

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

777 N F Street
Personnel Commission Office – Portable B

**MINUTES
February 14, 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: Ms. Valeria Dixon, Chairperson
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. It was moved by Ms. Dixon, seconded by Mr. Salazar, to approve the agenda. Motion carried.

5. Approval of Minutes

It was moved by Ms. Dixon, seconded by Mr. Salazar, to approve the minutes from the January 10, 2019 Personnel Commission meeting. Motion carried.

6. It was moved by Ms. Dixon, seconded by Mr. Bohn, to approve the minutes from the January 22, 2019 Personnel Commission meeting. Motion carried.

B. PUBLIC COMMENTS

Dr. Funchess, Human Resources Classified Director, addressed and thanked the Commission and staff on behalf of Dr. Wiseman for all the work done. He went over the reclassification process revision update for Richardson Prep High School and Benefits office. They are working on having an approval process of 40 days depending on schedule and calendar. He stated Human Resources Classified and Personnel Commission will work together to bring a presentation to the Board of the details and effectiveness that each department.

Jenny Pederson, CSEA 183 Sargent of Arms, spoke on behalf of CSEA, to address the Commission regarding the test for custodians. She requested a way for the test to be translated to the applicants in Spanish. Due to some have difficulty understanding English and have requested for translation, if possible.

C. CONSENT ACTION ITEMS

1. Ms. Dixon made a motion, seconded by Mr. Salazar to approve all items listed under consent action items. Motion carried.

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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D. ACTION ITEMS

None

E. INFORMATION ITEMS AND REPORTS

Director – Management Recruitment Process

Ms. Byrd informed the Commission that Dr. Marsden came in on January 29th and asked for a flowchart related to Sr. management recruitment. Ms. Byrd delivered a flowchart on the process of recruitment for senior management. Ms. Byrd gave a brief explanation of the flow chart to the Commission and the public. Mr. Bohn confirmed senior management positions are Assistant Superintendent, Deputy Superintendent. Ms. Byrd concurred. Mr. Salazar requested clarity on the management flowchart that Ms. Byrd provided to the Commission.

F. PERSONNEL COMMISSIONERS DISCUSSION

1. It was moved by Ms. Dixon and seconded by Mr. Salazar to approve that the next Personnel Commission meeting to be held on March 7, 2019 at 5:30 p.m., in the Personnel Commission Office, 777 N. F Street, San Bernardino, CA 92410, Portable B. Motion carried.
2. Mr. Salazar stated that the conference for CSPCA 2019 was a great conference. Ms. Dixon stated that those attending from our department should sit with other agencies to network. She mentions how every district has issues, there is no perfect personnel commission. She enjoyed the conference.

G. CLOSED SESSION

The Commission adjourned into closed session at 5:54 and returned into open session at 6:34 p.m. Employee # 19-1002 – The Commission appointment of a Hearing Officer.

H. AJOURNMENT

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