SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

Remote (via Zoom)

April 14, 2021
5:00 P.M.
Meeting # 874

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	
Sophia Crocker, Director, Classified Personnel Services	5:00 P.M.
Sallie Kleingarn, 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. Vote 3-0; Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None. Motion #21.0414.1

Consent Agenda

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the consent agenda, as presented. Vote 3-0; Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None. Motion #21.0414.2

Minutes

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Regular Meeting of March 10, 2021, as presented.
Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None. Motion #21.0414.3

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Special Meeting of March 17, 2021, as presented.
Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None. Motion #21.0414.4

There were no Commission comments. Commission Comments

There were no public comments. Public Comments

Personnel Items

Director's Report

Ms. Crocker reported the Pfizer vaccinations have been completed; secondary schools are back in person; all secondary campus supervisors have returned to their original locations; she thanked the Commission for approving the limited term increases for campus supervisors and paraeducators which has been very helpful; effective March 29, 2021, state-sponsored COVID sick leave is available through SB 95; currently there are 16 recruitments in progress (5 were opened since the time the recruitment report was created); there are no new classification studies for the current fiscal year.

General Items

2020-2021 Budget Status

Ms. Crocker reported on the status of the current 2020-2021 Commission budget.

Applicant Appeal From Rejection

The Commission reviewed an applicant appeal from rejection for Bond Program Manager. Discussion ensued among the Commissioners. On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission sustained the applicant rejection for Bond Program Manager. Motion #21.0414.5

Vote 3-0: Aye- Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None

Ms. Crocker presented a Power Point presentation providing an overview of the purpose of minimum qualifications and considerations when establishing minimum qualifications for classified jobs.

Minimum Qualifications Presentation

Ms. Crocker presented the basis for the proposed classification specification revision and title change. Discussion ensued among the Commissioners and Ms. Crocker. The Commission requested the requirement of a high school diploma or equivalent remains in the class spec. On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Commission approved the revised classification specification and title change from Custodian I to Custodian, as amended.

Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Classification Specification Revision and Title Change from Custodian I to Custodian Motion #21.0414.6

Ms. Crocker presented the basis for the proposed classification specification revision and title change. Discussion ensued among the Commissioners and Ms. Crocker. The Commission requested the requirement of a high school diploma or equivalent remains in the class spec. On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Commission approved the revised classification specification and title change from Custodian II to Lead Custodian, as amended.

Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Classification Specification Revision and Title Change from Custodian II to Lead Custodian Motion #21.0414.7

Ms. Crocker presented the basis for the proposed classification specification revision and title change. Discussion ensued among the Commissioners and Ms. Crocker. The Commission requested the requirement of a high school diploma or equivalent remains in the class spec. On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Commission approved the revised classification specification and title change from Custodian Specialist to Custodial Specialist, as amended.

Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Classification Specification Revision and Title Change from Custodian Specialist to Custodial Specialist Motion #21.0414.8

Ms. Crocker presented the basis for the proposed classification specification revision and title change. Discussion ensued among the Commissioners and Ms. Crocker. The Commission requested the requirement of a high school diploma or equivalent remains in the class spec. On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Commission approved the revised classification specification and title change from Groundskeeper I to Groundskeeper, as amended.

Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Classification Specification Revision and Title Change from Groundskeeper I to Groundskeeper Motion #21.0414.9

Ms. Crocker presented the basis for the proposed classification specification revision and title change. Discussion ensued among the Commissioners and Ms. Crocker. The Commission requested the requirement of a high school diploma or equivalent remains in the class spec. On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Commission approved the revised classification specification and title change from Groundskeeper II to Lead Groundskeeper, as amended.

Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Classification Specification Revision and Title Change from Groundskeeper II to Lead Groundskeeper Motion #21.0414.10

Ms. Crocker presented the basis for the proposed classification specification revision and title change. Discussion ensued among the Commissioners and Ms. Crocker. The Commission requested the requirement of a high school diploma or equivalent remains in the class spec. On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the

Classification Specification Revision and Title Change from Groundskeeper III to

Commission approved the revised classification specification and title change from Groundskeeper III to Grounds Specialized Equipment Operator, as amended.

Vote 3-0: Aye – Rhoades, Handin, Hobiger; No-None; Abstained-None; Absent-None.

Grounds Specialized Equipment Operator Motion #21.0414.11

Ms. Crocker presented the first reading of the 2021-2022 Personnel Commission budget. Discussion ensued among the Commissioners and Ms. Crocker regarding the proposed budget. The Commission did not request any changes to the proposed budget. Ms. Crocker will present the proposed budget at the May 12th Commission meeting for the second reading and adoption.

2021-2022 Personnel Commission Budget – First Reading

Ms. Crocker presented the first reading of proposed revisions to Personnel Commission Rules, Article 4. Discussion ensued among the Commissioners and Ms. Crocker regarding the proposed revisions. The Commission indicated agreement with the proposed revisions as presented. Ms. Crocker will present the proposed revisions at the May 12th Commission meeting for the second reading and adoption.

Revision of Personnel Commission Rules, Article 4 – First Reading

The Commission met in Closed Session at 6:16 p.m., in accordance with provisions in Government Code Section 54957, Public Employment Matters: Appointment, Employment Performance Evaluation, Discipline, Dismissal, Release: Report Employee Dismissal.

Closed Session

The Commission returned to Open Session at 6:24 p.m.. No action was taken during Closed Session.

Return to Open Session

Future Commission meeting dates were announced:
May 12, 2021….June 9, 2021….July 14, 2021…..5:00p.m...via Zoom until further notice.

Information
Meeting Dates

Job Opportunities were announced for: Adult Education Instructional Assistant, Machine Shop; Database Administrator; Senior Accounting Technician

Job Opportunities

Ms. Handin would like to change the date of the August meeting because she will be out of town.

Future Consideration

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 6:30 P.M. Vote 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None.

Adjournment
Motion #21.0414.12

L Rhoades
Lori Rhoades, Chairperson

Sandy Handin, Vice Chairperson

Kathleen Hobiger
Kathleen Hobiger, Member