

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

**MINUTES  
August 5, 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. Bohn second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the July 1, 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 July 27, 2021, Special Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

Milton Harris, applicant for Locksmith, addressed the Commission regarding the removal of his name from the Locksmith eligibility list. He shared some information on his background and appealed to the Commission for an opportunity to work for the District.

Latoya Smith, Chief Steward for CSEA Chapter 183, inquired about reclassification timelines and back pay. There are employees who have worked out of their classification for over two (2) years. She asked the Commission to make an addendum and consider retroactive pay of six (6) months as this will ensure making employees whole again. She asked the Commission if this can be looked into. Ms. Dixon inquired clarification. Ms. Irma Garcia stated that reclassifications recommendations are presented to the Commission and based on PC rules are effective the following month.

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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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**C. CONSENT ACTION ITEMS:**

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

**D. INFORMATION ITEMS AND REPORTS:**

Introduction of new staff member – Ms. Irma Garcia introduced and welcomed the Personnel Commission’s new staff member, Ms. Berenice Flores. She started on Monday, August 2, 2021 and is quickly adapting to our department’s processes, such as screening applications, routine record keeping, shadowing fellow team members, learning the recruitment cycle, etc. Staff is happy to have her. Mrs. Tamara Booker also mentioned that Ms. Berenice Flores is a valuable asset, learning recruitment and learning more processes as they come up.

Ms. Berenice Flores shared that she is very excited to be part of the team and having to quickly learn different processes. She thanked the Commission for this opportunity and appreciates the warm welcome from the staff. Ms. Dixon welcomed her to our team.

**E. DISCUSSION:**

The next Personnel Commission meeting will be held on September 2, 2021, at 5:30 p.m., in person at 1525 W. Highland Ave., San Bernardino, CA 92411.

**F. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Mr. Bohn commented on the year-end report. He would like to see the pie chart that Tamara spoke about at the last meeting added to the year-end report.

Mr. Salazar welcomed Ms. Berenice Flores to the team. He shared that it was a tough selection process, but the team is really happy to have her as part of the team.

**G. CLOSED SESSION:**

The Commission adjourned to closed session at 5:52 p.m. to discuss:

1. Consideration of legal matters coming within the purview of the attorney/client relationship.

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2. Consideration of appointment, employment, dismissal, or evaluation of an employee.
  - a. #21-0603-01 – Denied
  - b. #21-0801-01 – Denied
  - c. #21-0801-02 – Denied
  - d. #21-0801-03 – Denied
  - e. #21-0801-04 – Denied
  - f. #21-0801-05 – Denied
  - g. #21-0801-06 – Denied

The Commission reconvened to open session at 6:32 p.m. and reported on the following action(s) taken in closed session.

**H. ADJOURNMENT:**

The Commission adjourned the meeting at 6:34 p.m.