

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

777 N F Street  
Personnel Commission Office – Portable B

**MINUTES  
December 6, 2018**

**A. PRELIMINARY FUNCTIONS**

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:33 p.m. in Personnel Commission office, Portable #B.

2. Pledge of Allegiance

3. Roll Call

Members Present: 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  
Members Absent: Ms. Valeria Dixon, Chairperson

4. Administration of Oath to Michael Salazar, School Board Appointee to the Personnel Commission for a three (3) year term commencing December 1, 2018 through December 1, 2021. Mr. George Bohn Administered the oath.

5. It was moved by Mr. Salazar, seconded by Mr. Bohn, to approve the agenda as submitted. Motion carried.

6. Approval of Minutes

It was moved by Mr. Salazar, seconded by Mr. Bohn, to approve the minutes from the November 1, 2018 Personnel Commission meeting, as submitted. Motion carried.

**B. PUBLIC COMMENTS**

Yenia Penado, applicant for Campus Security Officer I, addressed the Commission regarding her removal from the eligibility list. She requested more information. Mr. Salazar referred the concern to staff for additional information.

Douglas Griffith Jr., applicant for School Police Officer, addressed the Commission regarding his removal from the eligibility list. He shared with the Commission that he has previously worked for other law enforcement agencies. He requested more information. Mr. Salazar referred the concern to staff for additional information.

Ricardo Serna, applicant for Cafeteria Worker, addressed the Commission regarding his removal from the eligibility list. He requested more information. Mr. Salazar referred the concern to staff for additional information.

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*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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**C. CONSENT ACTION ITEMS**

Mr. Salazar made a motion to approve all items listed under consent action items. Motion carried.

**D. ACTION ITEMS**

1. It was moved by Mr. Salazar and seconded by Mr. Bohn to nominate Ms. Valerie Dixon for Chairperson for 2019. Motion carried.
2. It was moved by Mr. Bohn and seconded by Mr. Salazar to nominate Mr. Salazar for Vice-Chairperson for 2019. Mr. Salazar accepted the nomination. Motion carried.
3. It was moved by Mr. Salazar and seconded by Mr. Bohn to approve the Personnel Commission Meeting Calendar for 2019, as submitted.

Discussion: Mr. Bohn indicated that he would be unavailable November 7, 2019. Ms. Byrd indicated that Ms. Dixon would be unavailable on February 7, 2019 and April 4, 2019. It was proposed to bring this item on the next agenda for January 10, 2019 for revisions. Mr. Salazar and Mr. Bohn moved to approve the Personnel Commission meeting calendar as presented and bring back for revisions on January 10, 2019. Motion carried.

4. It was moved by Mr. Salazar and seconded by Mr. Bohn to amend Personnel Commission Action item November 1, 2018 Memorandum of Understand (MOU) due to that there were missing pages on the memo approved on November 1, 2018. Motion carried.
5. It was moved by Mr. Salazar and seconded by Mr. Bohn to amend the second reading to Personnel Commission Rules, as presented on September 6, 2018. Ms. Byrd shared with the Commission that PC Rules were struck out for the first reading; however, the struck out items were non reflected during the second reading. Ms. Byrd clarified, that with the removal of the Rules, applicants will be allowed to retake an exam at any time without concern for a lapse of time requirement. Motion carried.
6. It was moved by Mr. Salazar and seconded by Mr. Bohn to approve the establishment of the job classification specification for Nutrition Services Manager II (CACFP). Mr. Bohn asked if this was a brand new classification. Ms. Byrd concurred and stated that the position is designated for the Nutrition Services CACFP supper program. Motion carried.
7. It was moved by Mr. Salazar and seconded by Mr. Bohn to approve revisions to the Cafeteria Worker classification specification. Mr. John Simpson requested this item be tabled. The Commission tabled the item.

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8. It was moved by Mr. Salazar and seconded by Mr. Bohn to approve the Commissioners and Personnel Commission Staff to attend the 2019 Conference School Personnel Commissioner's Association on Thursday, February 7, 2019 through Sunday, February 10, 2019 at the Paradise Pier Hotel in Anaheim. Total cost for conference not to exceed \$10,500.00. Motion carried.
9. It was moved by Mr. Salazar and seconded by Mr. Bohn to approve that the next Personnel Commission Meeting to be January 10, 2019 at 5:30 p.m., in the Personnel Commission Office, 777 N. F Street, San Bernardino, CA 92410, Portable #B. Motion carried.

**E. PERSONNEL COMMISSIONERS COMMENTS:**

Mr. Bohn wished everyone a great holiday.

Mr. Salazar thanked the Board of Education for his reappointment. He also thanked Mr. Bohn for his reappointment as Vice Chairperson and the staff for all the hard work being done in the office. He stated that it has been a great year and looking forward for another year of excellence. He wished everyone a great holiday extended to family, CSEA and endeavors.

John Simpson, CSEA President, stated that this is his last official CSEA meeting. He was not re-elected. Carl Greenwood was elected for CSEA President for 2019. John stated he will continue to be here for the Personnel Commission meetings.

**F. CLOSED SESSION**

There is no closed session move on to adjournment.

**G. ADJOURNMENT**

The Commission adjourned the meeting at 6:02 p.m.