SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

December 15, 2021
5:00 P.M.
Meeting # 886

Personnel Commission Members	Arrived
Lori Rhoades, Chairperson	5:00 P.M.
Sandy Handin, Vice Chairperson	5:00 P.M.
Kathleen Hobiger, 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 Lori Rhoades, Chairperson. **Call to Order**

The flag salute was led by Ms. Rhoades. **Flag Salute**

Agenda
On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Agenda, as presented. Motion #21.1215.1
Vote 3-0; Aye- Rhoades, Handin, and Hobiger; No-None; Abstained-None; Absent-None.

Consent Agenda
On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #21.1215.2
Vote 3-0; Aye- Rhoades, Handin, and Hobiger; No-None; Abstained-None; Absent-None.

Minutes
On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of November 17, 2021, as presented. Motion #21.1215.3
Vote 3-0; Aye- Rhoades, Handin, and Hobiger; No-None; Abstained-None; Absent-None.

Minutes
On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Minutes of the Special Meeting of December 1, 2021, as presented. Motion #21.1215.4
Vote 3-0; Aye- Rhoades, Handin, and Hobiger; No-None; Abstained-None; Absent-None.

There were no commission comments. Commission Comments

Lynn Wood wished everyone a good holiday. Public Comments

Personnel Items
Director's Report

Ms. Henson reported that Classified Personnel has been very busy meeting earlier deadlines caused by the holidays. She was pleased to announce that Human Resources would be fully staffed in January. Ms. Henson and Mr. Trimarchi are going to attend a big training day regarding Payroll changes due to the merger of Frontline and Escape. Ms. Henson explained the processes needed in order to finalize the updated salary ranges due to the minimum wage increase.

Ms. Henson presented a list of position that she recommends for continuous recruitment due to the constant need for permanent and substitute candidates as well as the frequency of holding recruitments in order to find qualified candidates. On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Request to Update Continuous Recruitment Position, as presented.
Vote 3-0; Aye- Rhoades, Handin, and Hobiger; No-None; Abstained-None; Absent-None.

Request to Update Continuous Recruitment Positions
Motion #21.1215.5

General Items

Ms. Henson mentioned that there seems to still be an issue with how a few line items within the Budget Report are displaying. She will work with Carol Lovejoy in Fiscal Services regarding the issues.

2021-2022 Budget Status

Ms. Henson reviewed the updated Salary Schedule for Exempt positions that are affected by the new Minimum Wage.

Exempt Salary Schedule (New Minimum Wage)

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission elected Ms. Handin as Chairperson of the Personnel Commission for a one-year term, to commence at the first meeting held in January 2022.
Vote 3-0; Aye- Rhoades, Handin, and Hobiger; No-None; Abstained-None; Absent-None.

Annual Election of Officers – Chairperson
Motion #21.1215.6

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission elected Ms. Hobiger as Vice Chairperson of the Personnel Commission for a one-year term, to commence at the first meeting held in January 2022.
Vote 3-0; Aye- Rhoades, Handin, and Hobiger; No-None; Abstained-None; Absent-None

Annual Election of Officers – Vice Chairperson
Motion #21.1215.7

The Commissioners discussed the plans for the upcoming CSPCA Conference. It was decided to go forward with finalizing the arrangement to attend. All three commissioners and Ms. Henson will attend.

CSPCA Conference

Information

Future Commission meeting dates were announced:
January 12, 2022…..February 9, 2022…..March 9, 2022…..5:00 p.m. Board Room

Meeting Dates

Job Opportunities were announced for: Administrative Services Assistant II, Paraeducator, Payroll Specialist, and Library Technician.

Job Opportunities

Future Consideration

Ms. Hobiger recommends changing the March 9, 2022 Commission meeting to March 16, 2022 due to the CSPCA Conference earlier that week.

Adjournment

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:28 P.M.
Vote 3-0; Aye- Rhoades, Handin, and Hobiger; No-None; Abstained-None; Absent-None

Motion #21.1215.8

L Rhoades
Lori Rhoades, Chairperson

Handin
Sandy Handin, Vice Chairperson

Kathleen Hobiger
Kathy Hobiger, Member