SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

Training Center
101 W. Cochran St.
Simi Valley, CA 93065

March 15, 2023
5:00 P.M.
Meeting # 905

Personnel Commission Members	Arrived
Kathleen Hobiger, Chairperson	5:00 P.M.
Lori Rhoades, Vice Chairperson	Absent
Sandy Handin, Member	5:00 P.M.

Staff Members	
Ginan Henson, Director, Classified Personnel Services	5:00 P.M
Irma Flynn, Senior Administrative Assistant	5:00 P.M

Call to Order

The meeting was called to order at 5:00 P.M. by Kathleen Hobiger, Chairperson.

Flag Salute

The flag salute was led by Ms. Hobiger.

Agenda
Motion #23.0315.1

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Agenda, as amended.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent- Rhoades.

Consent Agenda
Motion #23.0315.2

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda, as amended.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Minutes
Motion #23.0315.3

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of February 22, 2023, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Commission Comments

No comments.

Public Comments

No comments.

Personnel Items
Director's Report

Ms. Henson reported all three career fairs that the Classified Personnel Department participated in were well attended. Simi Valley Chamber of Commerce Job Fair had a lot of people and a few of the attendees have already applied for positions. CLU Career Fair had over 300 companies with VCOE, Conejo, Lompoc, Oxnard, Pleasant Valley, Santa Barbara, Santa Paula, Lancaster and Ventura Unified School Districts in attendance as well. Ms. Henson was able to meet with the Graduate Admission Directors to discuss a variety of topics. She also mentioned that the Classified Personnel Department completed CSESAP enrollment for 2023-2024 school year which is a great tool for employee retention. Extended School Year (ESY) recruitment is planned to start on upcoming Friday or Monday at the latest.

General Items

2022-2023 Budget Status

The 2022-2023 Budget was reviewed and discussed.

Information

Meeting Dates

Future Commission meeting dates were announced:
April 12, 2023…. May 3, 2023 …... June 14, 2023..... 5:00 p.m. Board Room

Job Opportunities

Job Opportunities were announced for: Administrative Assistant; Administrative Services Assistant II; Benefit Plans Coordinator, Confidential; Plant Manager I; Maintenance Specialist, Electrician; Maintenance Technician; School Services Assistant III

Future Consideration

Waiting for the Adopted PC Budget form from VCOE for 2023-2024 Fiscal Year.

Adjournment

Motion #23.0315.4

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 5:45 p.m.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Kathleen Hobiger, Chairperson

ABSENT
Lori Rhoades, Vice Chairperson

Sandy Handin, Member