

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING  
TELECONFERENCE MEETING  
MINUTES  
May 7, 2020 – 5:30 p.m.**

**A. PRELIMINARY FUNCTIONS:**

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:30 p.m.

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. Approval of Agenda

Ms. Dixon moved to approve the agenda. Mr. Bohn second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the April 16, 2020 Personnel Commission meeting.  
Mr. Salazar second the motion. Motion carried.

6. Ms. Dixon moved to approve the minutes from the April 17, 2020 Special Personnel Commission Meeting. Mr. Bohn 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.

**D. ACTION ITEMS:**

1. Proposed Budget for 2020-2021 – Second Reading

Ms. Dixon moved to approve the proposed budget for 2020-2021. Mr. Bohn second the motion.  
Ms. Byrd stated there were no changes to the budget. Mr. Salazar inquired about the difference between last year and this year's budget. Ms. Byrd indicated that only major changes could be benefits and salaries. Motion carried.

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2. Second Reading to the Revisions of the Personnel Commission Rule 3.7.5 – Reclassification  
Ms. Dixon moved to approve the second reading to the Personnel Commission Rule 3.7.5-Reclassification. Mr. Salazar second the motion. Motion carried.
  
3. Second Reading to the Revision of the Personnel Commission Rule 17.2.7- Promotional Salary Rate  
Ms. Dixon moved to approve the second reading to the Personnel Commission Rule 17.2.7-Promotional Salary Rate. Mr. Salazar second the motion. Motion carried.
  
4. First Reading for the Revised Personnel Commission Rule - Effect on Reemployment and Eligibility List
  - a. 3.7.8 Seniority on Upward Reclassification
  - b. 3.7.9 Seniority on Downward Reclassification
  - c. 3.7.10 Effect of Classification Changes
  - d. 3.7.11 Effect on Reemployment and Eligibility Lists
  - e. 9.4.3 Subsequent Probation for Permanent EmployeesMs. Dixon moved to approve the first reading for the revised Personnel Commission Rules. Mr. Bohn second the motion. Ms. Byrd stated the changes are to clarify when an employee is reclassified. Mr. Salazar inquired about feedback from the district. Ms. Byrd indicated that the proposed changes were shared with both the District and CSEA and received no feedback from either.
  
5. New job classification specification for Nutrition Services Financial Supervisor  
Ms. Dixon moved to approve the new job classification specification for Nutrition Services Financial Supervisor. Mr. Salazar second the motion. Ms. Dixon asked why the classification was being created. Ms. Byrd stated this was requested from Nutrition Services due to the lack of qualified applicant for the Nutrition Services Business Manager. Motion carried.
  
6. Approval of the working out of class for the Maintenance & Operations Director, Sam Precie  
Ms. Dixon moved to approve the working out of class request for Sam Precie, Maintenance & Operations Director as Administrator of Operations, effective May 16, 2020. Mr. Bohn second the motion. Ms. Nersidalia Garcia read the public comment from Joe Aceto, and Jayne Christakos, district administrators, to justify a management employee to work out of class during probation due to the current crisis. Ms. Dixon shared updated information on COVID-19 cases. Motion carried.

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**E. INFORMATION ITEMS AND REPORTS:**

None

**F. DISCUSSION:**

The next Personnel Commission meeting will be held on June 4, 2020, at 5:30 p.m. via Teleconference.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Mr. Bohn shared that he finds the Google virtual conference is somewhat complex compared to Zoom. Mr. Salazar agreed with Mr. Bohn's comments, and he thanked the staff for putting this program together.

**H. CLOSED SESSION:**

The Commission adjourned to closed session at 5:53 p.m.

The Commission reconvened in open session at 6:11 p.m. with nothing to report.

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 6:11 p.m.