

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

**MINUTES
February 3, 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 5:34 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 January 13, 2022 Regular Personnel Commission meeting. Mr. Bohn 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.

D. INFORMATION ITEMS AND REPORTS:

1. Personnel Commission Report:

Ms. Garcia briefly shared that PC staff provided the Board with an update on the Personnel Commission's annual report on Tuesday, February 1, 2022. It was shared that staff opened approximately 170; participated in 3 job fairs; received, reviewed and processed 7,500 applications; coordinated 211 sets of interviews; the Commission ratified 917 employment actions, which included new hires, promotions, transfers, substitute to regular, Re-hires, reclassifications, and additional assignments (substitute assignments); received and processed

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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231 working out of class requests; the Commission approved 11 reclassifications; approved 11 job classifications (7 revisions and 4 newly established); and facilitated 3 employee discipline appeals before a hearing officer. The Board was pleased with the report.

Ms. Booker, acknowledged to what Ms. Garcia shared with the Commission. Ms. Dixon shared that she was also present at the Board meeting and Ms. Abigail Medina asked what the board can do to support the Personnel Commission on the hiring process. Ms. Dixon stated it would be nice for the Board to find funding on the budget to market the district to recruit for both classified and certificated employees. Mr. Danny Tillman, requested to agendize this item and bring it back to talk about funding for marketing recruitments for Personnel Commission.

Mr. Bohn was pleased with the presentation. Ms. Dixon mentioned that the staff did an excellent job with the presentation at the Board Meeting. She also added that the Board asked about our high-needs recruitments. Ms. Garcia shared that high needs are: Cafeteria Worker, Instructional positions, and Recreation Aide. Information was shared on the employment opportunities page, included phone numbers, and office location.

E. DISCUSSION:

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

F. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Salazar thanked staff for the hard work and is looks forward to see the presentation that was provided to the Board. It is great for the Board to see what our department's work entails.

Ms. Dixon reported that she had a virtual meeting with Superintendent, Doc Ervin, and the Assistant Superintendent, Human Resources, Dr. Marcus Funchess on Monday, January 31, 2022, to see how the Personnel Commission department is doing. They inquired about how the 3 ranks. Ms. Dixon requested that staff please follow up on the inquiry. She also asked staff to meet with managers to refresh them of how the Merit System works. Ms. Garcia and Mrs. Booker will work to provide training to managers to better understand the Merit System. Ms. Dixon spoke about collaboration on attracting more candidates from outside of the school district. Funds are needed to market the district and let people know we have jobs and are recruiting for the best candidates to fit the district's needs. She also mentioned about the cafeteria workers; the district needs to talk to Nutrition Services. She suggested to hire recent high school graduates to work as Cafeteria Worker while attending college. Ms. Dixon appreciated the discussion. The Mr. Ervin and Dr. Funchess appreciate the collaboration with Personnel Commission.

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Mr. Salazar, stated it's a wonderful idea to go back and train the managers on the Merit System. He suggested that staff keep track of any trainings and keep track of numbers so as to include those in the year-end report.

Ms. Dixon also mentioned that she was in receipt of an email from Edjoin indicating that they will be hosting a virtual recruitment fair with 30 school districts. She requests that staff look into this for recruitment efforts. She also mentioned to do another "How to Apply Online" session and advertise it to the public.

G. CLOSED SESSION:

The Commission adjourned to closed session at 5:55 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 7:03 p.m. and reported on the following action(s) taken in closed session:

- a. Applicant #22-0203-01 - Appeal granted.
- b. Employee #22-0203-02 - Appeal denied.

H. ADJOURNMENT:

The Commission adjourned the meeting at 7:04 p.m.