

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING
TELECONFERENCE MEETING
MINUTES
July 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 5:30 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. 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 June 11, 2020 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. a. Desk audit for Bilingual Secretary, Youth Services:

Ms. Dixon moved to discuss the desk audit for Bilingual Secretary, Youth Services. Mr. Salazar second the motion. Ms. Irma Garcia shared a summary pertaining to a desk audit conducted for the Bilingual Secretary position located at the Youth Services department. Staff did not recommend any changes to the position at this time.

b. Desk audit for Senior Caterer, Nutrition Services:

Ms. Dixon moved to discuss the desk audit for Senior Caterer, Nutrition Services. Mr. Bohn second the motion. Ms. Irma Garcia shared a synopsis pertaining to a desk audit conducted for the Senior Caterer position located at the Nutrition Services department. Staff did not recommend any changes to the position at this time. Staff will be working to update the classification specification as it has not been updated since it was established in 1997.

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:

Personnel Director's comments:

Ms. Irma Garcia thanked the Commission for the opportunity of serving as the Personnel Director. She couldn't ask for a better Commission and office team and looks forward to working together as a team.

F. DISCUSSION:

The next Personnel Commission meeting will be held on August 6, 2020, at 5:30 p.m. via Teleconference.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Bohn welcomed Ms. Irma Garcia to her new position. She will do a wonderful job.

Mr. Salazar would like to also welcome Ms. Irma Garcia to her new position and is looking forward to working with her in her new capacity.

Ms. Dixon welcomed and congratulated Ms. Irma Garcia on her promotion. She shared with the Commission some information pertaining to essential jobs mentioned during the management team meeting by Ms. Jayne Christakos, Associate Superintendent Business, Facilities, and Operations. Ms. Dixon inquired about the impact on Personnel Commission processes. Ms. Irma Garcia shares that she has been in communication with Dr. Marcus Funchess regarding a list of essential positions. The PC team has been working diligently to fill essential positions. Non-essential positions are frozen at this time. Ms. Garcia also shared the out of class, temporary limited term and provisional assignment process. An unintended consequence is there may be workload concerns if positions are not filled. Out of class, limited term and provisional are for temporary assignments. Ms. Dixon requested for updates to be on the next Personnel Commission meeting. Mr. Salazar requested this item be placed on future agendas until further notice.

H. CLOSED SESSION:

The Commission adjourned to closed session at 5:48 p.m. to discuss:

Pursuant to California Government Code §54954.5(e) and §54957:

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 in open session at _____ and reported on the following actions taken in closed session: No report out.

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:41 p.m.