin for school police officer position and bulletin. We are asking to extended a little bit and fly the revised version of job description and job specification. We are trying to streamline it in regards to fast tracking applicants to be processed quicker; part of the problem is that we are seeing a lot of the outside agencies are hiring again, especially for laterals. They are really fast tracking. Also timeframe testing period, the initial interviews, they are expiring by the time they get to interviews they are not valid. Chief Paulino, myself, director Pat Maher, and Abe Flory when he was here, we all agreed to it but never made it for approval.
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Now we are asking to come back for approval. I think it will be a beneficial for the department for the district to help us get applicants quicker and speed up the process, it handles the whole the written test issue, gets the physical eligibility back in here, and it's definitely beneficial to the entire organization. So with that, please take that into consideration for the department.

Ms. Dixon I have a question?

Mr. Raya Sure.

Ms. Dixon What do you mean by fast track?

Mr. Raya It is just the way it was written prior to written test, personnel commission, by the time it went through the steps, 2 or 3 months and finally approved by commission. The way it is here, it is actually gives us the ability to wave the written test for Pre Service and laterals. The physical illegality portion which is important, it's important it's to start the process. It is more on line with traditional hiring with police department for any laterals; it's pretty much how it works. I know Chief Paulino spoke on it at one of the last meetings. This will process the applicants within six months. I appreciate it.

Gladys Byrd,  
Interim Director  
for Human  
Resources  
Classified Good afternoon, my name is Gladys Byrd, I would like for personnel commission would consider the rules when it comes to recruiting. The rules allow you to recruit during when you need a position or when you need testing, even the current rules that were written by Mr. Jossierand or Mr. Maher, I'm not sure. The rules do not say you have to recruit recruitment before its open. Classified HR cannot fill the position until it is ratified. So hopefully that you would go and revisit those rules because I'm sure it will expedite the process with classified filling positions and personnel commission staff recruiting and testing for positions instead of having them wait a month. Thank you

Chief Paulino,  
Interim Director  
for District  
School Police Good evening. This evening I'm speaking in regards to school police officer exam. Thanks Karen for meeting with us to streamline this process, I believe what is represented on this introduction represents the traditional process that you will find for police officers especially those who survived police academy. Taught police academy for the last couple of years and we know that this young men and women they go out for police academy and goes through straining training to be police officers in the State of California. If you can support this process, it will allow to process on a timely fashion, which will allow us to fill this positions in a timely manner. Again thank you for your time.

Ms. Dixon Any other public comment before we move on.

**IV. ACTION ITEMS**

A. The commission will consider ratifying eligibility list. Proposed motions are

1. It is moved that the commission ratify the eligibility list for Assistant Superintendent Business Services, Exam 13-013.
2. Instructional Assistant SDC/Bilingual Instructional Assistant SDC (Revised), Exam#14-016
3. Maintenance Worker II (Revised, Exam#14-006
4. School Accounting Technician I-MS, Exam#14-010
5. School Accounting Technician II-HS, Exam#14-011
6. Secretary /Bilingual Secretary , Exam #14-012
7. Transportation Scheduler/Bilingual Transportation Scheduler, Exam#14-014

Moved	<u>Ms. Dixon</u>	Seconded	<u>Mr. Salazar</u>
Vote: Barabani	<u>Absent</u>	<u>Salazar</u>	<u>Aye</u>
		<u>Dixon</u>	<u>Aye.</u>

Ms. Dixon Any discussion?

Mr. Salazar The only discussion that I have is with respect to page 7 of 73 of the agenda which is the revised Instructional Assistant SDC/Bilingual Assistant SDC. I noticed there is not a signature and all others are signed. Is there anything we should be aware of that?

Ms. Hoch That one got by me, I am sorry it should of being signed, I will sign it.

Mr. Salazar Ok, that is the only question.

Ms. Dixon Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

B. The commission will consider approving classification specifications: Proposed motions are:

1. It is moved that the commission approve the revisions to the classification specification for Account Clerk I as submitted. I will read them in a group.
2. Account Payable Technician
3. Community Relations Worker II/Parent Involvement/ Bilingual Community Relations Worker II/Parent Involvement.
4. Custodial Crew Leader
5. School Police Officer as submitted.

Moved: Ms. Dixon	Seconded	<u>Mr. Salazar</u>
Vote: Barabani	<u>Absent</u>	<u>Dixon</u>
	<u>Aye</u>	<u>Salazar</u>
		<u>Aye</u>

Ms. Dixon Any discussion on the motion? All in favor of motion? Motion carries.

Mr. Salazar None here.  
 Ms. Dixon Call for the vote.  
 Mr. Salazar Aye.  
 Ms. Dixon Aye.

C.

1. I will call them in a group. It is moved that the commission approve the job bulletin for Account Clerk I
2. Accounts Payable Technician
3. Community Relations Worker II/Parent Involvement/Bilingual  
Community Relations Worker II/Parent Involvement
4. Custodial Crew Leader
5. School Police Officer as submitted.

Moved: Ms. Dixon Seconded Mr. Salazar  
 Vote: Barabani Absent Dixon Aye Salazar Aye

Ms. Dixon Discussion. Call for the vote.

Mr. Salazar None.

Ms. Dixon Call for the vote.

D. The commission will discuss and vote on the approval of pending expenditures for examinations developed by California School Personnel Commissioners Association (CSPCA) in the amount of \$7,000.00

Moved Ms. Dixon Seconded Mr. Salazar  
 Vote: Barabani Absent Dixon Nay Salazar Nay

Ms. Dixon Any discussion on the motion? Just for the record can you give us a little background?

Ms. Hoch These tests were ordered before I arrived and they are management positions so they are not covered under the Writ. We still have not received these items. So if you want my personal opinion or just facts?

Ms. Dixon So we do not have them?

Ms. Hoch We do not have them.

Ms. Garcia This is one item that Patrick Maher asked for me to process. Gorge Cole called last Thursday, April 10<sup>th</sup>. And he said that nothing was ready yet that he was having his people work on the assignment but that he was looking for the check. I said to him, we have not received any items from you. He said, let me check I think we have two done right now, that was last Thursday. And

then 2 days ago he called again claiming for his check. And I said, "well it is on the agenda to be approved by commissioners." He was really upset. He said that Patrick Maher already promised him a check and he is upset because now he has to find a way to pay the job developers. He still could not tell me if they were all done. He said they were not all done but that eventually they were working on it.

Mr. Salazar For the record I am looking at this. This is an expenditure of \$7,000.00 that I have never seen before in my life. Clearly it was not something that was voted on by the commissioners. And apparently there was some sort of arrangement that really went around the authority of the commission for this expenditure and I for the record think of all expenditures of any significance and I would say \$7,000.00 it is a significant amount of money should be approved by the commissioners so I just wanted to say that for the record.

On another side note, as an additional piece of information I did have a discussion with Karen Hoch, and please let's make sure I am correct on this. I am under the impression that we do not need these examinations developed. We can do these things in house.

Ms. Hoch That is absolutely correct.

Ms. Dixon Just to clarify is that what the personnel analyst supposed to do is write the test?

Ms. Hoch Yes.

Ms. Dixon Did you have a comment?

Alexis Jenks I just want to restate the fact that the past practice for the commission has been that any job descriptions that are supposed to be reviewed that they would go to district personnel as well so that they can get their input. These particular positions have not gone to the district, so there is really no need to develop a test if the job description has not been revised. Because you don't know what kind of exam you are going to give or if you really need that exam. So that is another thing that was not done. We don't need to have the test before the job description has been revised.

Ms. Dixon Thank you very much; that answered my question. Call for the vote.

Mr. Salazar Let me make sure that I am clear on this. Ok, so I do not want to approve this.

Ms. Dixon So that is a Nay.

Mr. Salazar My vote would be Nay.

Ms. Dixon My vote is also Nay.

E. The commission will discuss the DRAFT 2014-15 Personnel Commission Budget.

Moved: Ms. Dixon	Seconded	Mr. Salazar			
Vote: Barabani	Absent	Dixon	Aye	Salazar	Aye.

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Ms. Hoch I have this budget for your review. It supposed to go to County Schools at the end of May. So you have a month to review.

Mr. Salazar I am sorry, is that on page 36 of 73 and 37?

Ms. Hoch Yes, correct. Bargaining union will be voting on the next couple of days for a salary raise, if that is approved it is included in the budget. Fiscal has looked at it, they have not seen any problems as far as additional expenditures or anything.

Ms. Garcia Our total expenditures will be the same as last year \$726,384.00 so it will be the same.

Ms. Hoch That includes the salaries.

Ms. Dixon What is the potential salary raise?

Ms. Hoch 4 percent.

Mr. Salazar I have a question, I am looking at page 37 of 73 for a consultant which is the adopting budget 2013-2014 of \$52,500, then we don't have that anymore, so we are comparing column 3 if we are not mistaken, the adopted budget which is in column 1. Am I correct on that?

Ms. Hoch Would you like us to add that area back?

Mr. Salazar No I'm just asking that we had that and now we don't have that. I mean that is a big expense.

Ms. Garcia Well now it's down to \$30,000 and that is what Mr. Maher wanted, to hire consultants. Just to do different jobs that he was planning to do. So now we have \$30,000.

Mr. Salazar Why does it not showing 30,000, I see it on the next page. That is all I don't have a big problem with the numbers per say it just in different places. We have another opportunity to look at this right? I would like that section cleaned up.

Ms. Hoch You will be seeing that on the next meeting.

Ms. Dixon Can you elaborate on his plan before, I was not here.

Ms. Garcia He was planning on hiring consultants. For example like the provisional analyst(s) that he hired, that is part of where the money went to. If he wanted to hire from somebody outside to be an expert to look at paperwork, or an attorney that is what he was planning on doing.

Mr. Salazar On column 2 page 38 of 73 did he spend that \$53,200? That is why it gets a little confusing, I see the adopted budget. Column two its estimated expenses.

Ms. Garcia We spent about \$17,000.

Mr. Salazar If those numbers are duplicated, where is that on?

Ms. Hoch Commissioner Salazar if you look at page 41 of 73, of expenditure balances on there.

Mr. Salazar Why does it show on here?

Ms. Hoch I will fix it.

Ms. Dixon Ok, thank you.

F. It is moved that the commission approve minutes for March 5, 2014 as submitted.

Moved: Ms. Dixon	Seconded	Mr. Salazar
Vote: Barabani	Absent	Dixon
		Aye
		Salazar
		Aye

Ms. Dixon Discussion? I know Nerci you said that you will cleaned it up. There were a couple of errors. We can still approve them and you will make the changes.

Ms. Garcia I will send it to you, tomorrow.

Mr. Salazar I have no problem.

Ms. Dixon Call for the vote.

G. It is moved that the commission approve minutes for March 18, 2014 as submitted.

Moved: Ms. Dixon	Seconded	Mr. Salazar
Vote: Barabani	Absent	Dixon
		Aye
		Salazar
		Aye.

Ms. Dixon Discussion? Call for the vote.

H. It is moved that the commission approve minutes for April 2, 2014 as submitted.

Moved: Ms. Dixon	Seconded	Mr. Salazar
Vote: Barabani	Absent	Dixon
		Aye
		Salazar
		Aye.

Ms. Dixon Discussion? Call for the vote.

**V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:**

Ms. Dixon Comments from commissioner and interim director.

Mr. Salazar It looks like we got a lot of business done tonight; it looks like we have been efficient with everybody's time. And I am hoping that we continue with this efficiency at next meetings.

Ms. Dixon I don't have any super great comments other than I appreciate what is going on. I come in from time to time. I appreciate you welcome me in the office, if you have any concerns you ask. I do

appreciate how hard you all are working. The atmosphere is less or not tense at all. Nobody is walking on egg shells. I appreciate not getting 10 to 15 emails on a daily basis. I really do thank everyone for that. I like the smile I see from everyone every day. I like that we are having the cooperation of the Chief can come in and talk to somebody and have a decent conversation and get some things done. I do appreciate that, all your comments are being considered like always. It's all about getting people jobs and doing it the proper way and not just putting a rubber stamp. We read the backup material before we get here, and answer questions, and make it as efficient as possible.

Mrs. Hoch Well I am still exciting about being here, facing the challenges and I have a great staff, I really have a great staff. They work so hard, and we have given you a status report. Would you like for me to read the report of what we accomplished?

Ms. Dixon Sure.

Mrs. Hoch We did complete the Assistant Superintendent of Business Services and we ratified that tonight so HR will be receiving that tomorrow, that so they can both work with hiring and interviewed. We had schedule 528 tests for Attendance Technician on April 19 and 22<sup>nd</sup> so that will take place. Catering Operator and Cafeteria Operator we have scheduled on 4/28 we have tested 189 people and I am writing the test for that now.

Clerk II and Bilingual Clerk II we have test on the 26 and 29<sup>th</sup>, and we will be testing 398 people. Community Resources Worker Bilingual we had tests scheduled on May 3<sup>rd</sup> and we will be testing 217 on that day. Curriculum Materials Clerk and Bilingual Curriculum Materials Clerk we gave two tests today and one tomorrow. And we are testing 217 applicants. Delivery Driver Warehouse Worker. We will be testing 507 people on Saturday April 17<sup>th</sup>. We are testing on Saturday to get this done, ladies are working so much. Instructional Assistant SDC Bilingual and Instructional Assistant SDC that was ratified tonight also, Maintenance Worker II, so we will give those lists to HR tomorrow and they can go forth with hiring on those.

The Maintenance Worker II we have seven people for that. The Program Clock and Fire Alarm Technician we are writing the test on that. We are meeting with M&O on some of these tests to get their input. School Accounting Technician I and II ratified list tonight so HR will be getting list tomorrow. Secretary and Bilingual Secretary will be ratified tonight and receiving list tomorrow. Senior Clerk and Bilingual Senior Clerk we will be testing on the 19<sup>th</sup> and that will be 207 applicants will be tested. Transportation Scheduler/Bilingual Transportation Scheduler was ratified tonight and HR will be receiving in it tomorrow.

Ms. Dixon You are not having problems finding places to test.

Mrs. Hoch District has been very cooperative with us. Some of them were pending before I got here.



Ms. Dixon Karen this is everything you done since you get here?  
Ms. Hoch Some of this was pending before I got here.  
Ms. Dixon So we are getting stuff done. Alright no questions, or concerns.  
The meeting is adjourned at 6:04p.m.

**VI. ADJOURNMENT**

The commission adjourned the meeting at 6:04 p.m.