SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

The Board Room
101 W. Cochran Street
Simi Valley, CA 93065

September 9, 2020
5:00 P.M.
Meeting # 866

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

Call to Order

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

Flag Salute

The flag salute was led by Ms. Hobiger.

Agenda
Motion #20.0909.1

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

Consent Agenda
Motion #20.0909.2

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

Minutes
Motion #20.0909.3

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Commission approved the Minutes of the Regular Meeting of August 12, 2020. Vote 3-0: Aye – Hobiger, Rhoades, Handin; No-None; Abstained-None; Absent-None.

Commission Comments

Ms. Rhoades mentioned receiving an email from the Commission's attorney, Kristine Kwong, regarding an upcoming Zoom meeting on legal updates. It is free and Commissioners may sign up and participate. Ms. Kleingarn will handle signing the Commissioners and Ms. Crocker up. Ms. Handin stated she has completed the Merit System workshops and will be receiving a certificate of completion.

Public Comments

There were no public comments.

Personnel Items
Director's Report

Ms. Crocker provided COVID-19 updates: The first day of instruction was 8/17; the format of instruction is virtual and will remain so for some time; District unions came to policy agreement on work from home; child care is continuing to be available at each site for staff's children; in-person targeted support services for select SDC special education students and English learners will be starting on 9/22 and will include services such as tutoring, occupational therapy, speech therapy, and other forms of support; the support will be in addition to the students' virtual learning program and will be provided by teachers and instructional support staff three days per week in the afternoons; the District will provide transportation to students whose IEP calls for bus services; the Classified Personnel Department has been working to ensure staffing needs for targeted support services are met; the District and CSEA are working on completing the COVID-19 MOU; Ms. Crocker reported that there are currently 11 recruitments in progress; Ms. Crocker reported that there is one position classification study in progress and two completed for the 2020-21 fiscal year.

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

General Items
2020-2021
Budget Status

Ms. Yerushalmi provided a thorough and detailed presentation to the Commission on the new Classified Applicant Guide that she and Ms. Crocker developed. This will be a tool provided to internal and external applicants to increase clarity and transparency of the hiring process. Commissioners agreed it is very impressive and should prove useful. The guide is posted on the Classified Personnel Webpage.

Information & Discussion on Classified Applicant Guide Presentation

Ms. Crocker presented the feedback received from the Personnel Commission's legal counsel, Kristine Kwong, on the recently approved revisions to Personnel Commission Rules Articles 1 and 2; Ms. Crocker explained Ms. Kwong's reasoning behind the proposed revisions. It was agreed by the Commissioners that all recommended changes will be implemented with the exception of keeping reference to "his/her" rather than "they/them/their". The tentative revisions will be brought back at the next meeting as a first reading. Ms. Crocker expressed the need for the Commission to provide supporting materials along with the posting agenda, which was echoed by Ms. Kwong in her review. The Commissioners agreed to post supporting materials with the posting agenda moving forward.

Information & Discussion on Presentation of Attorney Feedback on Personnel Commission Rules, Articles 1 and 2

Ms. Crocker presented proposed revisions to Personnel Commission Rule, Article 3. The proposed revisions reflect current processes, updated language, and increased clarity. Discussion ensued among the Commissioners and Ms. Crocker. Ms. Rhoades requested the wording be changed regarding the grounds for requests for classification study being terminated. The Commissioners were in agreement with all other proposed revisions. Ms. Crocker will make the revision and send the proposed revisions to Kristine Kwong for attorney review.

Information and Discussion on Revision of Personnel Commission Rules, Article 3 – First Reading

Ms. Crocker presented proposed revisions to the Head Mechanic classification specification and title change from Head Mechanic to Mechanic Supervisor to accurately reflect the level of responsibility associated with the classification. Proposed revisions to the classification specification include updates to the language and minimum qualifications.

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

Request for Specification Revision and Title Change from Head Mechanic to Mechanic Supervisor
Motion #20.0909.4

Ms. Crocker presented the basis for the abolishment of the unused classification of Payroll Technician due to the recent establishment of the new classification of Payroll Specialist and reclassification of the Payroll Technician incumbents to Payroll Specialist.

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

Request to abolish an Unused Classification of Payroll Technician
Motion #20.0909.5

Ms. Crocker requested Ms. Rhoades and Ms. Handin to announce their appointee for a three-year term beginning December 1, 2020. They announced their choice is Kathleen Hobiger. The Hearing for Public Comment of the Appointee will be held in conjuction with the Regular Meeting on Wednesday, October 14, 2020.

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

Request to Announce the Joint Appointee to the Personnel Commission
Motion #20.0909.6

Future Commission meeting dates were announced:
September 9, 2020……October 14, 2020…..November 18, 2020….5:00p.m...Board Room

Information
Meeting Dates

Future Consideration

There were no items for future consideration.

Adjournment

Motion #20.0909.7

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 5:51 P.M. Vote 3-0; Aye-Hobiger, Rhoades, Handin No-None; Abstained-None.

Kathleen Hobiger, Chairperson

L Rhoades

Lori Rhoades, Vice-Chairperson

Sandy Handin, Member