

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

**MINUTES  
October 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

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 September 1, 2022, Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

6. Approval of Minutes

Ms. Dixon moved to approve the minutes from the September 30, 2022, Special Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

**B. PUBLIC COMMENTS:**

None

**C. CONSENT ACTION ITEMS:**

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

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**D. ACTION ITEMS:**

1. Approval of the new classification specification

Ms. Dixon moved to approve the new classification specification for Assistant Fiscal Services Director. Mr. Bohn second the motion.

Ms. Irma Garcia informed the Commission that it would be a new position that will assist the Fiscal Services Director. The Board approved the classification specification on 10/04/2022.

Motion carried.

2. CSPCA 2023 Annual Conference

Ms. Dixon moved to approve attendance for Commissioners and Personnel Commission Staff to the CSPCA 2023 Annual Conference, Sunday, January 22, 2023, through Tuesday, January 24, 2023, at the Westin Hotel in Long Beach, California. Mr. Salazar second the motion.

Ms. Garcia shared with the Commission that currently there isn't any information on the cost for CSPCA Annual conference. As soon as we have that information, we will update the Commission.

Motion carried.

**E. INFORMATION ITEMS AND REPORTS**

1. Custodial Operations Presentation

Ms. Garcia provided the Commission with a brief synopsis of the Custodial Operations presentation during the September 20, 2022, Board Meeting. Personnel Commission staff shared the ongoing recruitment and hiring status of custodial vacancies. The Board was pleased with the presentation and the collaborative working relationships between the district and the Personnel Commission. Our goal is to streamline the process so positions are filled in a timely manner. The Commissioners inquired about training opportunities for those responsible for submitting appropriate documentation. Ms. Garcia shared that managers have regular check-in meetings on Fridays to ensure that questions or inquiries are being addressed as they pertain to vacancies as the responsibility to initiate the filling of vacancies falls with the site or department's administrator. The presentation was for informational purpose as per the request of the Board.

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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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2. NeoGov 2022 Conference

Ms. Booker briefly shared with the Commission information from the NeoGov Conference. Ms. Garcia also shared that staff had the opportunity to network with other agencies. The Commissioner suggest that staff share the CSPCA conference information with Board Members and Human Resources as it is an opportunity to learn about the Merit System.

**F. DISCUSSION:**

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

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Ms. Dixon suggest that Ms. Garcia and Mrs. Booker look at other conference opportunities that would benefit the work the Personnel Commission does. Mr. Bohn suggest that staff promote the fringe benefits to attract applicants.

**H. CLOSED SESSION:**

The Commission adjourned to closed session at 6:28 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:

The Commission reconvened to open session at 6:52 p.m. and reported on the following action(s) taken in closed session:

- a. Applicant #22-1013-01 - Denied
- b. Applicant #22-1013-02 - No Action
- c. Applicant #22-1013-03 - Denied
- d. Applicant #22-1013-04 - Denied

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 6:53 p.m.

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