

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

**MINUTES
July 14, 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 5:31 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. Salazar second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the June 8, 2022, Regular 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.

D. ACTION ITEMS:

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

Ms. Dixon moved to consider the First Reading for discussion. Mr. Bohn second the motion.

Ms. Irma Garcia briefed the Commission on the needed revision to the Personnel Commission Rule.

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

Ms. Dixon moved to consider the First Reading for discussion. Mr. Salazar second the motion.

Ms. Irma Garcia shared with the Commission that the reason for removing the longevity is based on CalPERS constitutional provisions, statutes, and regulations. Compensation for retired annuitants must be at the hourly pay rate that falls within the regular salary schedule for that specific position. Longevity compensation cannot be provided to a retired annuitant; otherwise CalPERS may terminate their retirement. Mr. Salazar inquired how the issue came up. Ms. Irma Garcia indicated that this issue came up with a management retiree's compensation; however, the rule would also apply to all classified employees.

E. INFORMATION ITEMS AND REPORTS

1. Hiring Status Updates:

Mrs. Booker provided the Commission with an update on classified hiring. The team has been working hard with recruitments, testing, and scheduling interviews for site and department vacancies. There were 16 eligibility lists for consideration during tonight's meeting; of those eligibility lists, 616 applications were processed. Currently, there are 19 recruitments in progress for testing or application screening with a total of 913 applications. There are 25 recruitments opened. There are approximately 286 vacancies on the log; 250 of those were received in 2022. There are 92 pending hires and waiting to be processed by Human Resources. We have 124 active eligibility lists, which include tonight's approvals. Staff coordinated mass interviews for Cafeteria Worker today to fill approximately 60 vacancies. Mr. Bohm inquired about the number of full-time versus part-time classified employees in the school district. Ms. Booker indicated that the information would be shared with the annual report.

2. Personnel Commission Staffing:

Ms. Irma Garcia shared with the Commission that Dr. Marcus Funchess, Assistant Superintendent, Human Resources, requested information on the rationale for additional staff and positions. The District has received a significant amount of LCFF Funding, which provides the Personnel Commission with the opportunity to add support staff positions. The Associate Personnel Analysts are working one (1) hour overtime daily. We are hoping to bring in one, ideally two (2), Associate Personnel Analysts that would be responsible for recruitment, application screening, testing, coordination of interviews, classification and compensation studies, and reclassification/desk audits. We are also looking at being more active for recruitment at our school sites, colleges, and universities. Mr. Bohn inquired about the overtime. Ms. Irma

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Garcia indicated only three staff members are working an additional hour daily for comp time or overtime since the beginning of July.

Mr. Salazar mentioned since the funds are available how will that affect the current budget? Ms. Irma Garcia shared that the funds will be used from another source. Mr. Salazar inquired about the budget moving forward. Ms. Irma Garcia shared that the budget would increase to fund that additional position(s). Mr. Salazar recommends considering one additional staff member. Ms. Dixon asked about the need for two additional people. Mr. Salazar and Ms. Dixon suggest that staff use data to provide rationale for two more staff members. Ms. Dixon also suggested to advertise hard to fill positions outside of the inland empire and to share with Dr. Funchess regarding advertising and recruitment. Ms. Garcia mentioned she will explore those options.

3. October Personnel Commission Meeting –
Ms. Irma Garcia mentioned a conflict with the October's Personnel Commission Meeting as staff will be at the NEOGOV conference. Staff requests a reschedule date to October 13, 2022. Ms. Nersidalia Garcia will revise and resend the calendar invitation.
4. Virtual Interview Workshop
Ms. Irma Garcia briefly shared that staff held their first Virtual Interview Workshop on June 23, 2022. The team spoke on how interviews are conducted both in person and virtually. There were approximately 91 registered, but only 20 participated. Mrs. Booker informed the Commission that the workshop was posted to outside agencies, Daily What's Happening, CSEA newsletter, and the Weekly Employment Opportunities Bulletin. Ms. Irma Garcia shared that the team received positive feedback.

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on August 4, 2022, 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Bohn inquired about how information is shared with CSEA leadership? Ms. Irma Garcia informed the Commission about regular standing meetings with CSEA, Personnel Commission and the District which is a forum to share standing issues.

Mr. Salazar thanked staff for a job well done and to keep up the great work.

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H. CLOSED SESSION:

The Commission adjourned to closed session at 6:06 p.m. to discuss:

Pursuant to California Government Code §54956.9 and §54957:

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 #22-0602-02 - Appeal Denied
 - b. Applicant #22-0714-01 - Appeal Denied

The Commission reconvened to open session at 6:38 p.m. and reported on the action(s) taken in closed session.

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:39 p.m.