

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION MEETING**

777 N F Street  
Personnel Commission Office – Portable B

**MINUTES  
September 6, 2018**

**A. PRELIMINARY FUNCTIONS**

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:30 p.m. in Personnel Commission Office, Portable #B.

Members Present: Ms. Valeria Dixon, Chairperson  
Mr. Michael Salazar, Vice Chairperson  
Mr. George Bohn, Member  
Ms. Gladys Byrd, Director  
Ms. Irma Garcia, Personnel Analyst  
Ms. Nersidalia Garcia, Secretary III

2. Welcome to the Public

3. Approval of Agenda

It was moved by Ms. Dixon, seconded by Mr. Bohn, motion carried to approve the agenda for the September 6, 2018 Personnel Commission regular meeting.

4. Approval of the Regular Meetings Minutes

It was moved by Ms. Dixon, seconded by Mr. Bohn, motion carried to approve the minutes from the August 2, 2018 Personnel Commission regular meeting.

**B. COMMENTS**

There were no comments

**C. INFORMATION ITEMS AND REPORTS**

1. Director

Ms. Byrd introduced new staff member, Leslie Holmes, Human Resources Specialist. Ms. Holmes was transferred on 9/1/2018 from Human Resources Classified. Ms. Byrd also explained the transition of duties still in process such as interview process and the out of class assignments from Human Resources to Personnel Commission.

Ms. Irma Garcia explained the vacancy list. She stated there are a total of 204 vacancies. Mr. Salazar requested for a copy of vacancy log to be sent to Commissioners.

Joshua Fleming, CSEA Labor Representative, informed the Commission that the lateral transition of duties is being negotiated with the District.

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**D. CONSENT ACTION ITEMS**

There was a discussion regarding the approval of certification report. Mr. Fleming noted an action was incorrectly entered on the certification. Ms. Byrd stated the correction will be noted on the October certification report. Mr. Bohn inquired about the list of classifications. Ms. Byrd stated she has authorization to certify and ratify all certifications as of July 1, 2018. Mr. Salazar questioned the reason for four different classifications, Ms. Byrd explained the person can work in each of these classifications. It was moved by Ms. Dixon and seconded by Mr. Salazar, motion carried to approve the Consent Action Items as presented.

**E. ACTION ITEMS**

1. Classification Recommendation: Asbestos Abatement Inspector/Insulator to Asbestos and Mold Abatement Inspector (Revision to Classification Description)

Ms. Byrd explained the job changes to the job specification. She stated the position was transferred to the Environmental Safety office. Mr. Flemming, CEA Representative, explained that is still going through the 610 process. It was moved by Ms. Dixon, and seconded by Mr. Bohn, motion carried to approve the job title and revisions to the Job Specification.

Classification Recommendation: Director of Management Information Services (MIS) to Information Technology Director (Revision and Title Classification Description)

Ms. Byrd informed the Commission that Mr. Patel has retired and the job description needed to be updated. Ms. Dixon asked if changes on the job descriptions are done with managers. Ms. Byrd stated that, the district and CSEA are emailed 14 days in advance of changes. It was moved by Ms. Dixon, and seconded by Mr. Salazar, motion carried to approve the job title and revisions and title change to the job specification.

2. Revisions to Commission Rules: First Reading to the revisions of the following Personnel Commission Rule(s): Ms. Byrd requested that items L-R to be removed due to CSEA having concerns regarding the changes. It was moved by Ms. Dixon and seconded by Mr. Salazar to table L-R.

Moved by Ms. Dixon and seconded by Mr. Bohn, to approve the revision to the First Reading A-K. Motion carried.

3. Discussion

The following dates for the Personnel Commission are: Thursday, October 4, 2018, Thursday, November 1, 2018, and Thursday, December 6, 2018. It was moved by Ms. Dixon and seconded by Mr. Salazar, motion to discuss and approve of the Personnel Commission meeting dates for the remainder of the 2018 calendar year.

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4. Next Personnel Commission Meeting

It is moved by Ms. Dixon and seconded by Mr. Salazar, motion carried for the next Personnel Commission meeting is scheduled to be held on Thursday, October 4, 2018, at 5:30 p.m., in the Personnel Commission Office, 777 North F. Street, San Bernardino, California, 92410, Portable B.

**E. PERSONNEL COMMISSION COMMENTS**

Mr. Salazar stated he looks forward to the transition of duties from Human Resources to Personnel Commission. He likes the new agenda format. He also welcomed and thanked Leslie Holmes, for coming on board.

**F. CLOSED SESSION**

The Commission will adjourn into closed session at 5:57 p.m. to discussion:

**G.** The Commission reconvened in Open Session at 6:43 p.m. There was no report out.

**H. ADJOURNMENT**

The Commission adjourned the meeting at 6:44 p.m.