

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

**MINUTES**

June 4, 2014

**I. CALL TO ORDER**

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

B. Roll-Call

1. Commissioner Gino Barabani, Chair -- Absent
2. Commissioner Valeria Dixon, Vice-Chair
3. Commissioner Michael Salazar, Member
4. Patrick Maher, 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>Any questions?</u>				
Mr. Salazar	Yes, I move to approve tonight's agenda striking from the agenda Item IV. D (8) School Nursing Assistant Bilingual School Nursing Assistant. My understanding that needs some further review and additionally striking Action Item IV. C (7) School Nursing Assistant Bilingual School Nursing Assistant Exam #14-048. Again for further review. I would like to pull those two items.				
Ms. Dixon	Besides those two items, we move that we approve the agenda by pulling action Item IV. B (8) and Action Item IV. C (7). Call for the vote.				
Mr. Salazar	Aye.				
Ms. Dixon	Aye.				

**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.

Ms. Dixon Does anybody have any public comments? Ok, no public comments we will move on.

**IV. ACTION ITEMS**

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

1. It is moved that the commission ratify the eligibility lists for  
 Account Clerk I (Exam 14-031)  
 Buyer (Exam #4-0300)  
 Cafeteria Worker (Exam #14-026)  
 Carpenter (Exam #14-018)  
 Community Resource Worker / Bilingual Community Resource Worker (Exam #14-021)  
 Custodial Crew Leader (Exam 14-034)  
 Food Worker Trainee (Exam #14-0-027)  
 School Police Officer (Exam #14-017)  
 Senior Clerk Bilingual Senior Clerk (Exam #14-024)  
 Sheet Metal Worker (Exam #14-025)

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

Ms. Dixon Discussion? Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

B. The commission will consider approving classification specification as submitted:

1. Assistant Maintenance and Operations Director
2. Computer Operator
3. Custodian II
4. Equipment Records Technician
5. Lifeguard
6. Network Specialist
7. School Police Chief
8. Security Specialist
9. Senior Registrar

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

Ms. Dixon Discussion? Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

C. The commission will consider approving recruitment bulletins as submitted:

1. Computer Operator (Exam #14-044)
2. Equipment Records Technician (Exam #14-045)
3. Lifeguard (Exam #14-046)
4. Network Specialist (Exam #4-047)
5. Public Safety Dispatcher (Exam #14-43)
6. School Computer Specialist (Exam #14-049)
7. Security Specialist (Exam #14-050)
8. Senior Registrar (Exam#14-051)

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

Ms. Dixon Call for the discussion.

Mr. Salazar I just have one questions, it looks like we approved the revisions above and Action Item IV B (1-11) with exception of number 8 and now we are on Action C only (1 -8) there is two that are missing. Can you give us an input?

Ms. Hoch I can number one; Assistant Maintenance Operation Director the department asked that we approved the job description revision, that they would not want that open at this time.

School Police Chief same thing all we are doing on that one is changing the title, they have not requested for us to open recruitment on that one.

The Assistant Maintenance Director and School Police Chief are not going to be open for recruitment at this point.

Custodian II was also requested that we not open recruitment on custodian II.

Ms. Dixon Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

D. The commission will consider revising the recruitment dates for Personnel Commission Director (Exam 14-029 to reflect continuous recruitment.

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

Ms. Dixon Discussion?

Mr. Salazar I guess I go back and ask why is being extended

Ms. Hoch May I talk to you in closed session on that? If it's open continuous then we can close it at any time. If we set a certain date such a month then we have leave it open until closing date. If continuous recruitment then maybe you can give some advices

in closed session as far as what you would like do.

Ms. Dixon So let me clarify this, You say if it's continuous we can close it anytime.

Ms. Hoch Yes, we can close it tomorrow if we have to.

Ms. Dixon So you are requesting for us to discuss it on closed session.

Ms. Hoch Yes.

Ms. Dixon Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

E. The commission will conduct a second reading of Chapter 6 and consider approving and adopting the Chapter 6 Rule revisions.

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

Ms. Dixon Any discussion?

Ms. Hoch If you have any questions I would be happy to answer.

Mr. Salazar You know I think the only question is that we were looking at the adoption of chapter 6 rule revisions we had input from the district and the union. The input from the district and union, they were in agreement with this.

Ms. Hoch I also sent a letter to Dr. Wiseman, CSEA, and no one has responded with any objections.

Ms. Dixon I have a question we use to talk about the union because the police officers have their own association. Are they included in these topics or is it only if it affects them?

Ms. Hoch Only if it affects them.

Ms. Dixon Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

F. The commission will consider approving the purchase of 1 copy machine Burtronics Lanier MP C66502 Digital color copier and SR4090 stapling finisher with the total cost of \$16,646.69 including tax from the new fiscal year budget.

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

Ms. Dixon Discussion?

Mr. Salazar Talk to us about this copier machine.

Ms. Hoch Ok our present copy machine is starting to jam, we are using it excessively because now we are testing a lot and using copy machines of test and it's really getting old. The new one we had

a demonstration, it does color, pictures.

Ms. Dixon Is it designed for a large number of jobs?

Nersi Garcia Yes, it's fast does a large number of jobs. Staples it does everything.

Ms. Dixon What are you going to do with the old one?

Ms. Garcia The company takes it.

Ms. Dixon Do they give you any kind of credit for it?

Ms. Hoch He did not say but we can find out. Do we own it or is it leased?

Ms. Garcia It is leased with Burtronics. Because they are the ones that service for maintenance each time we call them for service. I have been calling them many times for service on the machine, it keeps on breaking down. The service man informed me that the copy machine is too old and it will keep on breaking down more often, and it will keep on been defective.

Ms. Dixon Does this include the maintenance agreement on that?

Ms. Garcia Yes for one year yes. After that we open a maintenance agreement to cover for the fiscal year. We should not have any problems for a long time until it starts running out.

Ms. Hoch How long much is the maintenance agreement?

Ms. Garcia Right now is \$1,000 a year.

Mr. Salazar I understand that we are semiautonomous from the district have we had any discussion with district about this? Purchasing department is ok with it?

Ms. Garcia This will be a company that purchasing is in contract with.

Mr. Salazar Ok let's go back to the budget we did not factor this in our budget this year?

Ms. Hoch The money is in our budget, we are not planning on anything else.

Mr. Salazar This still has to be board approved right? So we can pass it, send it up to the district and if they question it then we can revisit the item?

Ms. Hoch Yes. It goes to purchasing and checks if the vendor has been approved.

Ms. Dixon Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

G. The commission will consider approving minute for February 5, 2014 as submitted.

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

Ms. Dixon Any discussion?

Mr. Salazar I just want to make sure that we go back and review grammatical changes that are necessary but other than that it's good.

Ms. Dixon Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

H. The commission will consider approving minutes for April 17, 2014 as submitted.

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

Ms. Dixon Discussion

Mr. Salazar Same issue. I just want to make sure that we review grammatical changes that are necessary.

Ms. Dixon We are summarizing we are not doing word per word.

Ms. Hoch Yes.

Ms. Dixon Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

I. The commission will consider approving minutes for May 7, 2014 as submitted.

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

Ms. Dixon Same concerns?

Mr. Salazar Same concerns.

Ms. Dixon Call for the vote.

Mr. Salazar Aye.

Ms. Dixon Aye.

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

Ms. Hoch As you both know we lost Alexis Jenks. She went to Charter Oaks School District as an HR Coordinator which is management. I am very happy for her but sad for us. We have borrowed Andrea Deland. She is from HR, she is an HR Specialist. She has a history of testing. Right now we are moving forward. She is requiring very minimum training. I anticipate that our numbers will stay up and go forward. I want to talk to you about recruiting for that position also.

Once again I think our numbers look very good. We completed Account Clerk I you ratified that tonight. We ratified tonight Cafeteria Worker, ratification, for the Account Clerk I we received 628 applications. The Buyer position we received 101 applications. The Cafeteria Worker we received 357 applications, you ratified it tonight. Carpenter we received 112 applications. The Community Resource Bilingual Resource Worker you ratified tonight. We received 206 applications and we processed it. Custodial Crew Leader we process 85 applications you ratified that list tonight. The Food Worker Trainee we had 202 applications you ratified that tonight. School Police Officer we had 137 applications and we have the list for that tonight that you ratified. Senior Clerk and Bilingual Senior Clerk we have 204 applications and you ratified that list tonight. Sheet Metal Worker we have 42 applicants and you ratified that tonight.

Right now we have scheduled the Program Clock and Fire Alarm Technician position for testing it is scheduled for next week.

The Community Relations Worker II Parent Involvement Bilingual we received 135 applications and that testing is in process. The Administrative Assistant we have 237 applicants we did the oral exam yesterday and I should have a list by tomorrow. So you will have a list next month to be ratified. Accounts Payable Technician we are in the process of testing 208 applicants on that. We closed the recruitment for Custodian I; we had 327 applications so are under the process of screening. Payroll Technician we have 162 applications which we are screening we are scheduling that test. Purchasing Clerk we had 17 applications which looks like that will be sufficient to fill any positions they have we are in the process of writing that test and scheduling that test. Reprographics Equipment Operator I am meeting with the supervisor tomorrow to get his input on the test for that position, and we had 49 applications. School Police Sergeant closed on Sunday night we had 7 applications for that and we are in the process of scheduling testing for that. Senior Purchasing Clerk 158 applications were received and scheduling that test and the Personnel Commission Director we have 24 applications and we are on the process of that.

Ms. Dixon That is from what date?

Ms. Hoch It was 18 last month. Public Safety Dispatcher is currently open it will close June 8. Application Analyst I that twill close June 22<sup>nd</sup>. School Outreach Worker and Bilingual School Outreach Worker will close June 22<sup>nd</sup> so we are moving along.

Mr. Salazar I will make my comments short, I want to say I really enjoyed the work that Alexis did here. She worked really hard and hung in here through really challenging times and just for the record I am grateful that she was here for all that time and she did great work for us. At the same time I welcome Andrea and we have done a bit work in the past. We are glad that you are here

helping us out and looking forward to continue on in bringing this kinds of numbers together and I like to thank staff Karen, Nerci and Irma for all their hard work for putting this together and getting this moving forward. So let's just keep on doing what you are doing and thank you all doing a great job.

Ms. Dixon

Welcome Andrea. I want to say thank you to Dr. Wiseman and Gladys I don't know how you guys determine just for letting her come and help and you know I said in the past that I wanted some collaboration and I know you guys heard me over and over. And it's nice to see that it is happening not that it was not attempted in the past. It was nice to see that it was actually taken place. I do appreciate that. Every time I see this numbers it just tells me how bad people need jobs in this community whether it's right here in San Bernardino or in the surrounding areas because they have been waiting so long for this commission to get their act together, no offense Mike.

I heard a gentleman at the school board meeting saying how things are getting better and this is going to contribute hopefully for the city to get better and things will turn around and people will start spending their dollars back in the community and things like that.

So I do appreciate that, Irma I'm glad to know that you have help and you are not overwhelmed. I was kind of worried about you the other day when I left here. You guys gave Alexis a nice going away party for her. It was bitter sweet for her. I have known Alexis since she was a little girl; her dad is a friend of my family. I just appreciate everything that is going on. I see some peace in people's faces the union folks, district and even commission folks.

The last thing I want to say and I talked to Karen about this but, I would like to be on the agenda for the Board Meeting and I want for the community to know the positive things that are now taking place in the commission and I like to get on the board agenda maybe on July or August and let them know what has been taken place in the last six months. I don't know how we go about doing that. If we need to do a formal presentation or what needs to be done.

Dr. Wiseman

I can set that up for you to do a presentation.

Ms. Dixon

We can do it collaborate or however you want to do it. There have been so much negative things said about the commission I think we need something positive.

## **VI. CLOSED SESSION**

The commission adjourned into closed session at 6:00 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 6:36 p.m. and announced the following action taken in closes session.

Ms. Dixon            We are back to open session at 6:36 p.m. and we have nothing to report out.

**VII. ADJOURNMENT**

The commission adjourned the meeting at 6:36 p.m.