

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

777 N F Street
Personnel Commission Office – Portable B

**MINUTES
November 1, 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.

2. Pledge of Allegiance

3. Roll Call

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

4. Approval of Agenda

It was moved by Ms. Dixon, seconded by Mr. Salazar, to approve the agenda with an amendment to have closed session after public comments. Motion carried.

5. Approval of Minutes

It was moved by Ms. Dixon, seconded by Mr. Bohn, to approve the minutes from the October 4, 2018 Personnel Commission meeting. Motion carried.

B. COMMENTS

None

C. CLOSED SESSION

The Commission adjourned into closed session at 5:33 p.m.

The Commission reconvened into open session at 5:55 p.m. No action reported.

D. INFORMATION ITEMS AND REPORTS

1. Dr. Perry Wiseman addressed the Commission regarding the transition of duties from Human Resources Classified to the Personnel Commission department. The transition to Personnel Commission includes the interview process, working out of class, transfers, and maintenance of vacancy log. It has been a positive relationship between the two departments. HR Classified is currently overseeing the duties of the sub classified employees Smart Find Express. Dr. Wiseman also shared that he has completed his fifth year in his current position and he thanked the PC team and HR team for an outstanding performance. At the conclusion of Dr. Wiseman's report, Dr. Marcus Funchess thanked Ms. Byrd and Ms. Irma Garcia.

2. Ms. Byrd provided the Commission with information regarding the AB 2160, playground aides. She shared that the District decided to grandfather recreational aides and noon duty aides effective

In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

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January 1, 2019. The PC and HR office are working together to draft the job specifications to present to the Commission at the next PC meeting. Ms. Dixon asked about recommendations for recruiting recreational and noon duty aides. Ms. Byrd mention that one option is to set up mini job fairs at school sites.

Mr. Bohn commented on the working relationship between the Commission and the District six or seven years ago; stating that it was not in good standing compare to now it is outstanding.

Ms. Byrd congratulated Michael Salazar for being Board appointee for the next three years.

3. Irma Garcia, Personnel Analyst, shared with the Commission new developments with the application system as was presented at the NEOGOV 2018 conference.

E. CONSENT ACTION ITEMS

It was moved by Ms. Dixon, seconded by Mr. Salazar, to approve consent action items as submitted. Motion carried.

F. ACTION ITEMS

1. It was moved by Ms. Dixon, seconded by Mr. Salazar, to approve the Memorandum of Understanding (MOU) Reorganization of personnel and job duties between the Human Resources Department and the Personnel Commission' agreement between the San Bernardino City Unified School District and the California School Employees Association and its Chapter 183, as submitted. Motion carried.
2. It was moved by Ms. Dixon, seconded by Mr. Bohn, to approve classification revisions and job title changes as per MOU, as submitted. Mr. Salazar requested to correct minor error. Motion carried.
3. a) It was moved by Ms. Dixon, seconded by Mr. Bohn, to approve the title changes, without loss of seniority for Human Resources Specialist – Human Resources Certificated to Human Resources Specialist for the following employees:
 - i. Eric Brown
 - ii. Trina Brown
 - iii. Cheryl Direen
 - iv. Kimmel Matthews-Carey
 - v. Laura Surace

Motion carried.

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b) It was moved by Ms. Dixon, seconded by Mr. Bohn, to approve the title changes, without loss of seniority for Training/Human Resources Specialist to Human Resources Specialist for the following employees:

- i. Andrea DeLand

Motion carried.

c) It was moved by Ms. Dixon, seconded by Mr. Salazar, to approve the title changes, without loss of seniority for Human Resources Specialist to Personnel Specialist for the following employees:

- i. Leslie Holmes

Motion carried.

4. It was moved by Ms. Dixon, seconded by Mr. Salazar, to approve the reorganization of the following:

- i. Leslie Holmes from Personnel Services to Personnel Commission

Motion carried.

5. It is moved by Ms. Dixon, seconded by Mr. Bohn, to approve the establishment of the following classifications:

- i. Associate Personnel Analyst
- ii. Personnel Technician.

Motion carried.

6. It is moved by Ms. Dixon, seconded by Mr. Salazar, to approve the classification revisions of the following:

- i. Operations Manager

Mr. Bohn inquired about the job title change and if a new person will be coming in to fill the position. Ms. Dixon indicated that the item was for classification revision. Ms. Byrd shared with the Commission that the person holding the position will be retiring and staff will need to open recruitment. Motion carried.

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7. It is moved by Ms. Dixon, seconded by Mr. Salazar, to approve the next Personnel Commission meeting be held on Thursday, December 6, 2018, at 5:30 p.m., in the Personnel Commission office, 777 North F Street, San Bernardino, California, 92410, Portable B.

Motion carried.

E. PERSONNEL COMMISSIONERS COMMENTS:

Even though Dr. Wiseman had left the building, Mr. Salazar congratulated Dr. Wiseman on his accomplishments and the service he has provided to the Commission over the last five years.

Mr. Bohn thanked CSEA for all the positive feedback.

Ms. Dixon shared as she recalls when the Personnel Commission was dysfunctional and how it has progressed into becoming a healthy work environment. She also congratulated Mr. Salazar for his re-election.

Mr. John Simpson, CSEA President, thanked the Commission for moving the meeting dates to Thursdays.

F. ADJOURNMENT

The Commission adjourned the meeting at 6:22 p.m.