SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

May 11, 2022
5:00 P.M.
Meeting # 893

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.
Kimberley Battung, Senior Administrative Assistant	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 Sandy Handin, Chairperson.

Flag Salute

The flag salute was led by Ms. Handin.

Agenda
Motion #22.0511.1

On a motion by Ms. Hobiger, seconded by Ms. Rhoades 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 #22.0511.2

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

Minutes
Motion #22.0511.3

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of April 13, 2022, as presented.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Motion #22.0511.4

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Minutes of the Special Meeting of April 26, 2022, as presented.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None

Commission Comments

Ms. Rhoades said she hoped everyone had a Happy Mother's Day. No other comments.

Public Comments

No public comments.

Personnel Items
Director's Report

Ms. Henson introduced Irma Flynn as the new Sr. Administrative Assistant, Confidential to Director of Personnel and went over her qualifications. She also reviewed the participation in job fair sponsored by the Simi Valley Chamber of Commerce on April 23, 2022 and the Simi Valley Street Fair on April 30, 2022. The QR code that takes you to SVUSD open job application page was used at the Simi Valley Street Fair and was a success.

Removed from agenda per Ms. Henson.	Request to Extend Eligibility List for School Office Manager I Additional Six Months
	General Items
The 2021-2022 Budget was reviewed and discussed.	2021-2022 Budget Status
On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Personnel Commission Budget for Fiscal Year 2022-2023. Vote 3-0; Aye-Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None	Approval of the Personnel Commission Budget for Fiscal Year 2022-2023 Motion #22.0511.5
On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Request for Advanced Step Placement to Step 5 for Occupational Therapist. Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None	Request for Advanced Step Placement to Step 5 for Occupational Therapist Motion #22.0511.6
On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Resolution in Honor of Classified School Employees Week, May 15-21, 2022. Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None	Approval of a Resolution in Honor of Classified School Employees Week, May 15-21, 2022 Motion #22.0511.7
	Information
Future Commission meeting dates were announced: June 8, 2022.....July 13, 2022.....August 17, 2022 .....5:00 p.m. Board Room	Meeting Dates
Job Opportunities were announced for: Library Technician; Machine Program Shop Assistant; Maintenance Technician; Paraeducator; Schools Services Assistant II.	Job Opportunities
	Future Consideration
Ms. Henson stated that a Special Meeting will be necessary to discuss reopening the job posting for job classification Construction Manager/Project Coordinator in Bond as well as discuss creating a new classification Cosmetology School Assistant. It was agreed to hold the Special Meeting on May 25, 2022 at 5:00 p.m.	

Adjournment
Motion #22.0511.8

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 5:48 P.M.

Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None,

S Handin
Sandy Handin, Chairperson

Kathleen Hobiger
Kathleen Hobiger, Vice Chairperson

L Rhoades
Lori Rhoades, Member