

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
777 North F Street, San Bernardino, CA 92410
Personnel Commission Office – Portable B

MINUTES
December 3, 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. Valeria Dixon, Chairperson
Mr. Michael Salazar, Vice Chairperson
Mr. George Bohn, Member

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

4. Mr. Bohn administered the Oath to Valeria Dixon, Joint Appointee to the Personnel Commission for a three (3) year term commencing December 2, 2019 through December 2, 2022.

5. Ms. Dixon moved to approve the agenda as submitted or amended. Mr. Salazar second the motion.

Ms. Byrd suggested Item D be moved before Item A (6) to vote for Chairperson and Vice-Chairperson as they will need to be recognized to continue the meeting. Mr. Salazar motioned to move Item D before Item A (6). Motion carried.

D. ACTION ITEMS:

1. Mr. Bohn made a motion to nominate and approve Ms. Dixon as Chairperson for 2020. Mr. Salazar second the motion. Motion carried.

2. Mr. Bohn made a motion to nominate and approve Mr. Salazar as Vice-Chairperson for 2020. Ms. Dixon second the motion. Motion carried.

3. The Commission discussed the Personnel Commission meeting calendar for 2020. Mr. Bohn is unavailable on November 5, 2020. Ms. Dixon is unavailable on January 9, 2020 and February 6, 2020. The Commission agreed to make changes to the following dates: January 14, 2020, February 13, 2020 and November 10, 2020.

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4. Approval of Minutes

Ms. Dixon moved to approve the minutes from the November 14, 2019 Personnel Commission meeting as submitted or amended. Mr. Salazar second the motion. Motion carried.

B. PUBLIC COMMENTS:

None

C. CONSENT ACTION ITEMS:

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

E. INFORMATION ITEMS AND REPORTS:

Revised Job Classifications

Ms. Byrd shared with the Commission that the format of the job specifications needed revisions to mirror the format of NeoGov; future job specification revisions on the new format will be presented to the Commission for approval. Mr. Bohn asked if the job specification can indicate the pay rate and what the job entails. Commissioners requested the next meeting to have a demonstration on the application process.

F. DISCUSSION:

1. Verification of High School Diploma

Ms. Dixon requested this item be placed on the agenda because she would like to know how high school graduation equivalency from another country is validated when applying for position in this school district. Ms. Byrd shared with the Commission that applicants have the option of getting their international education evaluated by an accredited agency and therefore submit the document provided with their application. She also shared that staff does everything possible to evaluate international education documents when reviewing applications.

2. The next Personnel Commission meeting will be held on Tuesday, January 14, 2020, at 5:30 p.m., in the Personnel Commission office, 777 North F Street, San Bernardino, CA, 92410, Portable B.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Bohn wished everyone a great holiday.

Mr. Salazar wished staff a happy holiday season. He is grateful and appreciates the work that has been done. He added, as a department we are headed in the right direction as he can visualize the next level of efficiency and becoming a model district.

Ms. Dixon requested discussion item for continuous recruitment for high turnover positions, such as cafeteria worker and custodians. Ms. Byrd stated it would be on agenda for January as a discussion item for continuous recruitments. Ms. Dixon thanked Ms. Garcia and Ms. Byrd. Wished everyone happy holidays.

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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H. CLOSED SESSION:

The Commission adjourned into closed session at 6:23 p.m. to discuss the following:

- a. Pursuant to Government Code 54954.5 (e) and 54957: Public Employee Discipline/Dismissal/Release/Appeals
 1. Applicant # 19-1050 – appeal denied
 2. Applicant # 19-1051 – appeal denied
 3. Applicant # 19-1052 – appeal denied
 4. Applicant # 19-1053 – appeal denied
 5. Applicant # 19-1054 – appeal denied

- b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Personnel Commission Director

The Commission reconvened to open session at 7:08 p.m. and reported the following action(s) taken in closed session.

I. ADJOURNMENT:

The Commission adjourned the meeting at 7:08 p.m.