SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

Board Room
101 W. Cochran St.
Simi Valley, CA 93065

December 14, 2022
5:00 P.M.
Meeting # 902

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

Staff Members	
Ginan Henson, Director, Classified Personnel Services	5:00 P.M
Sara (Sallie) Kleingarn, Senior Administrative Assistant	5:00 P.M.

Call to Order

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

Flag Salute

The flag salute was led by Ms. Handin.

Agenda
Motion #22.1214.1

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Agenda, as presented.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Consent Agenda
Motion #22.1214.2

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda, as amended.
Vote 3-0; Aye- Handin, Hobiger,and Rhoades; No-None; Abstained-None; Absent-None.

Minutes
Motion #22.1214.3

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of November 9, 2022, as presented.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Commission Comments

Passing of Eleanor Kokotos and Dennis Carter were announced.

Public Comments

No comments.

Personnel Items
Director's Report

Ms. Henson reported Frontline/Escape integration for attendance reporting will be rolled out on January 11, 2023. Questions for Classified employees go to Anthony and for Certificated to Linda Reddy. Shira and Ginan will attend the whole CSPCA Conference and some of the Classified staff will be attending the last day extra sessions. Classified Personnel Department also signed up to participate at the CLU Career Expo in March. Certificated Personnel might be joining as well. Ms. Henson mentioned that qualifying interviews for the HR Specialist vacancy were held on 12/14/2022 and the plan is to fill the position in the beginning half of January. It has been a challenge to get outside help to do the qualifying interviews. The trend of recurring vacancies keeps happening due to staff moving up into other positions.

General Items

The 2022-2023 Budget was reviewed and discussed.

2022-2023 Budget Status

On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission elected Ms. Hobiger as Chairperson of the Personnel Commission for a one-year term, to commence at the first meeting held in January 2023.
Vote 3-0; Aye- Handin, Hobiger,and Rhoades; No-None; Abstained-None; Absent-None.

Annual Election of Officers – Chairperson Motion #22.1214.4

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission elected Ms. Rhoades as Vice Chairperson of the Personnel Commission for a one-year term, to commence at the first meeting held in January 2023.
Vote 3-0; Aye- Handin, Hobiger,and Rhoades; No-None; Abstained-None; Absent-None

Annual Election of Officers – Vice Chairperson Motion #22.1214.5

Reservation papers were given to the Personnel Commissioners. Handouts should be sent out closer to the date. They will be printed ahead of time if available.

CSPCA Conference

The Commission went into Closed Session at 5:26 p.m., in accordance with provisions in Government Code 54957, Public Employment Matters: Appointment; Employment, Performance Evaluation, Discipline, Dismissal, Release.

Closed Session

The Commission returned to Open Session at 6:29 p.m. During closed session, the Commission voted and passed unanimously.

Return to Open Session Report of Action

Information

Future Commission meeting dates were announced:
December 14, 2022..... January 18, 2023…. February 22, 2023 ….. 5:00 p.m. Board Room

Meeting Dates

Job Opportunities were announced for: Accounting Assistant II; Director, Safety and Risk Management; Paraeducator II- Special Education; Purchasing Assistant; Student Store Assistant; Systems Engineer.

Job Opportunities

No items for future consideration.

Future Consideration

Adjournment

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:31 p.m.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Motion #22.1214.6

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

Lori Rhoades, Member