

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

MINUTES

January 7, 2014

5:30 P.M.

I. CALL TO ORDER

- A. The meeting was called to order at 5:35 p.m. by Commissioner Salazar.
- B. Roll-Call
 - 1. Commissioner Gino Barabani, Chair- Absent
 - 2. Commissioner Michael Salazar, Member
 - 3. Commissioner Valerie Dixon, Member
 - 4. Patrick Maher, Personnel Commission Director
- C. Pledge of Allegiance
- D. Administration of Oath of Office to Valeria Dixon, Joint-appointee to the Commission appointed by Superintendent of Public Instruction pursuant to Education Code section 45246(b)(2) for a 3 year term commencing December 1, 2013.

Valeria Dixon, Commissioner to Personnel Commission Valerie Dixon was administered the Oath of Office and sworn in for a 3 year term commencing December 1, 2013.

Mr. Salazar I would like to personally for the record welcome Valeria Dixon as the joint appointee to the commission we look forward working with you as your tenure here. Serving the district, employees and the children of the district. We will move to Action Item II which is the approval of tonight's agenda. I so move that we approve tonight's agenda.

II. APPROVAL OF AGENDA

Moved	<u>Mr. Salazar</u>	Seconded	<u>Ms. Dixon</u>
Vote: Barabani	<u>Absent</u>	Salazar	<u>Aye</u>
Mr. Salazar	<u>I so move that we approve tonight's agenda</u>		
Ms. Dixon	<u>I second.</u>		
Mr. Salazar	<u>All in favor Aye.</u>		
Ms. Dixon	<u>Aye.</u>		
Mr. Salazar	<u>The agenda is approved.</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.
 - Comments from the public on any agenda item may be made at this time.
 - Public comments during the commission discussion of an agenda item will not be permitted.
 - Each speaker may speak only once.
 - A request to speak form must be completed before the meeting is called to order and submitted to the Chair in order to speak.

Mr. Salazar Time for public comments and I would like to start with Phyllis Gronck

Phyllis Gronck Good evening personnel commission members, Mike Salazar, Valeria Dixon and Mr. Maher. My name is Phyllis Gronck; I have been a classified manager for the district for over 33 years. I started my first position in the district in 1979, and retired at the end of 2011 school year.

Phyllis expressed her concerns on the job classifications and job descriptions for the hiring process in promoting employees within the district. She also expressed her concerns on the hiring and testing process for Superintendent Assistant position. Her suggestion would be to start the process of recruitment all over for Superintendent Assistant or look at the original application and determine who is qualified based on actual requirements for the position. Thank you very much.

Terry Haensly, Classified HR Specialist Terry Haensly read a script from Gladys Byrd and Dr. Wiseman who were not able to attend the meeting. She also welcomed Valeria Dixon as a neutral personnel commission member.

Valeria Dixon Thank you.

Tom Hernandez, Classified Employee Tom Hernandez expressed concerns about the High School requirements for the entry level jobs. He asked commissioners to consider bringing back High School Diploma requirements for all job classifications. Thank you.

Carl Greenwood, CSEA President Carl Greenwood, CSEA President also expressed his concerns on the High School Diploma requirements for all jobs. He emphasized that twenty years ago it was required and it should currently remain the same. He encouraged commissioners to please make sure that High School Diploma or GED is considered and required as part of the job recruitment. Thank you.

Katrina Bahamonde, Classified Employee Katrina expressed her concerns on the testing for School Accounting Technician I and II. Both tests were the same. There was nothing different to challenge. She asked if the person preparing the test can have better knowledge regarding the

position description and the testing materials. Thank you.

Eric Vetere,
Interim
Environmental
Safety Officer

Eric Vetere on behalf of San Bernardino School Police offices welcomed Valeria Dixon to the commission, and we truly believe this is a new day for the District; we are going to see cohesiveness in this district between the personnel commission and the district. It is good to see you Val, it is good to know you, your background, your history, your level headiness your ability to and we believe that you are very fit for that position, welcome.

Valeria Dixon,
Commissioner
Ed Norton,
M&O Director

Thank you.

Good evening I am Ed Norton Director for M&O, I operate with different shops, maintain the schools for the district. I also would like to welcome Valeria Dixon, so happy and ecstatic you are here. You have taking on an awesome responsibility, if there is anything we can do for you, please let us know, we are here to serve you.

Ed expressed his concerns on job classifications for Maintenance Worker II and Program Fire Alarm Technician. He asked to be allowed to review job specs and job descriptions before they are brought for Personnel Commission approval. Thank you.

IV. ACTION ITEMS

A. The commission will make appointment to the vacant Vice-Chairperson.

- 1. It is moved that _____ be appointed as Vice-Chairperson for the 2014 term.

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

Mr. Salazar Action Item IV. A. commission will make appointment to the vacant Vice-Chair person and it is moved that *blank* be appointed for Vice-Chairperson for the 2014 term. I want to have a discussion for this Action Item IV. A. My comments are very simple. I made a request that Action Item IV. A. read a little bit differently. It was my request that this item be place on the agenda not only to make appointment for vacant Vice Chair position but also to the Chairperson position. Those of you who were at the meeting last time will recall that at that time I made the comment that I thought it was premature for us to vote for the Chair and Vice Chairperson because we had still had an outstanding question about the joint appointee position. As you can see we swore in Ms. Dixon this evening and I have a letter from the Superintendent of Public Instruction to the effect that her appointment is effective December 1st which would make the vote for Chair and Vice Chairperson on December 4th null and void. So, what I would like to do is properly re-agendize this item. The commission can make appointment to the vacant Chair and Vice Chair positions. So, that is my comment and Ms. Dixon if you have any comments.

Ms. Dixon I agree with you, I think we should put a motion on the floor.

Mr. Salazar I would like to move that we re-agendize Action Item IV. A to state that the commission will make appointments to the vacant Chair and Vice Chair positions for the 2014 term.

Ms. Dixon I second.

Mr. Salazar Call for the vote.

Ms. Dixon Aye.

Mr. Salazar Aye.

B. The commission will come to a consensus scheduling two regular meetings per month.

Moved	Seconded	
Barabani	Absent	Aye
Mr. Salazar	Salazar	Dixon
		Aye

Mr. Salazar There is a proposed calendar on page 8 of 81 and I like to read the backup material for action item IV (B). The commission needs to timely and regularly ratify eligibility lists and to approve revisions to the classification specifications in order to comply with the timelines set forth in the Writ of Mandate CIVDS 1106215. The commission currently has a regular meeting the first Wednesday of each month. And January 27th I believe it is already scheduled. Mr. Maher can you go through this?

Mr. Maher The February 5th, April 2nd and every meeting is the 1st of every Wednesday we will normally meet.

Ms. Dixon I don't have a concern about the dates. My concern is will all this things be done correctly in a timely manner? I understand we are under a stipulated judgment but we don't want to keep revisiting things or errors because we are under pressure. In two weeks are we going to have other list to approve? Or is it going to be 10 people that are up here talking, and complaining? That is my concern. Not that we could not do it twice a month but I think we got to get our act together first.

Mr. Salazar Ok, I will keep my comments brief but first of all this was on public record, I was opposed scheduling two meetings per month just for the sake of calendaring two meetings per month. These meetings that we meet regularly when you all leave, we are here to nine or ten at night. And in my humble opinion if we can't get that job done in one meeting then I think we should then call for a special meeting as needed. To calendar 24 meetings everybody who sits on this commission has a regular job and things to do. I am actually opposed to calendaring two regular meetings on scheduling them. What I am not opposed to is as needed scheduling meetings in between. So those are my comments Ms. Dixon.

Mr. Maher You have to decide what you want to do and then call for the vote. You have to schedule regular meetings for the year. So you have to make a decision however, it is to make one or two meetings, and then if you want to schedule to have regular meetings then you

have to vote to have a vote to adopt the dates for those meetings.

Mr. Salazar With that in mind I would like to move that we calendar regular meetings the first Wednesday of each month. And we can by looking at page 8 of 81 we can easily see them that would be Feb 5th, March 5th, April 2nd, May 7, June 4th, July 2nd that will probably change, August 6th, September 3rd, October 1st, November 5th, and December 3th 2014. That would be my motion.

Mr. Maher Can I ask about January 22nd?

Mr. Salazar January 22nd is already calendared. We can make those decisions at the regular meetings. We have done that throughout the years that I have been here. Mr. Maher can get the agenda out in a timely manner; the staff is real good about getting agendas out for special meetings. In reality we are going to need a few special meetings but I don't think we will need 24 meetings.

Ms. Dixon Ok, I will second your motion.

Mr. Salazar Any further discussion? Aye

Ms. Dixon Aye.

Mr. Salazar Motion carries.

C. The commission will consider approving classification specifications submitted by consensus of the District, CSEA, and the Commission. Proposed motions are:

- 1. It is moved that the commission approve the revisions to the classification specification for Attendance verifier and Bilingual Attendance Verifier as submitted.

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

Mr. Salazar There is a whole list of them we can go through Items IV. C (1) through 13 individually or we can go through them collectively.

Ms. Dixon There is a couple I would like to discuss.

Mr. Salazar Ok, let's go through them individually. Action item IV. C (1) Approve the revisions classifications for Attendance Verifier as submitted.

Ms. Dixon I Second.

Mr. Salazar The only question I have is the process that we use to create this classification specs. I heard a lot of people tonight talking about things and how this specs became about, we had the one lady said she looked at this is how it started and the end was totally different. My concern is with the process so I just want to voice that for purposes of public record. I have a real concern. I understand and certainly I want to move forward with the process of hiring people, I guess I have a few check

marks here as well. Nobody came up here to speak about this one so I have gone through the material I have not researched it in detail like others have. That is concerning to me, we get this 81 page documents and we are missing some pieces. This is a lot to thumb through but we are still missing pieces of the equation so that is my concern and I just want to bring that before you.

Ms. Dixon My comment is similar to yours Mr. Salazar. Our expectation is that each party involved does their diligence, the union, the district and then our director. So when we get this material and we were under the assumption that you guys are meeting according to the Writ and you are going through them according to specification and you are agreeing to it. I appreciate you coming forward to be transparent so that Mr. Maher is blamed for everything. I'm sure he appreciates it to. Nobody likes to be blamed at all. That is my concern that there was a lack of diligence on other part and that everybody does their diligence either prior or during the meeting so we can make correct inform decisions.

Mr. Salazar One more comment, we use to have a process that seemed very simple for me. There was a piece of paper that the interested parties were involved in the process and that piece of paper was signed off. My question has the district signed off on all of this?

Lisa Towery,
CSEA Labor
Representative Yes.

Mr. Maher Yes.

Lisa Towery,
CSEA Labor
Representative All parties have been involved signing off the changes and job specs.

Mr. Salazar The people that are already on positions are grandfather. Call for the vote.

Ms. Dixon Nay.

Mr. Salazar Nay.

2. It is moved that the commission approve the revisions to the classification specification for Clerk I and Bilingual Clerk I as submitted.

Moved:	<u>Mr. Salazar</u>	Seconded	<u>Ms. Dixon</u>		
Vote:	Barabani	Absent	Salazar	<u>Nay</u>	<u>Dixon</u>
	Mr. Salazar		Discussion?		<u>Nay</u>

Ms. Dixon None.

Mr. Salazar Call for the vote.

3. It is moved that the commission approve the revisions to the classification specification for Library Assistant and Bilingual Library

Assistant as submitted.

Moved: Mr. Salazar Seconded Ms. Dixon
Vote: Barabani Absent Salazar Nay Dixon Nay
Mr. Salazar Discussion?
Ms. Dixon None.
Mr. Salazar Call for the vote.

4. It is moved that the commission approve the revisions to the classification specification for Maintenance Worker II as submitted.

Moved: Mr. Salazar Seconded Ms. Dixon
Vote: Barabani Absent Salazar Nay Dixon Nay
Mr. Salazar Any discussion?
Ms. Dixon None.

5. It is moved that the commission approve the revisions to the classification specification for Microcomputer Specialist – PC as submitted.

Moved Mr. Salazar Seconded Ms. Dixon
Vote: Barabani Absent Salazar Nay Dixon Nay
Mr. Salazar Any discussion?
Ms. Dixon None.
Mr. Salazar Call for the vote.

6. It is moved that the commission approve the revisions to the classification specification for Office Assistant I (Health Aide) and Bilingual Office Assistant I (Health Aide) as submitted.

Moved: Mr. Salazar Seconded Ms. Dixon
Vote: Barabani Absent Salazar Nay Dixon Nay
Mr. Salazar Discussion? None here.
Ms. Dixon None.
Mr. Salazar Call for the vote.

7. It is moved that the commission approve the revisions to the classification specification for Program Clock and Fire Alarm Technician as submitted.

Moved: Mr. Salazar Seconded Ms. Dixon
Vote: Barabani Absent Salazar Nay Dixon Nay
Mr. Salazar Any discussion?
Ms. Dixon None.
Mr. Salazar Call for the vote.

8. It is moved that the commission approve the revisions to the classification specification for School Accounting Technician I – Middle

School as submitted.

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

Mr. Salazar Any discussion?

Ms. Dixon None.

Mr. Salazar Call for the vote.

9. It is moved that the commission approve the revisions to the classification specification for School Accounting Technician II – High School as submitted.

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

Mr. Salazar Discussion?

Ms. Dixon None.

Mr. Salazar Call for the vote.

10. It is moved that the commission approve the revisions to the classification specification for Secretary II and Bilingual Secretary II as submitted.

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

Mr. Salazar Discussion?

Ms. Dixon None.

Mr. Salazar Call for the vote.

11. It is moved that the commission approve the revisions to the classification specification for Secretary and Bilingual Secretary as submitted.

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

12. It is moved that the commission approve the revisions to the classification specification for Transportation Scheduler and Bilingual Transportation Scheduler as submitted.

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

Mr. Salazar Discussion?

Ms. Dixon None.

Mr. Salazar Call for the vote.

13. It is moved that the commission approve the revisions to the classification specification for Instructional Aide and Bilingual Instructional Aide as submitted.

Moved: Mr. Salazar	Seconded	Ms. Dixon
Vote: Barabani	Absent	Salazar
Mr. Salazar	Discussion?	Nay
Ms. Dixon	None.	Dixon
Mr. Salazar	Call for the vote.	Nay

D. ~~The commission will consider approving recruitment bulletins. Proposed motions are:~~

1. ~~It is moved that the commission approve the recruitment with an eligibility list of 6 months for Attendance Verifier/Bilingual Attendance Verifier and approve the bulletin for Attendance verifier/bilingual attendance verifier (Exam 14-001 as submitted. It is moved that the commission approve the revisions to the classification specification for Microcomputer Specialist – PC as submitted.~~

Moved: Mr. Salazar	Seconded	Ms. Dixon
Vote: Barabani	Absent	Salazar
Mr. Maher	Because you did not vote for revisions on classifications you can't approve the recruitment bulletins.	Nay
Mr. Salazar	Yes, thank you. We will take that into consideration.	Dixon
		Nay

E. The commission will consider ratifying an eligibility list. A proposed motion is: It is moved that the commission ratify the eligibility list for HVACR mechanic (Exam 13-034) and approve the deletion of the oral examination from the selection process.

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

V. COMMISSIONER'S COMMENTS

Mr. Salazar We will go to agenda Item V. Commissioner's and Director's comments. I will go ahead and start, I again would like to welcome Valeria Dixon. I welcome you because we value your skillsets that you bring to the commission. It will be fun and sometimes it won't be so much fun but at the end of the day the spirit of the commission is the best people that we possibly can hire for the benefit of the people in all aspects. Thank you for agreeing to serve and also to those of you out here tonight that had input which is pretty much everybody thank you for taking the time out to be here and share what is in your mind with us. Those kinds of things I think it does help us in our decision making process.

You know for me it's a new year and I am looking forward for a new opportunity to really get the PC on track. Not everyone out there will agree with our decisions all the time, we as commissioners we will not agree with each other all the time.

The spirit of this whole thing is to move forward and do the right thing and if we can do that I think it will be a successful 2014, so happy new year everybody, it's good to see some old faces and friends here and you are welcome here any time.

- Ms. Dixon Thank you for your comments, I look forward to do the best job that I can do for the district, the unions, the employees and the community and that is what I am going to do and I am going to make a fair sound judgment based on my own decisions and nobody else. I will say that for the record my expectations are that everybody, the parties involved needs to do their due diligence. Whether you take that to Dr. Wiseman, Ms. Byrd or anybody that is affected by changes or recruitments opportunities to say their piece they can bring that back to the group at the end. That the union does their due diligence and I know Mr. Maher will do his due diligence so that we stop pointing all this fingers at everybody and we work collaborative to get the job done. And I appreciate Ms. Towery getting up and being transparent and taking responsibility for her actions. Happy New Year everybody and I look forward to seeing you at the next meeting.
- Mr. Maher I would like to welcome Ms. Dixon to the commission just to let you know I will do whatever I can to assist you and provide you information.
- Ms. Dixon Thank you.
- Mr. Salazar That includes our public meeting for this evening. We will go into closed session; I think it will be a brief closed session. The meeting is adjourned for recess at 7:55 p.m.

VI. CLOSED SESSION

The commission adjourned into closed session at 7:55 p.m. for:

Pursuant to Government Code Section 54957 to discuss:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Secretary III
Human Resources Specialist (2 positions)
Personnel Commission Director
Personnel Analyst (2 Positions)

Pursuant to Government Code Section 54957 to discuss:
PUBLIC EMPLOYEE DISCIPLINE

The commission reconvened into open session at 8:40p.m. and announced the following action taken in closed session: There was no action taken in closed session. The meeting was adjourned at 8:41 p.m.

VII. ADJOURNMENT

The commission adjourned the meeting at 8:41p.m.