

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

**MINUTES**

**November 12, 2020 at 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. Irma Garcia, Personnel Director  
                                  Ms. Tamara Booker, 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 October 1, 2020 Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

6. Approval of Minutes

Ms. Dixon moved to approve the minutes from the October 15, 2020 Special Personnel Commission meeting. Mr. Salazar second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

No public comments.

**C. CLOSED SESSION:**

The Commission adjourned to closed session at 5:32 p.m. to discuss:

1. Consideration of legal matters coming within the purview of the attorney/client relationship.
2. Consideration of appointment, employment, dismissal, or evaluation of an employee.

The Commission reconvened to open session at 5:59 p.m.

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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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**D. CONSENT ACTION ITEMS:**

Ms. Dixon moved to pull Consent Action Item D (1) (b), Lead Public Safety Dispatcher, for consideration at a later date and approve all other matters listed. Mr. Salazar second the motion. Motion carried.

**E. INFORMATION ITEMS AND REPORTS:**

1. Essential Positions –

Ms. Irma Garcia informed the Commission that staff continues to stay abreast of with budget restrictions and moving forward with filling essential positions, as determined by the cabinet.

2. Application Workshop –

Ms. Booker thanked the Commission for the opportunity to serve in the capacity of the Personnel Analyst. Ms. Booker informed the Commission about the virtual application workshop scheduled on Monday, November 16, 2020 at 5:00 p.m., via Zoom. Staff has advertised the workshop on the employment opportunities bulletin, the website, CSEA newsletter, and on the “Daily What’s Happening.” Ms. Dixon requested that the Commissioners receive the Zoom link.

**F. DISCUSSION:**

The next Personnel Commission meeting will be held on December 3, 2020 at 5:30 pm. via Teleconference.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Mr. Salazar wished everyone a happy holiday season. He congratulated Ms. Booker in her new position and wished her well.

Ms. Dixon congratulated Ms. Booker in her new position as a Personnel Analyst. She wished everyone Happy Thanksgiving and thanked staff for the hard work.

**H. ADJOURNMENT:**

The Commission adjourned the meeting at 6:07 p.m.