

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

777 N F Street
Personnel Commission Office – Portable B

**MINUTES
October 16, 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. Ms. Dixon moved to approve the agenda as submitted. Mr. Salazar second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the September 5, 2019 Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

B. PUBLIC COMMENTS:

1. None

2. Public Hearing: Joint Appointee to the Personnel Commission- no public comments.

C. CONSENT ACTION ITEMS:

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

D. ACTION ITEMS:

1. Mr. Salazar moved to vote on the appointment of the Commissioner, Valeria Dixon, to the PC for a three (3) year term commencing December 1, 2019.

Mr. Salazar moved to approve the appointment. Mr. Bohn second the motion. Motion carried.

2. New Job Classification, Facilities Use Supervisor

Ms. Dixon moved to approve the new job classification specification for Facilities Use Supervisor
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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3. Revisions to job classification – Purchasing Manager
Ms. Dixon moved to approve the revision to the job classification specification for Purchasing Manager. Mr. Bohn second the motion. Motion carried.

E. INFORMATION ITEMS AND REPORTS:

1. Merit Academy, Ms. Byrd shared to the Commission information regarding the 2020 Merit Academy classes, which will be held in the S.B.C.U.S.D. The cost per student is \$630. There is no cost for Personnel Commission staff. George Cole contacted us to host the Merit Academy and all are invited that would like to attend. There is no cost for Personnel Commission staff. Looking forward to host the Merit Academy 2020. Ms. Dixon recommended providing suggestions to George Cole on the best restaurants and hotels in this proximity. Ms. Byrd stated the classes are once a month on a Saturday.
2. Neogov Conference, Ms. Garcia shared information regarding the NeoGov Conference for 2019 that staff attended. It was very informative. One of the largest conferences that NeoGov has held, there were approximately 800 attendees. Different topics were introduced such as: onboarding, calendar invites for examination, screen out automatically the applicants who do not qualify, the goal is to come out with easier and efficient process. Mr. Bohn asked if there is an increased cost for the program. Ms. Byrd stated it is included in the contract. Mr. Salazar asked about peer sharing, Ms. Garcia stated staff had opportunity to meet others at conference. Ms. Byrd informed the Commission that she reached out to Dr. Funchess and encouraged him to look into using NeoGov.

F. DISCUSSION:

The next Personnel Commission meeting will be held on November 14, 2019, 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:

Ms. Dixon indicated she is happy to be back, she did not attend the last meeting due to a death in the family. Thank you.

H. CLOSED SESSION:

The Commission adjourned to closed session at 5:46 p.m. to discuss the following:

- a. Consideration of appointment, employment, dismissal on evaluation of a (n) employee(s).
 1. Applicant # 19-2030– Appeal Denied

The Commission reconvened to open session at 5:49 p.m. The applicant will receive a written response regarding the appeal request.

I. ADJOURNMENT:

The Commission adjourned the meeting at 5:50 p.m.

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