

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

**MINUTES  
March 6, 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 February 7, 2024, Regular Personnel Commission meeting. Mr. Bohn 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.

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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. Public Hearing date for the Proposed Personnel Commission Budget for 2024-2025:

Ms. Dixon moved to recommend that the Commission's Public Hearing date for the Proposed Personnel Commission Budget for 2024-2025 on April 4, 2024, at 5:30 p.m. at the Personnel Commission Office, 1525 W. Highland Ave., San Bernardino, CA 92411. Mr. Bohn second the motion.

Ms. Irma Garcia indicated that the preliminary budget and First Reading will be presented to the Commission on April 4, 2024. The second and final reading will be on May 2, 2024.

Motion carried.

2. Virtual Merit Academy 2024:

Ms. Dixon moved to approve for Personnel Commission staff to attend the 2024 CSPCA Merit Academy from Thursday, March 21, 2024, through Thursday, July 25, 2024. Mr. Bohn second the motion.

Ms. Irma Garcia shared that Personnel Commission staff members would be participating via a virtual platform. Attendees include Lilian Morales, Leslie Holmes, and Irma Garcia. Commissioners are also welcomed to participate. Mr. Salazar will check his availability and get back to staff.

Motion carried.

**E. INFORMATION ITEMS AND REPORTS:**

1. CSPCA Conference

Ms. Irma Garcia shared with the Commission some of the information gathered at the CSPCA Conference 2024. Mr. Salazar also shared what he learned and what he gathered from the conference; he asked that Irma Garcia reach out to Ventura USD as they have a great evaluation tool for the director and we can speak at the next PC meeting.

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2. Job Fair

Mrs. Booker shared with the Commission that staff is happy to report on the second Paraprofessional Job Fair on February 24, 2024. Mr. Bohn made an appearance and was able to see the work flow. Staff greeted over 200 people. Human Resources Classified staff fingerprinted about 80 applicants for substitute processing. Most of these were applicants who applied on the same day of the recruitment fair. Hiring substitutes not only helps the district by providing direct services to students but also provides employment opportunities to gain work experience while going through the recruitment process for a permanent position. We look forward to continue with future job fairs.

Ms. Irma Garcia also shared that this recruitment fair ran a lot better as compared to last year's job fair. Mrs. Booker also stated there were volunteers from the Special Education department and volunteers from the Information Technology department. Mr. Bohn shared that it was very impressive; the Commission should be proud of staff as everyone was working the entire time, it was a constant, smooth, and outstanding process.

**F. DISCUSSION:**

The next Personnel Commission meeting will be held in person on April 4, 2024, at 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

**G. COMMENTS FROM PERSONNEL COMMISSIONERS:**

Ms. Dixon mentioned that Ms. Alexis Jenks, Human Resources Classified Director, sent an email invitation to have coffee with Human Resources. She asked staff if the invitation was extended to them. It would be helpful if one of the staff members from Personnel Commission was present at the meeting to answer any questions from the public. Ms. Irma Garcia mentioned that she did receive the invite email.

**H. CLOSED SESSION:**

The Commission adjourned to closed session at 5:50 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 #24-0306-01

The Commission reconvened to open session at 6:00 p.m. and reported on the following action(s) taken in closed session.

- a. Applicant #24-0306-01 – Appeal Denied

**H. ADJOURNMENT:**

The Commission adjourned the meeting at 6:00 p.m.