

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

**MINUTES
January 12, 2023, 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 December 1, 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 the Consent Action Items. Mr. Salazar second the motion. Motion carried.

D. ACTION ITEMS:

1. Champions for Merit Leadership (CFML)

Ms. Dixon moved to approve attendance for Irma Garcia, Personnel Director, to attend the Champions for Merit Leadership (CFML) program managed by California School Personnel Commissioners Association (CSPCA). Mr. Bohn second the motion. Motion carried.

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 briefly shared what the new program entails. Each Director will have the opportunity to work with a mentor on a virtual format, or in person, to discuss very specific topics related to a Personnel Commission department.

The Commission looks forward to hearing updates on the training.

E. INFORMATION ITEMS AND REPORTS

1. Recruitment Strategies

Ms. Irma Garcia provided the Commission with information regarding recruitment strategies. New recruitment strategies include public bus transportation advertisements, Spectrum Commercial, DMV Ads, school site and administrative building yard signs, electronic billboard, and Inland Empire 66ers Stadium. Mrs. Booker shared that postcards have been mailed out; staff recorded approximately 66 calls since December 16, 2022.

The Commission had discussion and suggestions to share information with the Board, reaching out to the community who may possess a special language skill, and also tracking our applicant pool for targeting purposes.

Ms. Garcia also shared that the electronic billboard off of the Orange Show Road is extending the contract till July 2023. The Inland Empire 66ers event manager provided us with an event schedule so that staff may plan ahead and set up an employment booth.

The Commission suggested advertisement on the electronic board on the SB Adult School and the Orange Show electronic board.

2. Mid-Year Report

Mrs. Booker shared with the Commission the Mid-Year Report that would be shared with the Board via Board Correspondence.

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on February 2, 2023, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

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Mr. Salazar thanked staff for the great information presented. He appreciates the collaboration and strengthening the brand. He looks forward to attending the CSPCA conference to obtain information that will help our hiring process.

Ms. Dixon mentioned that she looks forward to hearing feedback from the conference. She wished everyone a Happy New Year. She emphasized that the Commission appreciates the hard work. She understands that staff inundated with work. She looks forward to being part of the solution.

H. CLOSED SESSION:

The Commission adjourned to closed session at 6:34p.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 #23-0112-01

The Commission reconvened to open session at 7:05 p.m. and reported on the following action(s) taken in closed session:

Applicant #22-0112-01 – Appeal Granted

I. ADJOURNMENT:

The Commission adjourned the meeting at 7:05 p.m.

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