

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

777 N F Street
Personnel Commission Office – Portable B

**MINUTES
June 6, 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 the Personnel Commission office, Portable B.

2. Pledge of Allegiance

3. Roll Call

Members Present: Ms. Dixon, Chairperson
Mr. Michael Salazar, Vice Chairperson -Absent
Mr. George Bohn, Member

Staff Present: Ms. Gladys Byrd, Personnel Director
Ms. Irma Garcia, Senior Personnel Analyst - Absent
Ms. Nersidalia Garcia, Secretary III (Bilingual)

4. Ms. Dixon moved to approve the agenda as submitted. Mr. Bohn second the motion.
Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the May 6, 2019 Personnel Commission meeting.
Mr. Bohn second the motion.
Motion carried.

B. PUBLIC COMMENTS

Terri Livingston, Campus Security Officer I applicant, asked the Commission for consideration to remain on the eligibility list.

C. CONSENT ACTION ITEMS

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

D. ACTION ITEMS

1. Ms. Dixon moved to approve the Second Reading to the revised Personnel Commission Rule(s) for the following:
 - a. Definition of transfer
 - b. 10.1.12 Additional hours and/or months
 - c. 11.1.1.1 Definition of Transfer
 - d. 11.1.8 Submission for Request for Transfer. Mr. Bohn second the motion.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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2. Ms. Dixon moved to approve the NEOGOV Insight Enterprise Software License for the cost of \$21,645.88 for Fiscal Year 2019-2020. Mr. Bohn second the motion. Mr. Bohn inquired on the price increase. Ms. Garcia indicated an 8% increase due to the number of employees in the District.
Motion carried.
3. Ms. Dixon moved to approve the Biddle Online Software License Test Genius Annual Subscription. The cost is \$14,438.00 for Fiscal Year 2019-2020. Mr. Bohn second the motion.
Motion carried.
4. Ms. Dixon moved to approve the Advertising Subscription for NEOGOV for governmentjobs.com. The cost is \$5,197.50 for Fiscal Year 2019-2020. Mr. Bohn second the motion.
Motion carried.
5. Ms. Dixon moved to approve the Maintenance Agreement Membership for Canon Solutions America Inc. The cost is \$1,500.00 for Fiscal Year 2019-2020. Mr. Bohn second the motion.
Motion carried.
6. Ms. Dixon moved to approve the CODESP Membership Service Agreement. The cost is \$2,200.00 for Fiscal Year 2019-2020. Mr. Bohn second the motion.
Motion carried.
7. Ms. Dixon moved to approve Mary Puchalski to work in a limited term Human Resources Specialist (PC) position, classified salary range 42, not to exceed 960 hours or 120 days whichever is greater for the fiscal year 2019-2020. Mr. Bohn second the motion.
Motion carried.
8. Ms. Dixon moved to approve Audrey Loera to work as a provisional Personnel Analyst, management salary range 40, not to exceed 90 days or 720 hours, whichever is greater, for the 2019-2020 fiscal year. Mr. Bohn second the motion.
Motion carried.
9. Ms. Dixon moved to approve Personnel Commission Staff attendance to the 2019 NEOGOV Annual Training Conference, Monday, October 7, 2019 through October 10, 2019 at the Mirage Hotel in Las Vegas, NV. The conference and hotel cost not to exceed \$8,000.00. Mr. Bohn second the motion.
Motion carried.

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10. Ms. Dixon moved to approve Patricia Barrett as the Hearing Officer for Personnel Commission for Fiscal Year 2019-2020. The cost not to exceed \$10,000.00 (hourly rate of \$250.00). Mr. Bohn second the motion.
Motion carried.

E. INFORMATION ITEMS AND REPORTS

Alternative Work Schedule – Ms. Nerci Garcia informed the Commission that the members for CSEA 183 voted and passed the 4/10 alternative work schedule. She explained the process and the dates are from June 10th through July 26th of working 10 hours a day and closed on Fridays.

Merit Academy Graduate – Ms. Byrd informed the Commission that Leslie Holmes completed the Merit Academy and has graduated.

F. DISCUSSION

The next Personnel Commission Meeting will be held on July 11, 2019, at 5:30 p.m., in the Personnel Commission Office, 777 North F Street, San Bernardino, CA 92410, Portable B. Mr. Salazar shared that he will not be present. The meeting date will remain.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

None

H. CLOSED SESSION

The Commission adjourned to closed session at 5:53 p.m.

The Commission reconvened into open session at 6:15 p.m. and reported on the following action(s) taken in closed session:

| | |
|-----------------------|-----------------|
| Applicant # 19 – 1011 | Appeal Approved |
| Applicant # 19 – 1012 | Appeal Denied |
| Applicant # 19 – 1013 | Appeal Denied |
| Applicant # 19 – 1014 | Appeal Denied |

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:17 p.m.