

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING
1525 W. Highland Ave.
San Bernardino, CA 92411**

**MINUTES
October 7, 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 September 2, 2021, Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

6. Approval of Minutes

Ms. Dixon moved to approve the minutes from the September 16, 2021, Special Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

B. PUBLIC COMMENTS:

None

C. CONSENT ACTION ITEMS:

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

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. INFORMATION ITEMS AND REPORTS:

1. Job Fair

Ms. Irma Garcia shared with the Commission 3 upcoming job fairs staff would be participating in. She shared the job fair schedules as follows:

- October 13, 2021 from 8:30 a.m.-3:30 p.m. at Perris Hill Park
- October 14, 2021 from 5:30 p.m. - 7:30 p.m. virtual job fair
- October 30, 2021, from 9:00 a.m.-1:00 p.m. at the WHAA building's parking lot

The Commissioners provided input as to where to advertise for our upcoming job fairs to expand our reach and get the best outcome.

2. NeoGov Virtual Conference

Mrs. Booker shared with the Commission information relating to new or upcoming enhancements that improve workflow and processes for staff. Ms. Dixon stated that there are great benefits working for the school district, such as health and retirement benefits. Mr. Salazar mentioned that this is the footprint set for the future.

E. DISCUSSION:

The next Personnel Commission meeting will be held on November 10, 2021, at 5:30 p.m., in person at 1525 W. Highland Ave., San Bernardino, CA 92411.

F. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Salazar thanked the staff, and welcomed Alexis Jenks.

G. CLOSED SESSION:

The Commission adjourned to closed session at 5:59 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 6:06 p.m. and reported on the following action(s) taken in closed session:

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October 7, 2021 at 5:30 p.m.

- a. #21-1007-01 – Commission approved to appoint a hearing officer for the appeal process.

H. ADJOURNMENT:

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