

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

777 N F Street  
Personnel Commission Office – Portable B

**MINUTES  
April 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 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, Personnel Analyst  
Ms. Nersidalia Garcia, Bilingual Secretary III

4. Ms. Dixon moved to approve the agenda with the change of moving Closed Session at 5:30 p.m. Mr. Salazar second the motion. Motion carried.

**CLOSED SESSION**

5. The Commission recessed at 5:32 p.m. The Commission reconvened to open session at 6:00 p.m. and reported  
Employee #19-1001, Approved officer's decision.  
Applicant #19-1005, Tabled.

6. Approval of Minutes

Ms. Dixon moved to approve the minutes from the March 7, 2019 Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

7. Approval of Minutes

Ms. Dixon moved to approve the minutes from the March 14, 2019 Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS**

None

**C. CONSENT ACTION ITEMS**

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

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**D. ACTION ITEMS**

1. Ms. Dixon moved to approve the Second Reading Exemption form the Classified Service to P.C. Rule 3.1.2. Mr. Salazar second the motion. Motion carried.
  
2. Ms. Dixon moved to approve the first reading for discussion on Proposed Budget for 2019-2020 to have the public hearing to be held on Monday, May 6, 2019 at 5:30 p.m. Motion carries.  
Discussion: Mr. Bohn inquired about the budget proposed columns. Ms. Byrd stated that the district gives the amount to our department and we can move it around where expenditures need to be done. She gave examples of how expenditures can be moved around. Mr. Bohn stated he has issues with process. Mr. Salazar inquired of having a visual process of the budget, such as having a column that shows the actuals spent for 12 months. Ms. Byrd stated she can obtain a report that shows actuals for 12 months.
  
3. Ms. Dixon moved to approve the new job classification specification Board Certified Behavioral Analyst (BCBA). Ms. Byrd explained it is a management position. Motion carries.

**E. INFORMATION ITEMS AND REPORTS**

1. Director/Personnel Analyst:  
Ms. Garcia informed the Commission on the Substitute Custodian Recruitment. Forty-four (44) applications are being sent to Human Resources Classified for process. A flyer will be sent out to the high school graduates for sub custodial and cafeteria work. The flyers will be going out next week. We are also recruiting for sub cafeteria worker. In the literature Mr. Salazar inquired about the food handling certificate for cafeteria workers before they are hired. Ms. Byrd stated that nutrition services help workers obtain the certificate upon hire.

**F. PERSONNEL COMMISSIONERS DISCUSSION**

Ms. Dixon moved to approve the next Personnel Commission meeting to be held on Monday, May 6, 2019 at 5:30 p.m. Mr. Salazar second the motion.

**G. AJOURNMENT**

The Commission adjourned the meeting at 6:35 p.m.