

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

**MINUTES
April 1, 2021 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
Mrs. Tamara Booker, 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 March 4, 2021 Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

B. PUBLIC COMMENTS:

Nersidalia Garcia, Secretary III, read a public comment from Elizabeth Carreon, Senior Clerk for the Health Department, requesting that her position not be abolished.

Ms. Dixon shared that decisions regarding to abolishment of positions does not fall under the Personnel Commission. Ms. Irma Garcia stated that staff will correspond with Ms. Carreon.

C. CONSENT ACTION ITEMS:

Ms. Dixon moved to approve Consent Action Items. Mr. Bohn second the motion. Motion carried.

D. ACTION ITEMS:

Public Hearing for the Proposed Personnel Commission Budget 2021-2022

Ms. Dixon moved to set a public hearing for the budget for 2021-2022 to be held on May 6, 2021 at 5:30 p.m. via Teleconference or in person. Mr. Salazar second the motion.

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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Ms. Garcia briefly explained the differences in the proposed budget for 2021-2022 as compared to the current budget (2020-2021) are due staff changes. Also, informed the Commission that the department will continue with a reduction of 10% out of the operating budget.

Ms. Dixon inquired about the vacant position in the Personnel Commission office and also inquired about negotiations and possible increases. Mr. Salazar inquired if the budget includes the benefits and salary increases. Ms. Garcia indicated that the position will be filled and salary negotiations took place for the current fiscal year; salaries and benefits are included in the budget.

E. INFORMATION ITEMS AND REPORTS:

1. In Person Testing: Mrs. Booker shared a synopsis of the in person testing that took place in the Board of Education's Community Room. Staff took strict safety measures and also thanked the custodians Emily and Jose for all their assistance during the process. We are really happy for future testing.

2. Personnel Commission Office Relocation:

Ms. Irma Garcia informed the Commission of the new location for the Personnel Commission department. The new address is 1525 W. Highland Ave. San Bernardino, CA 92411 (portable at the WHAA). Contact information remains the same. Offices remain closed to the public. We are looking forward to come back to the office.

Ms. Dixon inquired about the new space. Ms. Irma Garcia shared that it is spacious to conduct PC business. Mr. Bohn inquired about meeting in person for Personnel Commission meetings. The Commission directed Ms. Garcia to reach out to the district's risk manager to find out if we can meet in person following safety protocols. Mr. Salazar agreed with Mr. Bohn.

F. DISCUSSION:

The next Personnel Commission meeting will be held on May 6, 2021, at 5:30 p.m., via Teleconference.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Ms. Dixon thanked everyone for their time and wished everyone Happy Easter and to stay safe.

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H. CLOSED SESSION:

The Commission adjourned into closed session at 5:57 p.m.

The Commission reconvened into open session at 6:18 p.m. with the following actions taken in closed session:

2. Consideration of appointments, employment, dismissal, or evaluation of an employee.
 - a. Approved to appoint a hearing officer for employee #21-0401-01.
 - b. Denied appeal for employee #21-0401-02.

Ms. Dixon thanked everyone for being present and wished everyone a happy Easter.

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:19 p.m.