

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

**MINUTES
September 1, 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 August 4, 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. NEOGOV Insight Enterprise Subscription (IN): 11/16/2022-11/15/2023

- a. Ms. Dixon moved to approve the NEOGOV Insight Enterprise Subscription (IN). The cost is \$24,571.60 for fiscal year 2022-2023. Mr. Salazar second the motion.

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. Irma Garcia informed the Commission that this is year two of the three-year agreement with NEOGOV.

Motion carried.

- b. Biddle Software Subscription (TestGenius): 7/20/2022-07/19/2023

Ms. Dixon moved to approve the Biddle Software Subscription (TestGenius). The cost is \$14,438.00 for fiscal year 2022-2023. Mr. Bohn second the motion.

Motion carried.

- c. GovernmentJobs.com Subscription (GJC): 7/1/2022-6/30/2023

Ms. Dixon moved to approve the GovernmentJobs.com Subscription (GJC). The cost is \$5,514.03 for fiscal year 2022-2023. Mr. Salazar second the motion.

Mr. Salazar inquired about the increase for the three-year agreement. Ms. Irma Garcia shared that there is a 3% increase as opposed to the usual 10% increase.

Motion carried.

- d. Candidate Text Messaging (CTM): 12/11/2022-12/10/2023

Ms. Dixon moved to approve Candidate Text Messaging (CTM). The cost is \$1,135.16 for fiscal year 2022-2023. Mr. Salazar second the motion.

Motion carried.

E. INFORMATION ITEMS AND REPORTS

1. Update on End of Year Report:

Mrs. Booker shared with the Commission the updated version of the end of year report.

Mr. Bohn was pleased with the report and that it was very informational. Ms. Irma Garcia shared with the Commission that staff will be providing a copy to member of the Board. Ms. Garcia also shared that the Communications department is working with us in creating advertisement banners for the 66ers field, bus shelters, and football games, ordering recruitment items to expand on recruitments.

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Mr. Salazar concurred with Mr. Bohn and was pleased with the report. Ms. Dixon asked that staff provide the Board with correspondence report on a quarterly basis.

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on October 13, 2022, 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Salazar complimented staff on the great report.

Ms. Dixon inquired about the increasing recruitment workflow. Ms. Garcia mentioned that team is not doing overtime anymore that was only for summertime. She is meeting with Dr. Funchess to discuss the additional position for our department and then after it will be presented for the Board to approve. She will bring solid information to the Commission. Mrs. Booker stated that the recruitments and screenings are ongoing. The staff has attended some events after hours such as back to school night. Ms. Garcia informed the Commission that there is online recruitment testing which cuts down and saves time for staff. Ms. Dixon thanked the staff for the correspondence report.

H. CLOSED SESSION:

The Commission adjourned to closed session at 5:52 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:
Applicant #22-0901-01

The Commission reconvened to open session at 6:09 p.m. and reported on the following action(s) taken in closed session:

Applicant #22-0901-01 – Appeal Denied

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:09 p.m.

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