

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

**MINUTES  
August 4, 2022 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: Ms. Valeria Dixon, Chairperson  
Mr. Michael Salazar, Vice Chairperson  
Mr. George Bohn, Member

Staff: 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 14, 2022, Regular 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. Bohn second the motion. Motion carried.

**D. ACTION ITEMS:**

1. Second Reading to the proposed amendments to Personnel Commission Rule 2.2.1, Regular Meetings.

Ms. Dixon moved to consider approving the Second Reading to the proposed amendment to Personnel Commission Rule 2.2.1, Regular Meetings. Mr. Salazar second the motion.

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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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Ms. Garcia informed the Commission that updates were needed to the office address. Approval of the Second reading would make the revisions final. Motion carried.

2. Second Reading to the proposed amendments to Personnel Commission Rule 7.5.2.1, Compensation of Retirees.

Ms. Dixon moved to consider approving the Second Reading to the proposed amendments to Personnel Commission Rule 7.5.2.1, Compensation of Retirees. Mr. Salazar second the motion.

Ms. Garcia informed the Commission that the request is to remove longevity from the compensation for retirees wishing to return on a temporary basis. Staff provided CSEA and the District at least fourteen (14) calendar days for review and comments, as required by the Personnel Commission Rules. Motion carried.

3. Establishment Additional Staff Member:

Ms. Dixon moved to consider approving the establishment of an additional Associate Personnel Analyst position for the Personnel Commission office. Mr. Bohn second the motion.

Ms. Garcia briefly shared with the Commission that staff was preparing to provide Dr. Marcus Funchess, Assistant Superintendent, Human Resources, with the rationale for the need of an additional Associate Personnel Analyst. Staff is requesting approval from the Commission for an additional Associate Personnel Analyst to assist with the increased hiring needs.

Ms. Dixon asked about the fill-vacancy requisition process. Ms. Garcia stated that sites are responsible for submitting appropriate paperwork to fill their vacancies. Once the PC team is in receipt of the requisition it is processed for either opening recruitment or scheduling interviews as soon as it is possible. In some cases when employees are retiring, we may be notified in advance. The number of vacancies has remained above the 200 mark and one of the reasons is due to the number of high-needs part time positions. The Personnel Commission team is also looking to participate in recruitment at job fairs and other district and external events; many of these events will happen after hours or on weekends. Should the Commission approve the additional position, Dr. Funchess will bring forth the information to Cabinet and Board for final approval. Mr. Salazar recommends to create a formal endorsement correspondence from the Commissioners. Ms. Garcia agrees and will prepare correspondence.

Motion carried.

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**E. INFORMATION ITEMS AND REPORTS**

1. End of Year Report:

Mrs. Tamara Booker the End of Year Report to the Commission. Information presented pertained to the Personnel Commission responsibilities, vacancy trends, recruitments, selection interviews, tentative job offers, number of applications received, and data that pertains to classification, out of classification work, and recruitment fairs. Staff also briefed the Commission with current updates for 2022 insofar. Commissioners had a lengthy discussion and a series of questions about the information presented. It was recommended that staff prepare Board correspondence with the data so may read at their leisure. Another suggestion by the Commission is to have staff establish a consistent yearly report. Staff will provide the Commission additional information at the next available Personnel Commission meeting.

2. Recruitment Opportunities:

Ms. Irma Garcia shared with the Commission that staff is working to increase participation at recruitment fairs and other events (virtual and in-person) as opportunities become available. The team has been very supportive in these efforts. Mr. Bohn suggested to place a banner/sign on the score board of the 66ers field; and Ms. Dixon suggested to place banners at our district football and basketball games. Ms. Garcia will find out about placing employment information banners at the different locations as requested by the Commission.

**F. DISCUSSION:**

The next Personnel Commission meeting will be held in person on September 1, 2022, 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Ms. Dixon inquired about items approved by the Board that belong to Personnel Commission. Ms. Irma Garcia indicated that a recent item pertained to the Hearing Officer for employee discipline hearings.

**H. CLOSED SESSION:**

None

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 7:13p.m.

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