

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

MINUTES

May 2, 2018

I. CALL TO ORDER

- A. The meeting was called to order at 5:30 p.m. by Commissioner Dixon.
- B. Pledge of Allegiance
- C. Roll-Call

Commissioner Valeria Dixon, Chairperson
Commissioner Michael Salazar, Vice Chairperson
Commissioner George Bohn, Member

II. APPROVAL OF AGENDA

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the agenda.

Motion carried

III. PUBLIC COMMENTS

Ms. Corinthia Williams, applicant addressed the Commission with concerns regarding testing procedures. She requested to be allowed to test for Instructional Assistant (SDC); due to misunderstanding email notification received. Mr. Salazar inquired about how test notifications are sent. Staff explained the process. Ms. Dixon thanked Ms. Williams and informed her that staff will get back to her on the request.

IV. ACTION ITEMS

A. RATIFYING ELIGIBILITY LIST(S):

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the following eligibility list(s):

- | | |
|---|---------------|
| 1. Custodian I | Exam # 18-017 |
| 2. HVACR Mechanic | Exam # 17-065 |
| 3. Instructional Tutor-Deaf and Hard of Hearing | Exam # 18-025 |
| 4. Nutrition Specialist | Exam # 18-024 |
| 5. Program Clock and Fire Alarm Technician | Exam # 18-006 |
| 6. Registered Behavior Technician | Exam # 18-006 |
| 7. Secretary III | Exam # 18-022 |
| 8. Senior Purchasing Clerk | Exam # 18-027 |

Motion Carried

Ms. Byrd informed the Commission of the additional duties and responsibilities for the department. Mr. Bohn inquired evaluation process with changes to the department. Ms. Byrd stated both she and Irma will conduct evaluations for the staff.

Motion carried.

F. APPROVAL OF REVISIONS TO THE PERSONNEL COMMISSION CALENDAR 2018:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the following revisions to the Personnel Commission Calendar 2018:

Ms. Dixon moved to amend the Personnel Commission Calendar; Mr. Salazar, seconded. The amended dates are as follows:

From	To:
June 6, 2018	June 13, 2018
October 3, 2018	October 10, 2018
December 5, 2018	December 6, 2018

Motion carried.

G. APPROVAL OF MEMBERSHIP FOR CODESP FOR 2018-2019:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the CODESP Membership cost is \$2,050.00

Motion carried

H. APPROVAL OF MEMBERSHIP FOR CSPCA FOR 2018-2019:

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve membership for CSPCA for 2018-2019, the cost is \$1,200.00

Motion carried.

I. APPROVAL OF MINUTES FOR APRIL 5, 2018:

A motion was made by Ms. Dixon and seconded by Mr. Bohn to approve the minutes for April 5, 2018.

Motion carried.

V. COMMISSIONER'S/DIRECTOR'S COMMENTS:

Irma Garcia stated for the record the Personnel Commission calendar was changed as follows: June 6th to June 13th, October 3rd to October 10th and December 5th to December 6th.

VI. CLOSED SESSION:

The Commission adjourned into closed session at 6:00 p.m. The Commission reconvened into open session at 6:20 p.m. and reported for Applicant #18-1002 appeal denied.

ADJOURNMENT:

The Commission adjourned the meeting at 6:20 p.m.