

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

**MINUTES  
January 11, 2024 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 December 13, 2023, Regular Personnel Commission meeting. Mr. Bohn 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.

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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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**D. ACTION ITEMS:**

1. Second Reading to the revisions of the following Personnel Commission Rule(s):
  - a. Ms. Dixon moved to consider approving the Second Reading to the proposed amendments to Personnel Commission Rule 9.4, Probation Status. Mr. Salazar second the motion.

Ms. Irma Garcia shared if approved tonight the amendments will be made tomorrow. Staff will also revise job descriptions accordingly. Ms. Dixon inquired if the new employees would receive updated information. Ms. Garcia stated the staff will work with Human Resources Classified to make sure the job descriptions are updated.

Motion carried.

- b. Ms. Dixon moved to consider approving the Second Reading to the proposed amendment to Personnel Commission Rule 17.3.3, Longevity Increments. Mr. Salazar second the motion.

Motion carries.

**E. INFORMATION ITEMS AND REPORTS:**

1. Minimum Wage

Ms. Dixon inquired if there is are current classifications that makes the minimum wage and if the district adjusted the hourly rates? Ms. Irma Garcia shared that the minimum wage took effect on January 1, 2024 and went from \$15.50 to \$16.00 per hour. There was a 6% increase effective July 1, 2023, that was negotiated. The increase placed the lowest paid classified position above the minimum wage (at \$16.78 per hour).

2. Reclassification Update-

Ms. Irma Garcia stated that Dr. Lin will be joining the meeting virtually and he will be sharing some information.

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Dr. Lin thanked the Commission for the opportunity. He shared that he reviewed reclassification material submitted by payroll staff. Meetings took place with all Payroll staff including, Payroll Specialists, Payroll Technicians, and the Accounting Services Director; meetings were finalized on 1/10/2024. He shared that in the last year there has been staff changes in the department such as retirements, resignations, and promotions. The data showed him that there are distinctions between the classifications and that the recommendation is to revise the job descriptions to ensure that there is a clear separation of the two classes. He will make recommendations regarding the findings at the next Personnel Commission meeting.

Ms. Dixon stated it sounds as if the job descriptions are not clear and that there needs to be distinguishing duties. Ms. Dixon would like clarification on job descriptions.

Dr. Lin mentioned that the payroll department works very well as a team and provides excellent customer service.

Ms. Irma Garcia informed the Commission that Dr. Lin will be working with Information Technology for the reclassification update after he is done with Payroll.

Ms. Dixon commended Payroll department for the excellent customer service and encouraged the payroll staff to hang in there. She thanked them for the excellent customer service delivered to our clients.

**F. DISCUSSION:**

The next Personnel Commission meeting will be held in person on February 7, 2024, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Mr. Salazar wished everyone a Happy New Year, he thanked the staff and payroll for all of their service. He appreciates the payroll department for bringing this issue to the Commission's attention. We are working on a resolution.

Ms. Dixon wished everyone a Happy New Year.

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**H. CLOSED SESSION:**

The Commission adjourned to closed session at 5:52 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 #24-0111-01
  - b. Applicant #23-1213-02
  - c. Applicant #23-1213-04

The Commission reconvened to open session at 6:38 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #24-0111-01-Denied
- b. Applicant #23-1213-02-Granted
- c. Applicant #23-1213-04-No action taken

**H. ADJOURNMENT:**

The Commission adjourned the meeting at 6:39 p.m.