

**PERSONNEL COMMISSION MEETING**  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION OFFICE, PORTABLE #B

**MINUTES**

August 10, 2016

**I. CALL TO ORDER**

A. The meeting was called to order at 5:30 p.m. by Commissioner Dixon.

B. Roll-Call

1. Commissioner Valeria Dixon, Chairperson- Absent
2. Commissioner Michael Salazar, Vice-Chairperson
3. Commissioner George Bohn, Member

C. Pledge of Allegiance

**II. APPROVAL OF AGENDA**

Mr. Salazar moved to approve the agenda as submitted. Mr. Bohn seconded.

Motion carried.

**III. PUBLIC COMMENTS**

None.

**IV. ACTION ITEMS**

**A. RATIFYING ELIGIBILITY LIST(S).**

It was moved by Mr. Salazar and seconded by Mr. Bohn to approve the following eligibility list(s).

1. Appliance Repair Technician	Exam # 16-035
2. Education Assistant III (Spanish)	Exam # 16-030
3. Heavy Equipment Operator	Exam # 16-049
4. Purchasing Clerk	Exam # 16-051
5. School Police Sergeant	Exam # 16-055
6. Senior Claims Examiner	Exam # 16-040
7. Senior Claims Examiner	Exam # 16-053

8. Senior Purchasing Clerk	Exam # 16-052
9. Welder Fabricator	Exam # 16-054

Motion carried

**B. RECRUITMENTS.**

A motion was made by Mr. Salazar, and seconded by Mr. Bohn to open the following recruitments:

1. Accounts Payable Technician	Open/Promotional	08/03/2016-08/30/2016
2. Custodian III	Promotional Only	08/10/2016-09/06/2016

Motion carried.

**C. EXTENDING ELIGIBILITY LIST**

A motion was made by Mr. Salazar and seconded by Mr. Bohn to approve certification to extend the following eligibility list for an additional year.

Instructional Assistant (TA), Exam # 15-075, 14 Eligible Ranks, Expires 9/2/2016

Motion carried.

**D. MEETING DATE FOR SEPTEMBER**

A motion was made by Mr. Salazar and seconded by Mr. Bohn to have an additional regular meeting on September 21, 2016 and cancel meeting for October 12, 2016.

Motion carried.

**E. AB 1432 MANDATED CHILD ABUSE REPORT**

The commission discussed that all staff is required to complete the AB 1432 Mandated Annual Employee Training in Child Abuse Reporting by September 1, 2016.

**F. NEOGOV LICENSE SOFTWARE**

It is moved by Mr. Salazar and seconded by Mr. Bohn to approve NEOGOV License Software Subscription Enterprise User License. The cost is \$18,000 for fiscal year 2016-2017.

Motion carried.

**G. NEOGOV TESTING SUBSCRIPTION**

It is moved by Mr. Salazar and seconded by Mr. Bohn to approve the annual testing subscription for NEOGOV for Biddle Integrating and OPAC. The annual subscription cost is \$5,940.00 for fiscal year 2016-2017.

Motion carried.

**H. MINUTES**

A motion was made by Mr. Salazar and seconded by Mr. Bohn to approve the minutes for July 13, 2016 meeting.

Motion carried.

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

No comments.

The meeting adjourned for closed session at 5:53 p.m.

**VII. CLOSED SESSION:**

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

The commission reconvened into open session at 5:56 p.m. and announced the following action taken in closed session:

ID# 16-18528437 – Denied.

**Adjournment:** The meeting adjourned at 5:56 p.m.