

SIMI VALLEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION – REGULAR MEETING  
MINUTES

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

October 19, 2022  
5:00 P.M.  
Meeting # 900

Personnel Commission Members

	<u>Arrived</u>
Sandy Handin, Chairperson	5:00 P.M.
Kathleen Hobiger, Vice Chairperson	5:00 P.M.
Lori Rhoades, Member	ABSENT

Staff Members

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

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

**Call to Order**

The flag salute was led by Ms. Handin.

**Flag Salute**

**Agenda**

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Agenda, as presented.

Motion #22.1019.1

Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

**Consent Agenda**

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Consent Agenda, as presented.

Motion #22.1019.2

Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

**Minutes**

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Minutes of the Regular Meeting of September 14, 2022, as presented.

Motion #22.1019.3

Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Minutes of the Special Meeting of September 29, 2022, as presented.

Motion #22.1019.4

Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Ms. Hobiger mentioned the passing of Peter Hobiger, former Custodian at Hillside Middle School.

Commission  
Comments

No comments.

Public Comments

**Personnel Items  
Director's Report**

Ms. Henson reported that an 11% salary increase was approved at the Board Meeting. She thanked the CSEA for all their hard work especially having to switch last minute to in person and not online voting after new laws were passed recently. The Payroll Department is working on having the new rates reflected in this month's paycheck. The retro pay will hopefully be included in the November check. Ms. Henson also mentioned that Professional Growth Committee met this month and had a total of 19 applicants-an all time high. It was announced

that Janice Osborne was selected as the new Senior Administrative Assistant to Dr. Jerry Block, Assistant Superintendent of Educational Services. Classified Personnel Department is getting ready for Simi Valley Street Fair on October 29, 2022. She also notified the Personnel Commission that the dates for the CSPCA Conference will be January 22-24, 2023.

**General It**

The 2022-2023 Budget was reviewed and discussed.

2022-2023 Budget  
Status

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Creation of Human Resources Specialist Classification, as presented. Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Creation of Human  
Resources Specialist  
Classification  
Motion #22.1019.5

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Classification Specification Bus Driver Instructor Revision, as presented. Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Classification  
Specification Bus  
Driver Instructor  
Revision  
Motion #22.1019.6

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Classification Specification Delegated Behind The Wheel Trainer Revision, as presented. Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Classification  
Specification  
Delegated Behind  
The Wheel Trainer  
Revision  
Motion #22.1019.8

Future Commission meeting dates were announced:

November 9, 2022 ..... December 14, 2022..... January 18, 2023.... 5:00 p.m. Board Room

**Information  
Meeting Dates**

Job Opportunities were announced for: Administrative Assistant, School Services Assistant II.

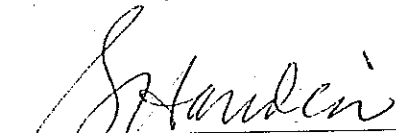
**Job Opportunities**

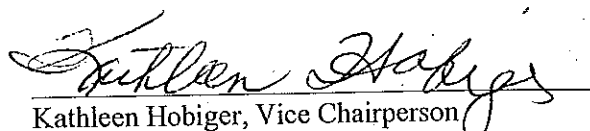
No items for future consideration.

**Future  
Consideration**

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 5:40 p.m. Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

**Adjournment  
Motion #22.1019.8**

  
Sandy Handin, Chairperson

  
Kathleen Hobiger, Vice Chairperson

ABSENT  
Lori Rhoades, Member