

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

MINUTES

June 8, 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
 - 2. Commissioner Michael Salazar, Vice-Chairperson, late three (3) minutes
 - 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. Bohn.

Motion carried.

III. PUBLIC COMMENTS

Nancy Ceballos an applicant for Account Analyst requested to be placed back on the eligibility list. The position was offered to her but she had to reconsider because of unexpected circumstances. She sent a written objection within the five (5) day period her request was denied by the PC director. She presented her request to be placed back on the eligibility list to the commissioners.

Liz Madera supported Nancy Ceballos in her request to be reinstated to the eligibility list for Account Analyst.

Donald Campbell, applicant requested to be placed back on the eligibility list for Assistant Director for Maintenance and Operations. He also requested to know the reason he was removed.

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S).

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

1. Cafeteria Worker	Exam # 16-029
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2. Custodian I	Exam # 16-028
3. Food Production Worker	Exam # 16-026
4. Nutrition Services Equipment Mechanic	Exam # 16-027
5. School Police Officer	Exam # 16-024
6. Student Recovery Specialist	Exam # 16-015
7. Student Services Specialist II	Exam # 16-023
8. Worker's Compensation Technician	Exam # 16-022

Motion carried

B. RECRUITMENTS.

The commission will considered approving the following recruitments:

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

1. Account Clerk I	Open/Promotional	05/25/2016-06/21/2016
2. Appliance Repair Technician	Open/Promotional	04/27/2016-06/21/2016
3. Heavy Equipment Operator	Open/Promotional	05/25/2016-07/05/2016
4. HVACR Mechanic	Open/Promotional	05/18/2016-Continuous
5. Nutrition Services Equipment Mechanic	Open/Promotional	04/27/2016-Continuous
6. Nutrition Services Supervisor	Open/Promotional	05/11/2016-Continuous
7. Occupational Therapist	Open/Promotional	05/25/2016-07/05/2016
8. Pool Attendant	Open/Promotional	05/18/2016-Continuous
9. Purchasing Clerk	Open/Promotional	06/01/2016-06/28/2016
10 Registered Behavior Technician	Open/Promotional	05/18/2016-Continuous
11.Senior Claims Examiner	Open/Promotional	06/01/2016-06/28/2016
12.Senior Food Production Worker	Open/Promotional	05/18/2016-07/14/2016
13.Senior Purchasing Clerk	Open/Promotional	06/01/2016-06/28/2016
14. Water Cooling/Heating Specialist	Open/Promotional	05/18/2016-Continuous
15. Welder Fabricator	Open/Promotional	06/01/2016-06/28/2016

Motion carried.

C. DISCUSSION PC SUMMER HOURS

Summer hours were tabled.

D. CONFERENCE FOR SPCA OF NORTHERN CALIFORNIA

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the commissioners, Director, Personnel Analyst, and Human Resources Specialist(s) PC to attend the 2016 Conference for School Personnel Commissioners Association of Northern California on Friday, October 21, 2016 through Sunday, October 23, 2016

at Siena Hotel 1 South Lake Street, Reno, Nevada.

Mr. Salazar asked if there is enough money in the budget?

Ms. Byrd conferred that there was enough money in the budget for conference.

Ms. Dixon said she was unable to attend due to a conflict in her schedule.

Ms. Dixon and Mr. Salazar moved for item IV (D) to amend the recommendation to include airfare.

Ms. Byrd suggested including one commissioner not to exceed \$5,000 conference hotel and to include air fare.

Mr. Salazar suggested including transportation per diem per travel.

Mr. Bohn mentioned that the district has a set policy drive a car or fly.

Ms. Byrd: Suggested to move to amend to read: The commission considered approving one commissioner, PC Director, Personnel Analyst, and Human Resources Specialist (s) to attend the 2016 conference for Northern California on Friday October 21, 2106 to Sunday, October 23, 2016 at Siena Hotel 1 South Lake Street, Reno, Nevada. Cost for conference and hotel not to exceed \$5,000 dollars and additional cost to include air fare and transportation cost.

Ms. Dixon, stated in the discussion should read as follows: The following will be attending the conference. Commissioner Mr. Salazar, Ms. Byrd, Ms. Irma Garcia, Ms. Esmeralda Sassaman, Ms. Tamara Hamblet. Mr. Bohn and Ms. Dixon will not be attending the conference.

Motion carried.

E. JOB SUBSCRIPTION FOR NEOGOV

It was moved by Ms. Dixon and Seconded by Mr. Salazar to approve the advertising subscription for NEOGOV 2016-2017, for governmentjobs.com for the amount of \$4,950.00.

Motion carried.

F. MAINTENANCE AGREEMENT FOR COPY MACHINE

It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the payment for membership for Maintenance Agreement for Lanier Copy Machine SD Lanier MP C6850 from July 1, 2016 through June 30, 2016, cost not to exceed \$3,500.00. A question was asked if the district perform maintenance for the copy machine. Ms. Ms. Byrd stated that Lanier copy machine has its own agreement contract.

Ms. Dixon asked for the status of the copy machine since it is fairly new.

Ms. Byrd stated that they come often when the office calls them for service

Ms. Irma Garcia stated that they come to do maintenance on the copier machine within 24 hours.

Motion carried.

G. CERTIFICATION NAMES FROM ELIGIBILITY LIST:

A motion was made by Ms. Dixon and seconded by Salazar to approve certification names from the eligibility lists to fill vacancies.

From: Transportation Scheduler

To: Bilingual Transportation Scheduler

Ms. Byrd stated they had vacancies for transportation scheduler and now the remainder of that recruitment will be used to fill two bilingual positions. The list will be canvassed and the top three ranks that are bilingual will be certified.

Ms. Dixon stated that they will have to make sure they are certified.

Ms. Garcia stated that when the list for transportation scheduler is canvassed they will have to ask if the applicant speaks a second language such as Spanish. On the application there is a section that asks if they speak a second language.

Ms. Dixon is concerned of how it is conveyed and testing is done.

Ms. Byrd stated that there is a quick verbal certification. Questions are asked in Spanish and answered in English and also asked in English and answered in Spanish.

Ms. Dixon asked for the main duties of transportation scheduler.

Ms. Byrd stated that they work with parents to schedule students on the bus.

Motion passed.

H. MINUTES

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the minutes for May 4, 2016 with corrections of Mr. Salazar being present and Ms. Dixon is absent.

Motion passed

V. COMMISSIONER'S AND DIRECTOR'S COMMENTS:

No Comments

VII. CLOSED SESSION:

The commission adjourned into closed session at 5:57 p.m.

The commission reconvened into open session at 6:15 p.m. and announced the following action taken in closed session:

ID# 16-25145239 – Appeal denied

ID# 16-21615818 – Appeal granted

ID# 16-18528437 – Tabled for further discussion for July 13, 2016.

Adjournment: The meeting adjourned the meeting at 6:16 p.m.