

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT  
REGULAR PERSONNEL COMMISSION MEETING  
Teleconference Meeting**

**MINUTES  
January 13, 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 - absent

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 December 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 December 9, 2021 Special Personnel Commission meeting. Mr. Salazar second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

No public comments.

**C. CONSENT ACTION ITEMS:**

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

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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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**D. INFORMATION ITEMS AND REPORTS:**

1. Minimum Wage:

Ms. Irma Garcia briefly shared updates as it pertains to the new minimum wage. As of January 1, 2022, the minimum wage is at \$15.00 per hour. There are two job classifications that were affected. One of them is the Food Worker Trainee, however, employees holding a position in this classification are in compliance with the new minimum wage. Nutrition Services managers are hoping to abolish positions in this classification by attrition. The other job classification is Cafeteria Worker, there were 32 Cafeteria Worker employees that were below the minimum wage. A meeting was held with the District, CSEA and PC to discuss; it was agreed to move those employees to step 3 which provides \$15.23 per hour. Any current and future recruitments will reflect the starting rate of \$15.23 per hour and ending rate at \$17.15 per hour. There are old classifications that fall below the minimum wage but we haven't employed in those classes and we will revisit if needs be. Mr. Salazar inquired about eliminating old job specifications. Ms. Garcia stated that she will bring this topic for discussion to the table with CSEA and the District; some job classifications are obsolete.

2. Pending Revisions to Classification Specifications:

Ms. Irma Garcia briefly shared an update on eight pending job classification revisions. Some of them require revisions to the qualifications which would help recruitment efforts. Such as the Cafeteria Worker position; there is a high need in that area and hoping to eliminate education requirements to increase applicant pool. There is a series of positions for pending revisions such as Campus Security Officer I, Instructional Assistant, Tutorial Assistant, Nutrition Services Equipment Mechanic, Public Safety Dispatcher, and Small Engines Mechanic. These revisions are currently in the 610 process. Ms. Dixon asked would salary increase be recommended. Ms. Garcia mentioned that the adjustments that were made didn't affect the salary. Mr. Salazar inquired about the timeline for the revisions. Ms. Garcia stated that she is in communication with the labor representative; it is pending member vote. Mr. Salazar suggested to stay on top of that in terms of who is holding this up. Ms. Garcia stated staff will continue to inquire for updates.

**E. DISCUSSION:**

The next Personnel Commission meeting will be held on February 3, 2022, at 5:30 p.m., in person at 1525 W. Highland Ave., San Bernardino, CA 92411.

Ms. Dixon stated for the record that the hope is to meet in person for this meeting; hopefully things will be better. We may have to meet via zoom.

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**F. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Mr. Salazar thanked staff for all of the hard work. He encouraged staff and Commissioners to please be careful; these are challenging times.

Ms. Dixon recommended to Ms. Garcia and Mrs. Booker to give yourself some grace. It is understandable to reschedule tests and or interviews. Try to not put so much stress on yourself. Ms. Dixon will be checking in with staff from time to time. She appreciates the staff and wants to make sure everyone is safe.

Mr. Bohn asked everyone to stay safe and stay healthy.

**G. CLOSED SESSION:**

The Commission adjourned to closed session at 5:44 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.
  - a. Applicant #22-0113-01

The Commission reconvened to open session at 5:55 p.m. and reported on the following action(s) taken in closed session: Applicant #22-0113-01 - Appeal denied.

**H. ADJOURNMENT:**

The Commission adjourned the meeting at 5:55 p.m.