

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING  
TELECONFERENCE MEETING  
MINUTES  
June 11, 2020 – 5:30 p.m.**

**A. PRELIMINARY FUNCTIONS:**

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 4:33 p.m.

2. Pledge of Allegiance

3. Roll Call

Members Present: Ms. Valeria Dixon, Chairperson  
Mr. Michael Salazar, Vice Chairperson  
Mr. George Bohn, Member, not present during the open session due to technology connection issues but was present during closed session.

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. Salazar second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the May 7, 2020 Personnel Commission meeting.  
Mr. Salazar 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.

Ms. Byrd requested to pull items 3(b), 3(d), 3(e) 3(h), and 3(i) listed under Approval of Eligibility List Extension, for further discussion. Ms. Dixon moved to approve items 3(a), 3(c), 3(f), and 3(g). Mr. Salazar second the motion. Motion carried.

Ms. Dixon moved to approve extension for 3(b), 3(d), 3(e) 3(h), and 3(i). Mr. Salazar second the motion. Ms. Byrd explained to the Commission that due to the cancellation of the Personnel Commission meeting on June 4 several of the eligibility lists had an expiration date of June 7, 2020. Staff requests that the Commission consider the extension. Ms. Dixon inquired about list canvassing. Ms. Byrd assured the Commission that the list had been canvassed. Ms. Dixon moved to approve the extension of the lists. Mr. Salazar second the motion. Motion carried.

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**D. ACTION ITEMS:**

1. Proposed Budget for 2020-2021

Ms. Dixon moved to approve the amendment to the budget for 2020-2021. Mr. Salazar second the motion. Ms. Byrd informed the Commission about correspondence received from Thomas Halderson, Interim Assistant Superintendent, Human Resources, regarding a 10% reduction in the Personnel Commission's budget. The County approved budget was in the amount of \$1,063,214.00. Ms. Byrd requested that budget remain as approved by the County; however, reduce operating expenses by 10%. Ms. Irma Garcia shared that the reduction would be \$111,648.00. Ms. Byrd advised the Commission to correspond to Mr. Halderson in writing regarding the amendment. Mr. Salazar agreed to signing the correspondence. Motion carried.

2. Second Reading to the revised Personnel Commission Rules:

Ms. Dixon moved to approve the second reading to the Personnel Commission Rules for the following:

- 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 Employees

Mr. Salazar second the motion. Ms. Byrd indicated that the proposed changes were shared with the District and CSEA and received no feedback from either. Motion carried.

3. New Job Classifications Specifications:

Ms. Dixon moved to approve the new job classifications specifications for the following:

- a. Information Technology Applications Manager, management salary range 59
- b. Information Technology Network Manager, management salary range 56
- c. Information Technology Security Manager, management salary range 56
- d. Information Technology Server Manager, management salary range 56

Mr. Salazar second the motion. Ms. Dixon inquired of the different salary ranges for Applications Manager. Ms. Byrd explained that the applications manager classification will be working with higher responsibilities relating to programming and coding. Ms. Dixon asked who will supervise these positions. Ms. Byrd indicated that they will be under the supervision of Director and Assistant Directors of Technology. Motion carried.

4. Biddle Online Software License Test Genius Annual Subscription:

Ms. Dixon moved to approve the Biddle Online Software License Test Genius Annual Subscription. The cost is \$15,448.66 for fiscal year 2020-2021. Mr. Salazar second the motion. Motion carried.

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5. Advertising Subscription for NEOGOV for governmentjobs.com:  
Ms. Dixon moved to approve the Advertising Subscription for NEOGOV for governmentjobs.com. The cost is \$5,561.33 for fiscal year 2020-2021. Mr. Salazar second the motion. Ms. Byrd shared that this year subscription increased by \$500.00 as compared to last year. Motion carried.
6. Maintenance Agreement Membership for Canon Solutions America Inc.:  
Ms. Dixon moved to approve the Maintenance Agreement Membership for Canon Solutions America Inc. The cost is \$1,500.00 for fiscal year 2020-2021. Mr. Salazar second the motion. Ms. Byrd shared that this membership is for the copy machine in the PC office. Motion carried.
7. CODESP Membership Service Agreement:  
Ms. Dixon moved to approve the CODESP Membership Service Agreement. The cost is \$3,000.00 for fiscal year 2020-2021. Mr. Salazar second the motion. Motion carried.
8. Personnel Commission Association of Southern California (PCASC) Annual Membership Service Agreement:  
Ms. Dixon moved to approve the Personnel Commission Association of Southern California (PCASC) Annual Membership Service Agreement. The cost is \$100.00 for fiscal year 2020-2021. Mr. Salazar second. Motion carried.
9. NEOGOV 2020 Annual Training Conference:  
Ms. Dixon moved to approve the Personnel Commission staff to attend the 2020 Neogov Training Conference on Tuesday, October 27, 2020 through Thursday, October 29, 2020 at the Mirage Hotel, Las Vegas, Nevada. Conference and hotel costs not to exceed \$8,000.00. Mr. Salazar second the motion. Motion carried.

**E. INFORMATION ITEMS AND REPORTS:**

Personnel Director's comments:

Ms. Byrd thanked the Commission and staff for everything. She enjoyed working with a wonderful team and Commission members.

**F. DISCUSSION:**

The next Personnel Commission meeting will be held on July 9, 2020, at 5:30 p.m. via Teleconference.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Mr. Salazar thanked staff, especially Ms. Byrd for all the hard work she has done for the Personnel Commission office. Thank you for being resourceful, we will truly miss you. Ms. Dixon thanked staff and Ms. Byrd as we increased productivity under her leadership and helped turn the Commission around. The Commission appreciates the 6 years of service in the Personnel Commission and 40+ years in the district.

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**H. CLOSED SESSION:**

The Commission adjourned to closed session at 5:01 p.m. to discuss:

1. Pursuant to California Government Code §54954.5(e) and §54957: Public Employment Interview candidates for Personnel Director, Personnel Commission
2. Consideration of appointment, employment, dismissal, or evaluation of an employee.

The Commission reconvened in open session at 7:37 p.m. and reported on the following actions taken in closed session:

The Commission appoints applicant number 061101 to the position of Personnel Director effective 7/1/2020.

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 7:38 p.m.