

**SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
SPECIAL MEETING MINUTES**

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

July 22, 2020
5:00 P.M.
Meeting # 864

<u>Personnel Commission Members</u>	<u>Arrived</u>
Kathleen Hobiger, Chairperson	5:00 PM
Lori Rhoades, Vice Chairperson	5:00 PM
Sandy Handin, Member	5:00 PM

<u>Staff Members</u>	
Sophia Crocker, Director of Classified Personnel	5:00 PM
Sallie Kleingarn, Senior Administrative Assistant	5:00 PM

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

Call to Order

The flag salute was led by Ms. Handin.

Flag Salute

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

Agenda
Motion # 20.0722.1

There were no Commission Comments.

Commission Comments

There were no Public Comments.

Public Comments

Ms. Crocker presented an overview of and basis for the proposed revisions. Discussion ensued among the Commissioners and Ms. Crocker regarding the proposed revisions. On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the request to revise classification specifications and title changes for the accounting job category classifications: Account Clerk I to Accounting Assistant I; Account Clerk II to Accounting Assistant II; Accountant; Accounting Technician, Special Funds; Attendance Accounting Coordinator; Senior Accounting Technician; Student Body Account Clerk I to Student Body Bookkeeper-Middle School; Student Body Account Clerk II to Student Body Bookkeeper-High School; Student Store Clerk I to Student Store Assistant; Student Store Clerk II to Lead Student Store Assistant. Vote: 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None.

Personnel Items
Request to Revise
Classification
Specifications and Title
Changes for Accounting
Job Category
Motion # 20.0722.2

Ms. Crocker proposed that the subject classifications be abolished, as the hiring department has indicated that it will not assign positions to the classifications in the near future. On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission approved the request to abolish unused classifications: Accountant, Special Programs; Accounting Technician; Payroll Assistant. Vote: 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None.

Request to Abolish
Unused Classifications
Motion # 20.0722.3

Ms. Crocker presented the basis of the establishment of the new classification of Payroll Specialist and proposed salary. Discussion ensued among the Commissioners and Ms. Crocker regarding the proposed classification. On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the request to establish a new classification of Payroll

Request to Establish a
New Classification
Motion # 20.0722.4

Specialist at Classified Salary Schedule Range 95. Vote: 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None.

Ms. Crocker presented the basis of the proposed reclassification of three Payroll Technician positions occupied by Elizabeth Leaver, Donna Phipps, and Shannon Suggett to the new classification of Payroll Specialist. On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the request to reclassify the subject positions from Payroll Technician to the new classification of Payroll Specialist and to reclassify the incumbents with the positions after passing a qualifying examination. Vote: 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None.

Ms. Crocker requested to extend the Custodian I eligibility list, as multiple ranks remain, and hiring needs are anticipated to exist shortly after its expiration. On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the request to extend the Custodian I eligibility list to 2/25/21. Vote: 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None.

Ms. Crocker presented the engagement letter from Musick, Peeler, & Garrett LLP. Discussion ensued among the Commissioners and Ms. Crocker regarding the engagement letter. On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the request to approve the engagement letter from Musick, Peeler, & Garrett LLP to act as legal counsel to the Personnel Commission. Vote: 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None.

Request to Reclassify
Positions to a New
Classification
Motion # 20.0722.5

Request to Extend an
Eligibility List
Motion # 20.0722.6

Request to Approve the
Engagement Letter From
Musick, Peeler, & Garrett
LLP To Act as Legal
Counsel to the Personnel
Commission
Motion # 20.0722.7

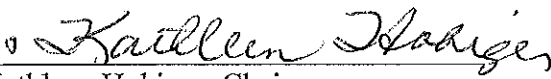
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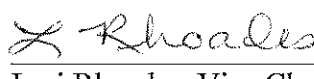
Ms. Rhoades asked about discussing the topic of including a closed session item on each agenda.

Items for Future Consideration

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 5:41 P.M.
Vote: 3-0: Aye: Hobiger, Rhoades, Handin; No: None; Abstained: None.

Adjournment Motion # 20.0722.8


Kathleen Hobiger, Chairperson


Lori Rhoades, Vice Chairperson


Sandy Handin, Member