

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

January 15, 2020
6:00 P.M.
Meeting # 856

Personnel Commission Members

Kathleen Hobiger, Chairperson
Lori Rhoades, Vice Chairperson
Sandy Handin, Member

Arrived

6:00 P.M.
6:00 P.M.
6:00 P.M.

Staff Members

Sophia Crocker, Director, Classified Personnel Services
Sallie Kleingarn, Senior Administrative Assistant

6:00 P.M.
6:00 P.M.

The meeting was called to order at 6:00 P.M. by Kathleen Hobiger, Chairperson.

Call to Order

The flag salute was led by Ms. Hobiger.

Flag Salute

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.

Agenda
Motion #20.0115.1

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.

Consent Agenda
Motion #20.0115.2

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Regular Meeting of December 3, 2019. Vote 2-0: Aye – Hobiger, Rhoades; No-None; Abstained-None; Absent-None.

Minutes
Motion #20.0115.3

Ms. Rhoades welcomed the new Personnel Commissioner, Sandy Handin, and wished everyone a Happy New Year. Ms. Hobiger reported the passing of former classified employee Ruth Ah Tye.

Commission Comments

There were no public comments.

Public Comments

There were no public hearings.

Hearings

Personnel Items

Ms. Crocker also welcomed Sandy Handin to the Commission. The recruitment status was presented with 18 in process. The status of position classification studies was presented with 9 completed and 2 in progress. Ms. Crocker presented an update on the classified professional development offerings. Body and Mind Wellness in the Workplace is scheduled for January 16, 2020. Upcoming offerings include Customer Service & Communication training on January 27, 2020 and Office 365 training on February 26, 2020. The classified professional development day is scheduled for March 14, 2020 at RHS, and a save the date notice has been sent out to all classified employees. Ms. Crocker and Ms. Kleingarn toured available rooms at RHS to see which ones would accommodate a large number of people. The commissioners asked how these activities are funded. Ms. Crocker reported that the district received a state grant of approximately \$122,000 to be used for classified professional development

Director's Report

with a focus on safety-related training (Classified Professional Development Block Grant). The grant funds are being used for the March 14 classified professional development day. The individual offerings are paid for by the district. Ms. Crocker reported that the district will again participate in the state-sponsored Classified School Employee Summer Assistance Program for 2020-2021. The district participated in the 2019-2020 program. This year it was available to all classified employees who worked 10 or 11 months; next year it will only apply to 10-month employees. Ms. Crocker reported that the department is developing examination resources for applicants to assist them throughout the examination and selection process. A new welcome and instructions sheet for candidates participating in the interview process was developed and put into use last week. A manual for applicants and candidates to assist them in the application, examination, and selection process is also being developed. Ms. Crocker reported that she received feedback from employees regarding the accounting draft job descriptions, and the final drafts are ready to be sent. The CSEA President relayed that the CSEA Labor Rep may request the job descriptions are reviewed by the field office and undergo the voting process. The CSEA President is exploring this further with the Labor Rep.

General Items

Ms. Crocker reported on the status of the current 2019-2020 Commission budget. She noted that funds from the account for attorney fees had been transferred to cover the Merit Academy Training for Ms. Rhoades and Ms. Handin per the Commission's request at the December 3, 2019 Commission meeting. Ms. Rhoades reported that she would feel more comfortable waiting until next year to attend the Academy rather than leave a budget account short of funds. Ms. Kleingarn said she would cancel her attendance if possible. Ms. Handin will still attend the Merit Academy.

2019-2020
Budget Status

On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission approved the motion to change the Personnel Commission regular and special meeting times from 6:00 p.m. to 5:00 p.m. effective February 12, 2020. Vote 3-0: Aye- Hobiger, Rhoades, Handin; No-None; Abstained-None; Absent-None.

Request to Change of
Personnel Commission
Regular and Special
Meeting Times from
6:00 p.m. to 5:00 p.m.
effective
February 12, 2020
Motion #20.0115.4

Ms. Crocker presented a Power Point presentation on competency modeling to explain the process to the Personnel Commissioners.

Competency Modeling
Presentation

Information

Future Commission meeting dates were announced: February 12, 2020...March 11, 2020...April 8, 2020.....5:00 P.M.....Board Room

Meeting Dates

Job opportunities were announced for: Community Liaison; Director of Student Safety and Transit; Elementary Campus Supervisor; Maintenance Specialist, HVAC; Paraeducator, Deaf or Hard of Hearing; School Office Manager I; School Services Assistant I; School Services Assistant II; Secondary Campus Supervisor; Student Store Clerk I

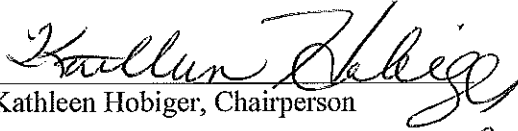
Job Opportunities

Ms. Handin requested the Personnel Commission website be updated with correct address and meeting information.

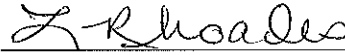
**Future
Consideration**

On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 6:50 P.M. Vote 3-0; Aye-Hobiger, Rhoades, Handin; No-None; Abstained-None.

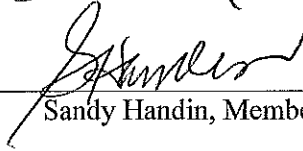
Adjournment
Motion #20.0015.5



Kathleen Hobiger, Chairperson



Lori Rhoades, Vice-Chairperson



Sandy Handin, Member