

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

**MINUTES
June 13, 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-Absent
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 May 4, 2023, Regular Personnel Commission meeting. Mr. Bohn second the motion. Motion carried.

B. PUBLIC COMMENTS:

Sonia Martinez, Payroll Technician, shared that the Payroll department submitted a reclassification request and asked how long the process would take? She provided the job description for Payroll Technician revised in 2014 and Payroll Specialist approved in 2018. These are two positions with different areas of responsibility. Due to the fundamental changes in the payroll operations, approval for reclassification to payroll specialist is requested to be approved by the Commission.

Laura Morales, Payroll Specialist, is currently serving as an Interim Payroll Supervisor. She would like to make sure the Commission is aware that since serving as Interim Payroll Supervisor, she can see how much more tasks and procedures must be completed by the technicians compared to 20 years ago. The department works very efficiently to make sure everything is processed on a timely manner. She hopes the Commission considers the reclassification requests for Payroll Technicians to Payroll Specialist. Ms. Dixon asked if the study is being done? Ms. Irma Garcia stated that the item will be covered during reclassifications section.

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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Ingrid Bolthausen, Payroll Technician, asked Ms. Irma Garcia and Mrs. Booker if they have any questions for them. Ms. Irma Garcia said no questions at this time.

C. CONSENT ACTION ITEMS:

Ms. Dixon moved to approve Consent Action Items. Mr. Bohn second the motion. Item was open for discussion.

Mrs. Booker, asked the Commission to pull item 2(J), HVACR Mechanic, #23-033. Ms. Dixon asked if that item will be brought back later. Mrs. Booker said yes.

Ms. Dixon made a motion to approve the Consent Action Items as amended. Mr. Bohn second the motion. Motion carried.

D. ACTION ITEMS:

1. NEOGOV – Fiscal Year 2023-2024

- a. Ms. Dixon moved to approve the Biddle Software Subscription (TestGenius). The cost is \$14,438.00 for fiscal year 2023-2024. Mr. Bohn second the motion.

Ms. Dixon asked if there are funds in the budget to cover this expense. Ms. Irma Garcia shared that there are sufficient funds and the amount did not change from the previous year. Motion carried.

- b. GovernmentJobs.com Subscription (GJC) 07/01/2023-06/30/2024

Ms. Dixon moved to approve GovernmentJobs.com Subscription (GJC). The cost is \$5,679.45 for fiscal year 2023-2024. Mr. Bohn second the motion. Ms. Garcia mentioned that the cost increased 3%, as per contract. Motion carried.

2. Ms. Dixon moved to approve Maintenance Agreement Membership for Canon Solutions America Inc. The cost is \$1,200.00 for fiscal year 2023-2024. Mr. Bohn second the motion. Ms. Irma Garcia stated that staff is requesting approval of \$1,200 for service maintenance to the office's copy machine.

3. Ms. Dixon moved to approve the CODESP Annual Membership. The cost is \$3,250.00 for fiscal year 2023-2024. Mr. Bohn second the motion. Mr. Bohn inquired about the difference from last year to this year. Ms. Garcia stated that the number of employees has increased from previous years. Motion carried.

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4. Ms. Dixon moved to approve the Personnel Commissions Association of Southern California (PCASC) Annual Membership. The cost is \$100.00 for fiscal year 2023-2024. Ms. Irma Garcia mentioned there are no changes from last year. Motion carried.
5. Ms. Dixon moved to approve the California School Personnel Commissioners Association (CSPCA) Annual Membership. The cost is \$1,200.00 for fiscal year 2023-2024. Mr. Bohn second the motion. Ms. Irma Garcia mentioned there are no changes from last year. Motion carried.
6. Ms. Dixon moved to approve the Water Service Delivery from Master Water Company. The cost not to exceed \$300.00 for fiscal year 2023-2024. Mr. Bohn second the motion. Motion carried.
7. Ms. Dixon moved to approve Personnel Commission Staff attendance to the 2023 NEOGOV Annual Conference on Tuesday, October 17, 2023, through Thursday, October 19, 2023, at the MGM Grand, Las Vegas, NV. The conference and hotel cost not to exceed \$12,000.00. Mr. Bohn second the motion.

Ms. Dixon asked that staff make sure that newer staff members attend the conference. Ms. Irma Garcia shared that there has been increased foot traffic, phone calls and therefore some staff members will have to stay behind this year. Motion carried.

E. INFORMATION ITEMS AND REPORTS

1. Reclassification Updates

Ms. Irma Garcia shared updates with the Commission on the thirteen (13) reclassification applications received this year. Positions in the Payroll services department and Information Technology do not warrant reclassification. Staff's recommendation is update job descriptions so that the essential functions are reflective of the duties and responsibilities for each position. There are 2 reclassifications studies currently in progress; more information will be forthcoming. Ms. Dixon asked if there are any revisions to the job descriptions the Commission will have an opportunity to consider approving. Ms. Irma Garcia shared that once it goes through the approval process with CSEA and District, it will be presented to the Commission for approval.

Mr. Bohn asked if there are certain classifications in certain departments that warrant for job description revisions more than others due to natural changes in positions. Ms. Irma Garcia shared with the Commission the requirements of a reclassification; some job classifications require revisions more often as positions evolve.

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2. Recruitment Fair

Mrs. Booker shared with the Commission that a job fair is being organized for July 22, 2023, focusing on paraprofessionals positions. Staff will be utilizing the BOE Community Room. This is an opportunity to focus on hiring paraprofessional for substitutes on the same day, by processing fingerprints and background, this will get the process started for those interested in employment with our School District. We are hoping additional substitutes will be available for back-to-school. Hoping that if we do it, and in the future, we can look at recruitment fairs focusing on trades and other high needs positions. Staff has been present more on community involved events. On July 21st, staff will be at Chamber of Commerce participating on Education & Business Expo at the Inland Center Mall.

Ms. Irma Garcia mentioned that there are high needs positions and paraprofessionals is one that staff has continuously accept applications. The Commission approved twenty-five (25) eligibility lists tonight. The team will talk about having another recruitment fair focusing on other high needs positions. The team has done an excellent job opening recruitments and just for the record I have a great hard-working team.

Ms. Dixon asked if retirements are affected. Ms. Booker stated that Personnel Commission receives retirements and resignations throughout the year.

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on July 13, 2023, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Mr. Bohn recognized staff for the continuous work performance. He thanked everyone for their service.

Ms. Dixon thanked everyone for coming and appreciated the comments. The Personnel Commission staff will be notifying once the process is complete. She wished everyone a Happy Father's Day.

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H. CLOSED SESSION:

The Commission adjourned to closed session at 6:01 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.
 - a. Applicant #23-0613-01
 - b. Applicant #23-0613-02
 - c. Applicant #23-0613-03

The Commission reconvened to open session at 6:40 p.m. and reported on the following action(s) taken in closed session:

- a. Applicant #23-0613-01- denied
- b. Applicant #23-0613-02 -denied
- c. Applicant #23-0613-03- denied

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:41 p.m.