

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

777 N F Street  
Personnel Commission Office – Portable B

**MINUTES  
January 10, 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 December 6, 2018 Personnel Commission meeting. Motion carried.

6. It was moved by Ms. Dixon, seconded by Mr. Bohn, to approve the minutes from the December 13, 2018 Personnel Commission meeting. Motion carried.

**B. PUBLIC COMMENTS**

Yenia Penado, applicant for Campus Security Officer I, addressed the Commission regarding her removal from the eligibility list. She stated that she attended the meeting last month and requesting additional information. Ms. Dixon asked staff for an update on information. Irma Garcia stated it is a closed session item. Ms. Dixon informed Ms. Penado that staff will send her the information needed.

**C. CONSENT ACTION ITEMS**

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

**D. ACTION ITEMS**

1. It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the Personnel Commission Meeting Calendar for 2019. Motion carried.

2. It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the amendments to the Cafeteria Worker job specification. Motion carried.

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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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Ms. Byrd stated that last month Mr. Simpson requested that the revised job spec for cafeteria worker be pulled, however, she has not heard from CSEA regarding the revisions. She indicated that the job classification needs to be opened, and informed the Commission that the changes were made for experience and training. According to research, county and state employees must receive a food handlers card within 30 days of employment. Motion carried.

3. It was moved by Ms. Dixon and seconded by Mr. Salazar to approve the amendment to the minimum qualifications for Preschool Recreation Aide as submitted.  
Ms. Byrd apologized for an error informing the Commission that the recruitment stated 2 years of experience, which should be removed. The district grandfathered recreation aides as permanent employees, therefore more experience cannot be requested for new applicants. Motion carried.
4. It was moved by Ms. Dixon and seconded by Mr. Salazar to approve that the next Personnel Commission Meeting to be February 14, 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 welcomed Carl Greenwood back as CSEA President. John Simpson, former CSEA President, informed the Commission that he would be retiring, from the District on December of 2019.

Mr. Salazar welcomed Carl Greenwood back as CSEA President. He thanked John Simpson for all he has done during in his term. He wished staff Happy New Year and welcome to a new year.

Ms. Dixon wished everyone a Happy New Year. She told Mr. Simpson that she appreciates the union, how communication is done without arguing.

**F. CLOSED SESSION**

The Commission adjourned into closed session at 5:45 and returned into open session at 6:35 with the report of:

- Applicant #19-1002 – Denied
- Applicant # 19-1003 – Denied
- Applicant # 19-1004 – Denied
- Employee #18-1004 – Approved
- Employee # 18-1005 - Approved
- Employee # 19-1001 – Direct staff to request for Hearing Officer date to be determined.

**G. ADJOURNMENT**

The Commission adjourned the meeting at 6:40 p.m.