

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING
TELECONFERENCE MEETING
MINUTES
April 16, 2020 – 5:30 p.m.**

A. PRELIMINARY FUNCTIONS:

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:31 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, as submitted or amended. Mr. Salazar second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the March 5, 2020 Special Personnel Commission meeting, as submitted or amended. Mr. Salazar second the motion. Motion carried.

6. Ms. Dixon moved to approve the minutes from the March 5, 2020 Regular Personnel Commission Meeting. Mr. Bohn second the motion. Motion carried.

B. PUBLIC COMMENTS:

Catherine DeBrule, Account Analyst applicant, appealed to the Commission the disqualification of her application. She briefly shared her work experience in the school district and hopes the Commission considers her appeal.

Nersidalia Garcia read to Commission a written statement submitted by Sean MacDowell, Facilities Analyst eligible. In this statement he is appealing to the Commission the removal of his name from the eligibility list. He asks the Commission to consider his request to remain on the Facilities Analyst eligibility list.

C. CONSENT ACTION ITEMS:

Ms. Dixon moved to approve all matters listed under Consent Action Items. Mr. Bohn second the motion. Ms. Byrd asked the Commission to approve each item separately due to the need to discuss one of the consent items.

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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1. Ms. Dixon moved to approve the Ratification of recruitment(s). Mr. Bohn second the motion. Motion carried.
2. Ms. Dixon moved to approve the ratification of Cafeteria Worker (Exam #20-011). Mr. Bohn second the motion. Motion carried.
3. Ms. Dixon moved to approve the Eligibility List Extension. Mr. Salazar second the motion. Ms. Byrd informed the Commission that the Information Technology Director requested the Computer Specialist I eligibility list not be extended. Ms. Byrd informed the Commission that there are approximately 7 promotional candidates and 20 external candidates. Mr. Salazar moved to extend all items listed. Ms. Dixon second the motion. Motion carried.
4. Ms. Dixon moves to approve Certifications of Hire as submitted. Mr. Bohn second the motion. Motion carried.

D. ACTION ITEMS:

1. Proposed Budget for 2020-2021 – Preliminary Draft – First Reading
Ms. Dixon moved to approve to set the public hearing for the budget for 2020-2021 to be held on May 7, 2020. Mr. Bohn second the motion. Ms. Byrd updated the Commission of a few changes to the budget and pending the approval of the Commission the proposed budget will be sent to fiscal department. Motion carried.
2. First Reading to the Revisions of the Personnel Commission Rule 3.7.5 – Reclassification
 - a. Ms. Dixon moved to discuss the revisions to Personnel Commission Rule 3.7.5, Reclassification. Mr. Bohn second the motion. Ms. Byrd shared with the Commission the suggested revisions are based on information received from the district. The suggested revisions were shared with CSEA and the District and received no negative feedback. Staff will place item on next month's agenda for the second reading.
 - b. Ms. Dixon moved to discuss the revisions to Personnel Commission Rule 17.2.7, Promotional Salary Rate. Mr. Bohn second the motion. Ms. Byrd shared with the Commission the suggested revisions are based on a recent promotion from a classified non-management to a management position. This suggested rule revision considers the promotional salary rate from a regular classified position to a management classified position, which provides at least a 5% increase. The suggested revisions were shared with CSEA and the District and received no negative feedback. Staff will place item on next month's agenda for the second reading. Motion carried.
3. HVACR/Plumbing Supervisor classification specification management salary range 48.
Ms. Dixon moved to approve the job classification specification, set at management salary range 48. Mr. Bohn second the motion. Motion carried.

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4. Revisions to the job classification specification for Administrator of Operations.
Ms. Dixon moved to approve the revisions to the job classification. Mr. Bohn second the motion.
Motion carried.

5. Revisions to the job classification specification for Warehouse Manager.
Ms. Dixon moved to approve the revisions to the job classification. Mr. Bohn second the motion.
Motion carried.

E. INFORMATION ITEMS AND REPORTS:

CSPCA 2020 Annual Conference - Mr. Bohn moved to table until further notice.

F. DISCUSSION:

The next Personnel Commission meeting will be held on May 7, 2020, at 5:30 p.m.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Salazar thanked staff for putting this meeting together teleconference style. He appreciates the hard work from the staff.

H. CLOSED SESSION:

The Commission adjourned to closed session at 6:03 p.m. to discuss the following:

- a. Pursuant to Government Code 54954.5 (e) and 54957: Public Employee Discipline/Dismissal/Release/Appeals.
 1. Applicant #20-2015 - Denied
 2. Applicant #20-2016 - Approved
 3. Applicant #20-2017 - Approved

The Commission reconvened into open session at 6:44 p.m. and reported on the action(s) taken in closed session.

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:44 p.m.