SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

January 12, 2022
5:00 P.M.
Meeting # 887

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.

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. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Agenda, as presented. Motion #22.0112.1
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Consent Agenda
On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #22.0112.2
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Minutes
On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of December 15, 2021, as presented. Motion #22.0112.3
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Commission Comments
Ms. Rhoades wished everyone a happy new year.

Public Comments
There were no public comments.

Personnel Items
Director's Report
Ms. Henson reported the passing of longtime employee, Stephanie Groat. She thanked the commission for the holiday platter they sent to Classified Personnel. Ms. Henson notified the commission that Classified Personnel is now fully staffed. Administrators have been working at school sites to help cover the numerous absences due to COVID-19. Classified Personnel is working to process substitute candidates quickly. Ms. Henson reported that the first steps in the integration of the Frontline System with Escape have begun. The expected completion of the first phase is the end of January. Ms. Henson and Ms. Battung attended a webinar regarding the new layoff process for Classified Personnel that went into effect January 1st. Ms. Henson stated that she was approached by several Administrative Assistants regarding review of their salaries.

Closed Session
The Commission met in Closed Session at 5:23 p.m., in accordance with provisions in Government Code Section 54957, Public Employment Matters: Substitute Director of Information Technology.

The Commission returned to Open Session at 5:46 p.m. No action was taken during Closed Session.

General Items

Ms. Handin stated that the correct approved budget is not reflected in the presented budget report. She recommends adding a column representing the actual budget or adding a line item of explanation. Ms. Henson will work with Ms. Handin on how to incorporate the suggested recommendation.

2021-2022 Budget Status

Information

Future Commission meeting dates were announced:
February 9, 2022.....March 16, 2022.....April 13, 2022.....5:00 p.m. Board Room

Meeting Dates

Job Opportunities were announced for: Construction Manager/Project Coordinator.

Job Opportunities

Future Consideration

Ms. Henson recommends a Special Meeting to discuss the job description for job classification Director of Risk Management on either January 26 or February 2.

Adjournment

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:00 P.M.
Vote 3-0; Aye: Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None

Motion #22.0112.4

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

L Rhoades

Lori Rhoades, Member