

**PERSONNEL COMMISSION MEETING**  
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
Personnel Commission Office  
777 North F Street, Portable #B San Bernardino, CA 92411

**MINUTES**

August 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. Salazar to approve the agenda.

Motion carried

**III. PUBLIC COMMENTS**

No public comments

**IV. ACTION ITEMS**

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

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

- |                               |               |
|-------------------------------|---------------|
| 1. Cafeteria Worker           | Exam # 18-046 |
| 2. Certified Athletic Trainer | Exam # 18-053 |
| 3. Nutrition Specialist       | Exam # 18-047 |

Motion Carried

**B. RECRUITMENT(S):**

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

- |                                     |  |
|-------------------------------------|--|
| 1. Computer Specialist III          | Open/Promotional 07/05/2018-07/31/2018 |
| 2. Office Assistant I (Health Aide) | Open/Promotional 07/18/2018-08/14/2018 |
| 3. Plumbing Supervisor              | Open/Promotional 07/18/2018-08/14/2018 |
| 4. Secretary                        | Open/Promotional 07/18/2018-08/14/2018 |

Motion carried

**C. DISCUSSION ON PC RULES:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss the Personnel Commission Rules.

There was discussion regarding applicants not being able to retest within a 90-day period. Ms. Byrd addressed the Commission on the Rules. Ms. Irma Garcia stated that due to the concerns Joshua Fleming stated at the last meeting on the rules 4.13 and 5.2.12.5 will remain as is, they do not require any changes. Ms. Dixon questioned the reason to open jobs less than 90 days. Ms. Irma Garcia explained there may not be enough ranks, so there may be a need to reopen recruitment. Ms. Byrd stated that recruitments open rarely in less than 90 days. Joshua Fleming, CSEA Labor Representative had concerns if the applicant had a bad day, stating it would be great to allow the applicant to retest. Ms. Dixon stated the wording needs to be modified. Mr. Bohn agreed that the applicant should be able to come back and retest. Joshua Fleming asked what classifications is the district continuously examining for? Ms. Garcia explained that there are positions that are opened often such as cafeteria worker, speech pathology, educational interpreter III. Ms. Byrd stated the Ed Code states 90 days, during test orientation the applicants will be notified about continuous examinations.

**D. DISCUSSION ON THE MERIT SYSTEM ONBOARDING PRESENTATION:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss the Merit System onboarding presentation:

Ms. Irma Garcia shared with the Commission of the onboarding presentation overviews the history of the Merit System. She briefly reviewed that SBCUSD became merit district in 1978, the responsibilities and duties of the Personnel Commission, and the principles and advantages of the Merit System.

**E. DISCUSSION ON THE PERSONNEL COMMISSION MEETING DATES:**

A motion was made by Ms. Dixon to discuss the PC meeting dates.

The Commission agreed to meet on Thursday, September 6, 2018, for the regular PC meeting. Joshua Fleming stated that CSEA is requesting to have the meetings on Thursday's. Mr. Salazar requested for the next meeting to bring back the rest of the year calendar, to see if the dates work for all parties.

**F. DISCUSSION ON THE PERSONNEL COMMISSION ASSOCIATION OF SOUTHERN CALIFORNIA AWARD:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to discuss the Personnel Commission Association of Southern California Award:

Ms. Nersi Garcia presented an award given to the Commission from CSPCA its 50<sup>th</sup> year anniversary, received on June 1, 2017. Ms. Dixon requested the information be forwarded to the Communications department and the Board of Education.

**G. APPROVAL OF MINUTES FOR AUGUST 2, 2018:**

A motion was made by Ms. Dixon and seconded by Mr. Salazar to approve the minutes for July 12, 2018.

Motion carried.

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

Ms. Irma Garcia shared with the Commission that the District held its annual Gathering of Excellence; several PC staff members attended. Board President Abigail Medina and Dr. Dale Marsden welcomed employees to a new school year. Manny Scott, an original Freedom Writer, was the key note speaker. He spoke about Making Hope Happen and also being hope. She indicated that he was very inspiring.

Mr. Bohn and Mr. Salazar complemented Irma Garcia on the Merit System onboarding presentation. Mr. Salazar thanked staff for a great job done. He shared that he met with Dr. Wiseman and that he had great things to say about the Personnel Commission department. He also appreciated CSPCA's recognition.

Ms. Dixon agreed with Mr. Salazar comments regarding the staff.

The Commission adjourned into closed session at 6:18 p.m.

**VI. CLOSED SESSION:**

The Commission reconvened into open session at 7:06 p.m. and announced the following actions:

Employee #18-1003 – No Action

Employee #18-1004 – Hearing Officer to be appointed

Employee #18-1006 – Hearing Officer to be appointed

**ADJOURNEMNT:**

The Commission adjourned the meeting at 7:07 p.m.