SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

Board Room

November 17, 2021
5:00 P.M.
Meeting # 884

Personnel Commission Members	Arrived
Lori Rhoades, Chairperson	ABSENT
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.

Call to Order

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

Flag Salute

The flag salute was led by Ms. Handin.

Agenda
Motion #21.1117.1

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 #21.1117.2

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 #21.1117.3

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission approved the Minutes of the Regular Meeting of October 13, 2021, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Minutes
Motion #21.1117.4

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Minutes of the Special Meeting of October 27, 2021, as presented.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Commission Comments

Ms. Hobiger asked about Job Fair applicants. Ms. Handin asked about the results of the Street Fair. Ms. Henson said she has that information in her Director's Report.

Public Comments

There were no public comments.

Personnel Items
Director's Report

Ms. Henson reported that the Simi Valley Street Fair was a great event. We received 51 completed interest card and handed out over 100 fliers. The Chamber of Commerce Job Fair was not as well attended. We are tracking those that completed interest cards in Excel and sending them emails when positions become available. Since last meeting, we've hired 22 new employees. Ms. Henson discussed being busy with COVID testing protocols.

General Items
2021-2022
Budget Status

Ms. Henson reported on the status of the current 2021-2022 Commission Budget. She advised that upon review, she discovered shortages in certain areas. There was discussion between Ms. Henson, Ms. Handin and Ms. Hobiger about how this may be addressed.

Minimum Wage Increase (New Salary Ranges)

Ms. Henson reported that in order to comply with the Minimum Wage increase effective January 1, 2022, the salary range for certain job classifications needed to change. She provided her recommendations to Ms. Handin and Ms, Hobiger. This led to a discussion about the equity within job families and how other classifications might be affected. Ms. Henson recommended preparing for salary range review in Spring. It was agreed that a Special Meeting should be held on 12/1/2021 so Ms. Rhoades could be in attendance to vote on the recommended changes.

Information
Meeting Dates

Future Commission meeting dates were announced:
December 1, 2021 (Special Meeting)…December 15, 2021…January 12, 2022…February 9, 2022 5:00 p.m. Board Room

Job Opportunities

Job Opportunities were announced for: Accounting Assistant II; Adult Education Instructional Assistant, Academic Skills; Cafeteria Services Specialist; Data Systems Administrator; Human Resources Representative, HR Systems and Information; Job Developer/Coach; School Services Assistant III; Senior Mechanic; Welding Program Shop Assistant

Future Consideration

Ms. Hobiger stated that the specific details for the upcoming CSPCA meeting should be discussed.

Adjournment
Motion #21.1117.5

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 6:28 P.M.

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

Lori Rhoades, Chairperson

Sandy Handin, Vice Chairperson

Kathy Hobiger, Member