SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

April 13, 2022
5:00 P.M.
Meeting # 891

Personnel Commission Members	Arrived
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.
Kimberley Battung, 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 #22.0413.1

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

Consent Agenda
Motion #22.0413.2

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

Minutes
Motion #22.0413.3

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Minutes of the Regular Meeting of March 16, 2022, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Commission Comments

Ms. Hobiger mentioned the passing of Robin Sota, former secretary at Royal High School, and Thomas Pinneri, former lead custodian at Simi Valley High School.

Public Comments

No public comments.

Personnel Items
Director's Report

Ms. Henson thanked Lynn Wood for providing the information discussed at the last regular meeting. She will discuss it with B-Cabinet. Ms. Henson informed the Commissioners that Michael Enstrom, custodian at Valley View Middle School, passed away. She stated that there will be a need to hire many new Paraeducator, General Education positions for the Universal Traditional Kindergarten program; we anticipate additional Paraeducator I, Special Education positions next year as well. We will be participating in a job fair sponsored by the Simi Valley Chamber of Commerce on April 23, 2022 and the Simi Valley Street Fair on April 30, 2022.

Ms. Henson discussed the reasons for this recommendation. She stated that both the Interim Director of Information Technology and the Assistant Superintendent of Student Support Services agreed with the recommendations. On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Request to Abolish Unused Classifications of Media Center Coordinator; Network Systems Manager; Paraeducator, Speech and Language.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Request to Abolish Unused Classifications of Media Center Coordinator; Network Systems Manager; Paraeducator, Speech and Language
Motion #22.0413.4

Ms. Henson explained the reasoning for the classification specification revision. Ms. Hobiger asked why CPR certification wasn't part of the minimum qualifications. Ms. Henson said she research why it isn't included and if it should be added. It was agreed to table this motion until there was additional information. There was no motion.
Vote 0-0; Aye-None; No-None; Abstained-None; Absent-None.

Classification Specification Revision for Occupational Therapist
Motion #22.0413.5

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Request for Classification Specification Revision for Worker's Compensation Coordinator.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Classification Specification Revision for Worker's Compensation Coordinator
Motion #22.0413.6

Ms. Henson asked for clarification regarding the policy about making minor corrections to classification specifications in regards to spelling or punctuation errors. Ms. Hobiger stated the policy has always been that all changes go through the Personnel Commission, but she was open to discussion. It was decided to table the motion until Ms. Rhoades was present to give her input. There was no motion.
Vote 0-0; Aye-None; No-None; Abstained-None; Absent-None.

Procedure for Updating and Amending Classification Specifications
Motion #22.0413.7

General Items

Ms. Handin stated the 2021-2022 budget looks great.

2021-2022 Budget Status

Review and discussion took place between the commissioners and Ms. Henson regarding next year's budget. Ms. Battung provided additional benefits data based on the rates given to Ms. Henson by Carol Lovejoy.

2022-2023 Personnel Commission Budget – First Reading

The Commissioners were provided their new district email addresses and the directions to activate the accounts. Ms. Hobiger asked Ms. Battung to order new business cards with the updated information.

Update on Personnel Commissioners' Email Addresses

Information

Future Commission meeting dates were announced:
May 11, 2022.....June 8, 2022.....July 13, 2022.....5:00 p.m. Board Room

Meeting Dates

Job Opportunities were announced for: Accounting Assistant I; Accounting Technician-Special Funds; Construction Project Manager (Bond); Lead Student Store Assistant; Senior Accounting Technician; Senior Administrative Assistant, Confidential; Workers' Compensation Coordinator.

Job Opportunities

Future Consideration

Ms. Henson stated that a Special Meeting will be necessary to discuss the new job classification of Construction Planning Coordinator. It was agreed to hold the Special Meeting on April 26, 2022 at 5:00 p.m. Tabled items from this meeting will also be discussed.

Adjournment
Motion #22.0413.8

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 5:56 P.M.

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

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

ABSENT
Lori Rhoades, Member