

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

**MINUTES
July 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 June 3, 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 June 17, 2021 Special Personnel Commission meeting. Mr. Salazar 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. ACTION ITEMS:

1. Ms. Dixon moved to approve Patricia Barrett to serve as the Hearing Officer for the 2021-2022 fiscal year. The recommended cost allotment of \$14,000.00. Mr. Salazar second the motion. Motion carried.
2. Ms. Dixon moved to approve the Biddle Online Software License (TestGenius) Annual Subscription. The cost is \$14,438.00 for fiscal year 2021-2022. Mr. Bohn second the motion. Motion carried.
3. Ms. Dixon moved to approve Personnel Commission staff attendance to the 2021 NEOGOV Annual Conference on Tuesday, October 5, 2021 through Thursday, October 7, 2021 at the Mirage Las Vegas Hotel, NV. The cost not to exceed \$8,000.00. Mr. Salazar second the motion. Motion carried.

E. INFORMATION ITEMS AND REPORTS:

1. Meeting with the Superintendent – Ms. Irma Garcia shared with the Commission that Ms. Dixon, Mrs. Booker and herself met with the Superintendent, Mr. Doc Ervin. He shared his future plans and district goals, mainly serving the students of our school district. Ms. Garcia shared that Personnel Commission staff strives to support the district by providing classified personnel to serve the students. Ms. Dixon shared that she was pleased with the meeting and that it was a pleasure meeting him, we wish him the best.
2. Annual Report – Mrs. Booker presented the Personnel Commission’s annual report which included the mission and vision, accomplishments, staff changes, new location, innovative processes during the pandemic, virtual NEOGOV 2020 conference, and statistics. Mr. Bohn asked if the Superintendent had been given this information and that he would share it at his 1:1 meeting.

Mr. Salazar complemented staff for the annual report. He suggested uploading the annual report to the Personnel Commission’s webpage. Mr. Bohn agreed with Mr. Salazar.

Ms. Dixon stated that the annual report needs to be shared with CSEA and the Board of Education during public comments. Mr. Bohn suggested to share this information during one of the Chamber of Commerce meetings.

Mr. Salazar suggested that each Commissioner share the successes of the Personnel Commission. Commissioners can be ambassadors. Mr. Salazar does not mind helping out. He stated that this is an executive level report. Ms. Dixon agreed to share our current processes.

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F. DISCUSSION:

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

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Salazar shared that he had a great meeting with the Superintendent, Mr. Doc Ervin. He complimented staff for the annual report. He would like for Personnel Commission to be known for helping the community.

Ms. Dixon suggested that staff put together lessons learned during the COVID-19 pandemic and how it impacted the work of the Personnel Commission. A suggested question is what happens when applicants do not have access to computers or the internet, were they excluded? She also suggested presenting the annual report to the Board of Education.

H. CLOSED SESSION:

The Commission adjourned to closed session at 6:10 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 7:13 p.m. and reported on the following action(s) taken in closed session.

- a. #21-0603-01 – Tabled until the August Personnel Commission meeting
- b. #21-0701-01 – Denied
- c. #21-0701-02 – Denied
- d. #21-0701-03 – Denied
- e. #21-0701-04 – Denied
- f. #21-0701-05 – Denied
- g. #21-0701-06 – Denied
- h. #21-0701-07 – Appointment of the new Associate Personnel Analyst, date to be determined

I. ADJOURNMENT:

The Commission adjourned the meeting at 7:14 p.m.