

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

777 N F Street  
Personnel Commission Office – Portable B

**MINUTES  
March 7, 2019**

**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: Mr. Michael Salazar, Vice Chairperson  
Mr. George Bohn, Member

Staff Present: Ms. Gladys Byrd, Personnel Director  
Ms. Irma Garcia, Personnel Analyst  
Ms. Nersidalia Garcia, Bilingual Secretary III

4. Mr. Salazar moved to approve the agenda. Mr. Bohn second the motion. Motion carried.

5. Approval of Minutes

Mr. Salazar moved to approve the minutes from the February 14, 2019 Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS**

Sherry Maddox, Cafeteria Worker applicant, addressed the Commission regarding her removal from the eligibility list. She requested consideration to be employed, she stated she has worked for the past 10 years in the food industry. Ms. Byrd explained that staff will look into the matter.

**C. CONSENT ACTION ITEMS**

Mr. Salazar moved to approve all items listed under consent action items. Mr. Bohn second the motion. Motion carried.

**D. ACTION ITEMS**

Mr. Salazar moved to approve the First Reading changes to P.C. Rule 3.1.2. Mr. Bohn second the motion.

Discussion: Ms. Byrd shared that revisions to the Rule are based on the playground positions becoming classified employees effective January 1, 2019.

Motion carried.

**E. INFORMATION ITEMS AND REPORTS**

The Commission recessed at 5:40 p.m.

Commissioner Valeria Dixon arrived at 5:48 p.m.

The Commission reconvened to open session at 5:49 p.m.

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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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1. Commissioner Comments:

Take the Merit Show on the Road – Ms. Dixon shared plans that staff can go out to sites to educate hiring managers on the classified hiring process based on merit. She also shared that she and the Personnel Director would be giving a presentation before the Board regarding the classified hiring process. Ms. Byrd invited Commissioner Salazar and Commissioner Bohn to attend. Mr. Salazar inquired about presenting at the SBCUSD Summer Management Conference.

2. Director/Personnel Analyst:

Quorum – Ms. Byrd informed the Commission that Leslie Holmes, Personnel Specialist attending Merit Academy, shared a handout regarding Robert Rules as it pertains to quorum. The handout was shared with Commissioners and the public. There was a brief discussion on how voting is conducted.

3. Director/Personnel Analyst:

Accommodations for Written Tests – Ms. Irma Garcia explained that staff does not accommodate testing in different languages. All test components, which include written, performance and oral exams, are administered in English. Most job descriptions indicate that employees must be able to communicate effectively orally and writing in the English language. According to Americans with Disabilities Act (ADA), language is not considered a disability, therefore translating employment examinations in other languages is not a requirement. Personnel Commission staff would not recommend translating exams in different languages. Ms. Dixon asked to send to inform CSEA of the recommendation.

**F. PERSONNEL COMMISSIONERS DISCUSSION**

Ms. Dixon moved to approve the next Personnel Commission meeting to be held on April 11, 2019 at 5:30 p.m. Mr. Salazar second the motion.

Discussion: Mr. Bohn and Ms. Dixon stated they could not attend a meeting on April 11. The meeting was tentatively scheduled for April 16, 2019.

Ms. Dixon moved to approve the next Personnel Commission meeting to be held on April 16, 2019 at 5:30 p.m. Mr. Salazar second the motion. Motion carried.

**G. CLOSED SESSION**

The Commission adjourned into closed session at 6:12 p.m.

The meeting reconvened into open session at 6:35 p.m.

Report: none

**H. AJOURNMENT**

The Commission adjourned the meeting at 6:35 p.m.