

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

777 N F Street
Personnel Commission Office – Portable B

**MINUTES
August 1, 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
Mr. George Bohn, Member

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

4. Ms. Dixon moved to amend the agenda and move item C, Public Comments, before item B, Closed Session. Mr. Salazar second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the July 11, 2019 Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

B. PUBLIC COMMENTS

Elizabeth Ruiz, Campus Security Officer I applicant, asked the Commission for consideration to remain on the eligibility list. Ms. Ruiz shared that she is a former employee of the district and believes she is a great impact and team player.

C. CLOSED SESSION:

The Commission adjourned into closed session at 5:39 p.m. to discuss the following:

a. Consideration of appointment, employment, dismissal on evaluation of a(n) employee(s).

The Commission reconvened in open session at 6:16 p.m. and reported the following action(s) taken in closed session:

1. Applicant # 19-1015 – Denied
2. Applicant # 19-1016 – Tabled
3. Applicant # 19-1017 – Denied
4. Applicant # 19-1018 – Denied
5. Applicant # 19-1019 – Denied
6. Employee # 19-2020 – Denied
7. Employee # 19-2021 – Tabled
8. Employee # 19-2022 – No Action
9. Employee # 19-2023 – No Action

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. CONSENT ACTION ITEMS

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

E. ACTION ITEMS:

1. Desk Audit for:

a. Personnel Commission and Human Resources Classified Personnel

Ms. Byrd shared with the Commission that staff conducted a desk audit for Human Resources Division classified non-management staff and Personnel Commission classified non-management staff as written in the MOU between CSEA and the District on October 4, 2018. She stated that a survey and a desk audit was conducted. Employees in the HR classified department did not complete the survey. However, several staff members in the classified and certificated department expressed an increase workload with the changes between both departments.

b. Michelle Plavajka, Asbestos Abatement Inspector/Insulator, Risk Management/Safety Office. Ms. Irma Garcia shared with the Commission that the District and CSEA signed an MOU on August 31, 2018. The MOU contained a provision that Personnel Commission conduct a desk audit of the position approximately six months from the date of reassignment. Personnel Commission staff conducted the desk audit and concluded that there have been no major changes in duties and responsibilities. It was determined that the classification is at the correct salary range.

2. Reclassification recommendation for Cindra Weber, Education Assistant IV-Native American Culture, Secondary Education.

Ms. Irma Garcia shared with the Commission that Ms. Weber was previously reclassified in July 2015. Staff conducted another desk audit in May of 2019. Ms. Weber believes duties have increased since her last reclassification. Ms. Garcia shared that grant writing and monitoring of expenses were added duties to her position; however, the new duties are not essential functions; therefore, staff did not recommend a reclassification. Ms. Byrd added grant writing is a complex duty but Ms. Weber does not write the grants.

3. Reclassification recommendation for Brandy Albritton, Secretary III, School Police:

Ms. Dixon moved to table the item for next Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

F. INFORMATION ITEMS AND REPORTS:

Ms. Byrd and Nerci Garcia shared with the Commission their experience at the 2019 Gathering for Excellence. The student presentations were very inspiring. The District revealed the big announcement; that the number of strategic plan items were reduced from nine to five strategic plans; which will aid the district in paying special focus on certain components.

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G. DISCUSSION:

The next Personnel Commission meeting will be held on September 5, 2019, at 5:30 p.m., in the Personnel Commission Office, 777 North F Street, San Bernardino, CA, 92410, Portable B.

H. COMMENTS FROM PERSONNEL COMMISSIONERS:

None.

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:31 p.m.