

PERSONNEL COMMISSION MEETING
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION OFFICE

MINUTES

September 17, 2014

I. CALL TO ORDER

A. The meeting was called to order at 5:32 p.m. by Commissioner Dixon.

B. Roll-Call

1. Commissioner Gino Barabani, Chair -- Absent
2. Commissioner Valeria Dixon, Vice-Chair
3. Commissioner Michael Salazar, Member
4. Gladys Byrd, Personnel Commission Director

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

Moved	<u>Ms. Dixon</u>	Seconded	<u>Mr. Salazar</u>
Vote: Barabani	<u>Absent</u>	Dixon	<u>Aye</u>
		Salazar	<u>Aye</u>
Ms. Dixon	<u>Discussion?</u>		
Ms. Dixon	<u>Call for the vote.</u>		
Mr. Salazar	<u>Aye.</u>		
Ms. Dixon	<u>Aye.</u>		

III. PUBLIC COMMENTS

- NOTE:**
- Comments from the public on any agenda item 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 speak is limited to a maximum time 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.

Andy Evano,
CSEA Labor
Representative

Thank you , I just want to speak briefly on Action Item A on Mr. Barabani, the point is want to make is that CSEA is actively involved in recruitment now on the new commissioner. I understand the rules and regulations we have to have the name by November 1st. I want to make the commission aware that CSEA is actively recruiting someone for that position. Hopefully we will have someone by that date.

Ruben Negrete,
Classified
Employee

My name is Rueben Negrete, I am currently employed as an electrician for four years now. I applied for the electrical and electronics supervisor position. On August 12th I received an

email from the personnel commission department. I was told I did not meet the required experience for that position and my application will not be considered. On July 14th I spoke with the director at that time it was Karen Hoch, and I asked the reason for not accepting my application. I was told the information I provided was vague and I did not qualify to be in a supervisory position. Now on my application I qualified that I was a business owner, electrical contractor for ten years, a project manager and job foreman for 10 years. I explained to her that as a contractor I have to five to 15 employees' duties and projects. As a project manager I supervise all employees. The director said there was nothing that she can do. I am here to ask the commission to reconsider my application and give me the opportunity to test. I am here to clarify any questions, experience and I know I am qualified. I am not asking for the position only the opportunity to test for the position. Thank you.

Ms. Dixon Are there any other public comments before we move on? Ok, move to Action Item IV. A

IV. ACTION ITEMS

- A. The commission considered discussing the term ending on December 1, 2014 for Gino Barabani, classified appointee.

Ms. Dixon Discussion? Call for the vote.

Mr. Salazar I will briefly comment it sounds like Andy said that CSEA is actively pursuing somebody that will do that position and participate as an active commissioner. Thank you Andy

Ms. Dixon You pretty much answer the question I would have asked.

- B. The commission will consider ratifying the eligibility lists. Proposed motions are:

It is moved that the commission ratify the eligibility lists for

1. Revised Instructional Aide/Bilingual Instructional Aide (Exam 14-042)
2. Revised Custodian I (Exam #14-042)
3. Budget Analyst (Exam #14-053)
4. Chief Business Officer (Exam #14-063)
5. Custodial Supervisor (Exam #14-052)
6. Electrical and Electronics Supervisor (Exam #14-054)
7. Grounds Supervisor (Exam #14-055)
8. Painting Supervisor (Exam #14-058)
9. Personnel Analyst (Exam #14-075)

Moved	Ms. Dixon	Seconded	Mr. Salazar
Vote: Barabani	Absent	Dixon Aye	Salazar Aye
Ms. Dixon	Discussion? Number 1 and 2 and I don't know if you can answer, I don't know why it's revised. Do you have any background?		
Ms. Byrd	I have background for Custodian I, it appears that for some reason the score was not submitted correctly on the first one, so they added the score that was not added on the custodian I.		
Ms. Dixon	It was not scored right or it was not included on the eligibility list?		
Ms. Byrd	It was not included on the ranks when it scored. I don't know if it was a malfunction but they have to put him back in. The person had tested but for some reason that rank was not placed through neogov. It did not affect the ranks.		
Ms. Dixon	So do we think that was happened on Instructional Aide?		
Ms. Byrd	Yes, that could have being.		
Ms. Dixon	We don't release any information until we are done correct?		
Ms. Byrd	Correct.		
Ms. Dixon	If we take into consideration what Mr. Negrete said do we need to pull that item?		
Ms. Byrd	My suggestion would be to pull it, because if we create an eligibility list, if he passed or ranked and if some interviews have been done, he would not have opportunity at the present time to interview.		
Ms. Dixon	Mr. Negrete, did you submit you application on time?		
Mr. Negrete	Yes Madam.		
Ms. Dixon	So before we ratify this list I moved that we pull item number six and bring it back at our next meeting which is in one week or two. After we review Mr. Negrete application to see if he meets the requirements.		
Mr. Salazar	The motion is to pull IV. B 6 and ratify all others that are on the list.		
Ms. Dixon	That is correct.		
Mr. Salazar	I will second that.		
Ms. Dixon	Call for the vote.		
Mr. Salazar	Aye.		
Ms. Dixon	Aye. So now I move to ratify the list for one through nine omitting number six.		
Mr. Negrete	If you are going to review my application again, do I give additional information or you are just going to submit my		

application I already submitted?

Mr. Salazar I would say just hold tight and we will give you instructions.

Ms. Dixon So I will move that we ratify the list. Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye. So we need to make a motion that we will bring back the item electric and electrical supervisor upon reviewing Mr. Negrete's application that he submitted at the time of between the opening and closing date. We will not allow him to add any additional information because it is not fair to the other applicants. But we will have the director review it to see if you meet the requirements.

Mr. Negrete Thank you.

Mr. Salazar That is a motion. I will second.

Ms. Dixon Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

C. The commission will consider approving the new classification specification as submitted:

1. Mobile Maintenance Teams Supervisor

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

Ms. Dixon Discussion? Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

D. The commission will consider revisions to the following classification specification as submitted"

1. School Licensed Vocational Nurse/Bilingual School Licensed Vocational Nurse

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

Ms. Dixon Discussion?

Mr. Salazar Aye.

Ms. Dixon Aye.

E. The commission will consider extending the following eligibility list(s) for an additional year:

1. Attendance Verifier/Bilingual Attendance Verifier (Exam #14-001)

2. Serving Kitchen Operator (Exam #13-022)

Moved: Ms. Dixon	Seconded	Mr. Salazar		
Vote: Barabani	Absent	Dixon	Aye	Salazar Aye
Mr. Salazar	I will second			
Ms. Dixon	Discussion?			
Mr. Salazar	Is this a function of the need for continuous filling vacancies in here?			
Ms. Byrd	There are still a number of vacancies and the list is expiring because of the classification the specialist would request to extend it.			
Ms. Dixon	Call for the vote.			
Mr. Salazar	Aye.			
Ms. Dixon	Aye.			

F. The commission will consider approving the second reading of personnel commission rules revisions for Chapter 7.08.

Moved: Ms. Dixon	Seconded	Mr. Salazar		
Vote: Barabani	Absent	Dixon	Aye	Salazar Aye
Mr. Salazar	I will second			
Ms. Dixon	Discussion?			
Ms. Dixon	Call for the vote.			
Mr. Salazar	Aye.			
Ms. Dixon	Aye.			

B. The commission will consider approving minutes for August 6, 2014 as submitted.

Moved: Ms. Dixon	Seconded	Mr. Salazar		
Vote: Barabani	Absent	Dixon	Aye	Salazar Aye
Mr. Salazar	I will second			
Ms. Dixon	Discussion?			
Ms. Dixon	Call for the vote.			
Mr. Salazar	Aye.			
Ms. Dixon	Aye.			

B. The commission will consider approving minutes for August 13, 2014 as submitted.

Moved: Ms. Dixon	Seconded	Mr. Salazar		
Vote: Barabani	Absent	Dixon	Aye	Salazar Aye
Mr. Salazar	I will second			
Ms. Dixon	Discussion?			

Ms. Dixon Call for the vote.
Mr. Salazar Aye.
Ms. Dixon Aye.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Gladys Byrd, Director for Personnel Commission Thank you for giving me the opportunity to have this position, there is so much to learn and I have a great staff that is helping me. Andrea is back to HR and, I think for right now Irma, Nerci and I will be working together, it's all a learning process, we are on the first we will be submitting 15 additional eligibility list for consideration so it's still moving. Irma was able to finish what Andrea had started and we are doing quite well.

Ms. Dixon Welcome, just you can't worry about people are saying. Just do your job and if you have any questions or concerns just talk to me or Mike. I do have a question, one of the board members asked Dr. Wiseman what is the hold up on hiring people? I wanted to know, has the bumping being done?

Ms. Byrd The district they are filling positions that are not affected by bumping such as you would not see clerk one, because there is a possibility that someone might be bumped on the position. The district philosophy is if you're an employee they don't want you out the door, so if you have a new person and you fill in the position with so there was some positions because of the classification you may have to put the employee other classification. I believe the union would have the vote next week. So after that the team will be doing the bumping so they can start hiring again.

Ms. Dixon Because I get calls and I just want to know what to tell them. Because they think it's us and it is not us. Because of past practice.

Ms. Byrd Even with that people that are short of staff because one retired so they could only do so much. so they are hiring subs from an eligibility list.

Ms. Dixon Ok so we are not using manpower.

Ms. Byrd The manpower is still being used but this we signed a number of cafeteria new employees so that should decrease. We have no control of manpower; I don't know who they are. I think there were probably 10 cafeteria positions subs hired this week.

Ms. Dixon People call I want to be able to give them correct answers.

Mr. Salazar I would keep my comments brief. I would also like to welcome Gladys Byrd. I watched you work since before you came to the Personnel Commission department. I had the privilege of interviewing you as well. I just think you are the right fit to get this job done and we have all seen the challenges here with PC but I am looking forward of working with you. I am glad you are

on board and I just want to echo what was said that is if you need any help in any shape or form you can give me a call. We are not done with this year yet but I feel we are approaching a good year. So thank you for stepping up to the plate to do the job.

I also want to thank your staff because they do great job. Nerci you do a great job. Irma does a great job and I think that sometimes gets lost and shuffle but without the staff we would not get anything done. And I think that is all I have to say.

Ms. Dixon Ok. If there is no other comments we are adjourned 5:55 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 5:55 p.m. for:

Pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE APPOINTMENT

Title: Personnel Commission Director (Provisional)

The commission reconvened into open session at 6:41 p.m. and announced the following action taken in closes session.

Ms. Dixon We are back to open session at 6:41 p.m. and we have nothing to report out.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:41 p.m.