

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

777 N F Street  
Personnel Commission Office – Portable B

**MINUTES  
September 5, 2019**

**A. PRELIMINARY FUNCTIONS:**

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 12:04 p.m. in the Personnel Commission office, Portable B.

2. Pledge of Allegiance

3. Roll Call

Members Present: Ms. Valeria Dixon, Chairperson-Absent  
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. Mr. Salazar moved to approve the agenda as submitted. Mr. Bohn second the motion. Motion carried.

5. Approval of Minutes

Mr. Salazar moved to approve the minutes from the August 1, 2019 Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

None

**C. CONSENT ACTION ITEMS:**

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

**D. ACTION ITEMS:**

1. New Job Classification – Research Analyst:

Mr. Salazar moved to approve the new job classification specification for Research Analyst. Mr. Bohn second the motion. Motion carried.

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

Mr. Salazar moved on the item to discuss the recommendation for reclassification for Brandy Albritton. Ms. Irma Garcia shared with the Commission the study of the reclassification request made by Brandy Albritton, Secretary III. Mr. Salazar moved to approve the recommendations from staff for Brandy Albritton to remain on her current classification as a Secretary III. The Commissioners approved the recommendation for Brandy Albritton to be compensated for a stipend for her certification as a Notary. Mr. Bohn second the motion. 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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**E. INFORMATION ITEMS AND REPORTS:**

Ms. Byrd stated that Ms. Dixon is not here due to her uncle's funeral. Ms. Byrd introduced Shane Dishman, 1<sup>st</sup> Vice President for CSEA, Administrator.

Mr. Dishman thanked the Commission for the nice welcome. He gave a brief statement of his background as part of CSEA. He will be here for the next six months. He currently works in Bakersfield, California.

**F. DISCUSSION:**

The next Personnel Commission meeting will be held on October 3, 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:**

Mr. Bohn indicated that it is his intention to reappoint Ms. Valeria Dixon, Chairperson for the next term. Mr. Salazar stated publicly he would like to nominate Ms. Valeria Dixon for the next term.

**H. CLOSED SESSION:**

The Commission adjourned to closed session at 12:25 p.m. to discuss the following:

- a. PUBLIC EMPLOYEE APPOINTMENT (Government Code section 54957): Applicant appeal from disqualification
  1. Applicant # 19-1016 – Appeal Denied
  2. Applicant # 19-2024 – Appeal Denied
  3. Applicant # 19-2025 – Appeal Denied
  4. Applicant # 19-2026 – Appeal Granted

The Commission reconvened to open session at 12:53 p.m. There was no report out.

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 12:54 p.m.