

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

MINUTES

May 4, 2016

I. CALL TO ORDER

A. The meeting was called to order at 5:42 p.m. by Commissioner Dixon.

B. Roll-Call

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

C. Pledge of Allegiance

II. APPROVAL OF AGENDA

Ms. Dixon moved to approve the agenda as submitted and seconded by Mr. Salazar.

Motion carried.

III. PUBLIC COMMENTS

No Public Comments.

IV. ACTION ITEMS

A. BUDGET 2016-2017

It is moved by Ms. Dixon and seconded by Mr. Salazar to approve the proposed budget for fiscal year 2016-2017 as submitted.

Ms. Byrd stated there was a change on the budget on the 2000 series because there was two (2) secretaries instead of one (1) and that affected the health and benefits section.

Mr. Salazar asked why on (other) there is \$20,000 instead of \$10,000.

Ms. Byrd explained that the increase is used to pay the subject matter expert. She is a provisional employee not to exceed 90 days per year, the limited term requisition is sent to the district.

Motion carried.

B. RATIFYING ELIGIBILITY LIST(S).

It is moved by Ms. Dixon and seconded by Mr. Bohn to approve the following eligibility list(s).

1. Buyer	Exam # 16-020
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2. Painter	Exam # 16-014
3. Secretary IV	Exam # 16-021

Motion carried

B. RECRUITMENTS.

The commission will consider approving the following recruitments:

Motion was made by Ms. Dixon, and seconded by Mr. Salazar to open the following recruitments:

1. Appliance Repair Technician	Open/Promotional	04/27/2016-05/24/2016
2. Cafeteria Worker	Open/Promotional	04/27/2016-05/24/2016
3. Custodian I	Open/Promotional	04/06/2016-05/03/2016
4. Education Assistant III (SI)	Open/Promotional	04/27/2016-06/07/2016
5. Education Assistant III (Spanish)	Open/Promotional	04/27/2016-06/07/2016
6. Instructional Aide	Open/Promotional	04/27/2016-06/07/2016
7. Instructional Assistant (SDC)	Open/Promotional	04/27/2016-05/24/2016
8. Instructional Tutor LH/PH	Open/Promotional	04/27/2016-05/24/2016
9. Microcomputer Specialist I (PC)	Open/Promotional	04/27/2016-05/24/2016
10 Microcomputer Specialist II	Open/Promotional	04/27/2016-05/24/2016
11.Nutrition Services Equipment Mechanic	Open/Promotional	04/27/2016-05/24/2016
12.Secretary	Open/Promotional	04/27/2016-05/24/2016
13.Senior Claims Examiner	Open/Promotional	04/27/2016-05/24/2016

Motion carried.

C. CODESP MEMBERSHIP

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve payment of \$1,950.00 for membership for CODESP fiscal year 2016-2017.

Mr. Bohn asked explanation of what services we received from codesp.

Ms. Byrd explained CODESP is one of the agency's we receive our test material from.

Motion carried.

D. CSPCA MEMBERSHIP

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the payment of \$1,200.00 for membership for CSPCA fiscal year 2016-2017.

Ms. Byrd explained the benefits of having CSPCA as membership. The agency is used for the merit academy.

Mr. Bohn asked if CSPCA is a personal commission association that provides with how commission runs and we use the agency for merit academy.

Motion carried.

E. WRIB MEMBERSHIP

It is moved by Ms. Dixon and seconded by Mr. Bohn to approve the payment for membership for WRIB of \$1,700.00 for the fiscal year 2016-2017.

This agency is used for test bank association.

Motion carried.

F. APPROVAL OF MINUTES:

A motion was made by Ms. Dixon and seconded by Salazar to approve the minutes for April 13, 2016 with corrections of Mr. Salazar being present and Ms. Dixon is absent.

Motion passed.

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

Ms. Byrd stated how the job fair for Personnel Commission on Saturday, April 30th went really well, lots of applicants, over 500 showed up. Applicants were able to apply on the computer. It was a very busy day. The job fair was also shared with Certificated department. We helped a lot of applicants complete their online application. Ms. Jackson's team was there to assist us. Next time we will need different kind of resources. It was very successful.

Mr. Bohn – no comments.

Mr. Salazar stated he was very impressed with the job fair, very busy, productive, lots of people. He was impressed how the community came together. He commended the staff for delivering an excellent job. Great job with the budget.

Ms. Dixon stated the reason she was absent the last PC meeting is because she attended CASBO conference through her own employment. She suggested for PC staff to also attend, very informative.

Ms. Dixon asked why employees within the district have to keep on attaching the diploma to their profile every time they apply.

Ms. Gladys explained that the education information has to be attached only once to the main profile. Personnel Commission staff does not have access to current employee files from Human Resources Classified department.

Ms. Dixon suggested having a workshop for in house employees to show them the steps of how to apply on line through neogov, so they can understand how neogov works. Maybe approve some overtime for the ladies in the office.

Ms. Rita Jackson stated she was very impressed with the Job Fair that took place on April 30th. She stated the PC staff did a phenomenal, outstanding job, well organized, everything was in place.

The commission meeting adjourned at 6:02 p.m.

VII. ADJOURNMENT

The commission adjourned the meeting at 6:02 p.m.