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

March 16, 2022
5:00 P.M.
Meeting # 890

Personnel Commission Members
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.

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

The flag salute was led by Ms. Handin.

Call to Order
Flag Salute

Agenda
Motion #22.0316.1

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 #22.0316.2

On a motion by Ms. Rhoades, seconded by Ms. Hobiger 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 #22.0316.3

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

Ms. Hobiger mentioned the passing of Richard Behrens, former maintenance employee, and Dolores Hangelund, former superintendent secretary. Ms. Rhoades expressed how much she enjoyed the conference and was grateful for the opportunity to attend.

Commission Comments

Lynn Wood, from Hillside Middle School, spoke about transferring vendor insurance verification responsibility from the school sites to Risk Management. She mentioned a number of duties that used to be handled at the District Office that have now been passed down to the school sites. Ms. Wood also mentioned that due to fraud protection placed on bank accounts, those responsible for writing checks at the school sites are required to verify checks on their own time and without pay when school is not in session. Ms. Rhoades asked Ms. Wood for a list of new duties and their approximate effective dates. Ms. Henson asked Ms. Wood to send her an email with the issues, and she would discuss the situation with Jim Jarrard, Diane Wilkinson and B-Cabinet members.

Public Comments

Ms. Henson stated the CSPCA conference was a wonderful and valuable experience. She is currently working on a potential Classified In-Service training and have it added to the Classified calendar. On March 11th, Classified employees were invited to attend a Certificated Professional Development Day presentation. Extended School Year applications were sent out today. Ms. Henson stated that a few employees were released for non-compliance of the COVID testing requirement.

Personnel Items
Director's Report
Ms. Henson presented a draft of a classification specification revision and title change from Construction Project Manager (C4 Bond) to Construction Project Manager. She stated that the original job classification was associated with a specific bond measure, which is no longer applicable. The job classification description was presented in the new established format. On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Classification Specification Revision and Title Change from Construction Project Manager (C4 Bond) to Construction Project Manager, as presented.
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

The Commission met in Closed Session at 5:52 p.m., in accordance with provisions in Government Code Section 54957, Public Employment Matters: Public Employee Performance Evaluation – Director, Classified Personnel.

The Commission returned to Open Session at 6:21 p.m. During Closed Session, no action was taken.

Ms. Handin pointed out an item is missing from the budget report that needs to be added so it will balance.

Ms. Henson spoke about the staffing requirements for the new Universal Transitional Kindergarten program. Unsure at this time if additional adult in classroom will be a Paraeducator General Education, Child Care Assistant, or a new job classification.

Ms. Henson stated that at the CSPA conference, it was recommended that Personnel Commissioners use a separate email from their personal email for PC business. It was agreed to have a school email address assigned.

Ms. Henson provided an excerpt from the February 9, 2022 Classified Personnel Report showing the amendments as requested at the January 12, 2022 Regular Meeting.

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

Job Opportunities were announced for: Administrative Services Assistant II; Adult Education Instructional Assistant, Academic Skills; Construction Manager/Project Coordinator; Director, Safety and Risk Management; Job Developer/Coach; Library Assistant.

There were no items for future consideration.
On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:41 P.M.
Vote 3-0: Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None

Sandy Handin, Chairperson

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Kathleen Hobiger, Vice Chairperson

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Lori Rhoades, Member