

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

**MINUTES
October 10, 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 September 14, 2023, Regular Personnel Commission meeting. Mr. Salazar second the motion. Motion carried.

B. PUBLIC COMMENTS:

Latoya Smith, Chief Union Steward for CSEA, requested for PC to be on board and approve reclassification retroactive, especially when it takes time for reclassifications to complete. Also, changing and updating the rules, the last it was done was in 2018 and it had nothing to do with classifications or allocations. CSEA also requests job descriptions to be looked at on a 3-4 yearly basis to ensure that the positions are up to date to reflect what has been done. CSEA is also requesting that the families and groups be updated to reflect the positions that have been reviewed on a yearly and consistent basis so when there are comp studies it will reflect on all the positions that are aligned with each other. Another request is for the Campus Security Officers' (CSO's) probationary period to be changed from 180 working days to 130 working days to reflect with the rest of the classified members. CSO's are not considered police officers, they are security guards. Lastly, to consider the language on split shifts, currently there are Recreation Aides that have 45 minutes to one (1) hour gap in between split shifts. According to PC rules, they should just be paid straight through, to make sure that they are implemented and reflect the PC rules. Thank you for your time.

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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C. CONSENT ACTION ITEMS:

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

D. ACTION ITEMS:

1. It is moved that the Personnel Commission consider approving Lin & Associates as the Professional Services Consultant for the 2023-2024 Fiscal Year. The recommended cost allotment of \$15,000.00.

Ms. Dixon moved to approve. Mr. Salazar second the motion.

Ms. Dixon shared with the audience that the Personnel Commission had been in receipt of reclassifications requests and the Commission asked staff to look into hiring a consultant.

Ms. Irma Garcia indicated that staff considered several consulting agencies that specialize in the area of classification and compensation. Other agencies turned out to be very costly and their services would be better suited for large-scale requests. Staff found that the most reasonable in cost for the services needed in the immediate future is with Lin & Associates, therefore staff recommends that the Personnel Commission consider approving the consultant for the remainder of the Fiscal Year, 2023-2024. The immediate project is for Dr. Lin to review reclassification requests from the Information Technology and Payroll departments. The consultant may also serve as a resource for Commission staff on necessary functions and procedures specific to Merit Districts. Dr. Lin would be available for in person and virtual work. An agreement was provided to the Commission for review and consideration. Dr. Lin joined the meeting virtually and introduced himself and provided the Commission with an overview of his qualifications.

Mr. Salazar asked clarifying questions regarding the fees for the services and possibly extending the agreement for a longer period if necessary. Ms. Garcia explained the amount allocated is the starting point for the immediate need. Ms. Dixon inquired about the Commission's budget being able to support the cost. Ms. Garcia assured the Commission that there are sufficient funds to cover the cost. Mr. Salazar shared that we are making an attempt to solve the problem that was brought to our attention. He thanked the audience for being present.

Motion carried.

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E. INFORMATION ITEMS AND REPORTS

1. Effective Date of Reclassification, PC Rule 3.7.2

Ms. Irma Garcia shared with the Commission about PC Rule 3.7.2. Staff was asked to place this item on the agenda for discussion and possibly moving recommendations. Staff surveyed several other schools that have reclassification processes in place. Most responses, with the exception of one (1), noted that they do not have retroactive effects when recommending upward reclassifications; they also do not take into consideration delays in the process nor consideration for when new job classifications are developed. Ms. Garcia asked the Commission should they request that staff revise the PC Rules, it is suggested to include language considering delays with new and revised job classifications. Ms. Dixon inquired on the number of districts who responded. Ms. Garcia shared that there were seven (7) responses, specific merit system districts/experts. Ms. Dixon shared that the PC does not have control over that timing when new job classifications are developed or revisions are being made. Ms. Garcia explained that it can be a lengthy process. Ms. Garcia suggested that the Commission provide direction to look at the PC rules and include language that considers delays such as new job descriptions. Ms. Dixon requested to speak to the consultant and bring it back on the agenda for discussion.

F. DISCUSSION:

The next Personnel Commission meeting will be held in person on Thursday, November 9, 2023, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

G. COMMENTS FROM PERSONNEL COMMISSIONERS:

Ms. Dixon briefly stated she would like the audience to know that the PC establishes the rules. The Personnel Commission makes recommendations, however, when there are request to change the rules for retroactive pay it involves the District's budget, the Board is the final approver. The Commission will do its best to get people jobs; it is the reason why I am a part of the Commission. As you can see, we are in the process of hiring a consultant to look at reclassifications. We are putting the best effort forward to do the best we can to help.

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:

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

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2. Consideration of appointment, employment, dismissal, or evaluation of an employee.
 - a. Applicant #23-1010-01
 - b. Applicant #23-0914-07
 - c. Employee #23-0202-02

The Commission reconvened to open session at 7:06 p.m. and reported on the following action(s) taken in closed session:

- a. Applicant #23-1010-01 – Appeal denied.
- b. Applicant #23-0914-07 – Appeal denied.
- c. Employee #23-0202-02 – The Commission sustained the recommendation of the hearing officer and denied the appeal.

I. ADJOURNMENT:

The Commission adjourned the meeting at 7: 07 p.m.