SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

April 8, 2020
5:00 P.M.
Meeting # 860

Personnel Commission Members - VIA REMOTE ACCESS	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.

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. Crocker. **Flag Salute**

Agenda
On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission approved the agenda, as presented. Vote 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None; Absent-None. Motion #20.0408.1

Consent Agenda
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. Motion #20.0408.2

Minutes
On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Commission approved the Minutes of the Regular Meeting of March 11, 2020. Vote 3-0: Aye – Hobiger, Rhoades, Handin; No-None; Abstained-None; Absent-None. Motion #20.0311.3

Ms. Hobiger thanked the Classified Personnel staff for doing a great job during the school shut-down due to COVID-19. She knows everyone has been working hard and has done an amazing job. Ms. Rhoades and Ms. Handin agreed. Commission Comments

There were no public comments. Public Comments

There were no public hearings. Hearings

Personnel Items

Ms. Crocker thanked those in the audience who attended the meeting via remote access, employees Lynn Wood, Laura Morrissette and Mirella Gaytan. Ms. Crocker reported on the status of recruitment processes. There are currently two recruitments in process, five on hold, and four upcoming. Ms. Crocker and Ms. Yerushalmi are exploring remote testing and interviewing solutions. Ms. Crocker reported that there are no updates to the classification studies for the 2019-20 fiscal year. Ms. Crocker provided an update on district operations in light of COVID-19. The schools will remain closed through the end of the school year but are providing remote instruction. Ms. Crocker recognized staff's work throughout the district. Educational Services is providing alternative forms of learning resources; Child Nutrition is providing meals to students; Information Technology has prepared the Chromebooks for student use at home; Fiscal Services has been working to keep payroll, accounts payable and other Director's Report

fiscal services in operation; M&O, custodial and grounds crews have been working to maintain district facilities; school site staff have been keeping essential functions going and distributing packets to families; Personnel has been keeping up-to-date with new laws related to COVID-19 and providing guidance and support to employees. Most district office employees are working from home, and those who are providing essential services at the work sites are practicing social distancing and using personal protective equipment. All permanent employees are being paid. Many departments are working staggered schedules to limit social contact. Numerous trainings and resources have been provided to classified staff that can be completed from home, including mandated trainings as well as various COVID-19-related trainings. The Classified Personnel Department is carrying on most functions, primarily from home. The functions that have been paused primarily relate to hiring and functions that rely on the schools being physically open. Ms. Crocker's job has been focused on addressing the COVID-19 situation. The district and CSEA worked to create a COVID-19 MOU, pending signatures.

General Items

2019-2020 Budget Status

Ms. Crocker reported on the status of the current 2019-2020 Commission budget.

2020-2021 Personnel Commission Budget – First Reading

Ms. Crocker presented the first reading of the 2020-2021 Commission budget. Discussion ensued among the Commissioners and Ms. Crocker regarding the proposed budget. The Commission requested that the account for travel and conference be increased.

Revision of Personnel Commission Rules Articles 1 & 2 – First Reading

Ms. Crocker presented the first reading of proposed revisions to Personnel Commission Rules, Articles 1 and 2. Discussion ensued among the Commissioners and Ms. Crocker regarding the proposed revisions. The Commission indicated agreement with the proposed revisions as presented.

Establishment of a New Classification – Delegated Behind the Wheel Trainer

Ms. Crocker presented the basis of the establishment of the new classification of Delegated Behind the Wheel Trainer and proposed salary. Discussion ensued among the Commissioners and Ms. Crocker regarding the proposed classification. The establishment of the new classification at Classified Salary Schedule Range 85 was passed 3-0.

Information

Meeting Dates

Future Commission meeting dates were announced: May 13, 2020....
June 10, 2020...5:00 p.m.....Board Room

Future Consideration

There were no items for future consideration.

Adjournment
Motion #20.0311.4

On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 5:39 P.M. Vote 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None.

Kathleen Hobiger, Chairperson

Lori Rhoades, Vice-Chairperson

Sandy Handin, Member