

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

**MINUTES  
May 4, 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 April 13, 2023, 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. Proposed Budget for 2023-2024 – Second Reading:

The Personnel Commission will discuss and conduct a public hearing on the proposed budget for fiscal year 2023-2024. Members of the public, representatives from the collective bargaining units, employees of the district, and members of the Governing Board may comment on this proposed budget at this time.

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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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Ms. Dixon moved to approve the proposed Personnel Commission Budget for 2023-2024, as submitted. Mr. Salazar second the motion.

Ms. Irma Garcia shared information with the Commission regarding the budget for fiscal year 2023-2024. She indicated that the Personnel Commission's budget will be fully restored for the upcoming school year in the amount of \$111,648.00. Ms. Garcia reviewed the budget in its entirety for the Commission. The overall budget increase for FY 2023-2024 totals to \$277,636.19. The total budget allocation for FY 2023-2024 totals to \$1,222,414.35.

Motion carried.

2. Hearing Officer for Fiscal Year 2023-2024

Ms. Dixon moved to approve Patricia Barrett as the Hearing Officer for FY 2023-2024, with the recommended cost allotment of \$14,000.00. Mr. Bohn second the motion.

Motion carried.

**E. INFORMATION ITEMS AND REPORTS**

Recruitment Updates

Ms. Irma Garcia shared with the Commission the list of events and other activities that the team has participated in since the start of the calendar year. She listed a series of recruitment district-lead events and other activities. Due to the participation at such events the team has seen an increase in the number of applications, increased number of phone calls, and increased number of in person visitors.

The Commission and staff had discussions around retirements and anticipated vacancies, contacting interested applicants to fill positions, increased number of requisitions (fill vacancies, establishments, etc.), expanding network contacts, and sharing employment opportunities on social media pages.

**F. DISCUSSION:**

The next Personnel Commission meeting will be held in person on June 8, 2023, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Ms. Dixon wished everyone a Happy Mother's Day to all.

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**H. CLOSED SESSION:**

The Commission adjourned to closed session at 6:04 p.m. to discuss:

Pursuant to California Government Code §54956.9 and §54957:

Consideration of legal matters coming within the purview of the attorney/client relationship.

The Commission reconvened to open session at 6:21 p.m. and reported on the following action(s) taken in closed session:

Nothing to report.

**I. ADJOURNMENT:**

The Commission adjourned the meeting at 6:21 p.m.