

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

December 3, 2019
6:00 P.M.
Meeting # 855

Personnel Commission Members
Kathleen Hobiger, Vice Chairperson
Lori Rhoades, Member

Arrived
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, Vice Chairperson.

Call to Order

The flag salute was led by Ms. Hobiger.

Flag Salute

On a motion by Ms. Rhoades seconded by Ms. Hobiger and carried, the Personnel Commission approved the agenda, as presented. Vote 2-0; Aye-Hobiger, Rhoades; No-None; Abstained-None; Absent-None.

Agenda
Motion #20.1203.1

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the consent agenda, as presented. Vote 2-0; Aye-Hobiger, Rhoades; No-None; Abstained-None; Absent-None.

Consent Agenda
Motion #20.1203.2

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Regular Meeting of November 13, 2019. Vote 2-0; Aye – Hobiger, Rhoades; No-None; Abstained-None; Absent-None.

Minutes
Motion #20.11203.3

Ms. Hobiger welcomed the new Personnel Commissioner, Sandy Handin who will join the members on January 1, 2020.

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 9 in process and 1 pending. The status of position classification studies was presented with 7 completed and 5 initiated or in progress. Ms. Crocker presented an update on the Classified Professional Development offerings. The CPR/First Aid non-certification training was held again on December 2, 2019 for any classified employee whose job does not require certification and did not attend the October training. 23 employees attended this training.

Director's Report

General Items

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

2019-2020
Budget Status

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the motion to elect Kathleen Hobiger as Chairperson of the Personnel Commission for a one-year term, to commence at the first meeting held in January, 2020. Vote 2-0: Aye- Hobiger, Rhoades; No-None; Abstained-None; Absent-None.

Request to Elect
Chairperson of the
Personnel Commission
for a One-Year Term to
Commence January,
2020
Motion #20.11203.4

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the motion to elect Lori Rhoades as Vice Chairperson of the Personnel Commission for a one-year term, to commence at the first meeting held in January, 2020. Vote 2-0: Aye- Hobiger, Rhoades; No-None; Abstained-None; Absent-None.

Request to
Elect Vice Chairperson
of the Personnel
Commission for a One-
Year Term to
Commence January,
2020
Motion #20.11203.5

Information was presented to the Personnel Commissioners regarding the CSPCA Conference in San Francisco February 20 – 22, 2020. All commissioners agreed they will attend. Ms. Kleingarn will make travel and conference arrangements.

2020 CSPCA
Conference Attendance
for Personnel
Commissioners

Information was presented regarding the upcoming Merit Academy which will begin in February, 2020 for 5 consecutive Saturdays. The commission budget will only allow one commissioner to attend but the commissioners requested Ms. Crocker see if funds can be moved to allow for two attendees. At this time, Ms. Handin will attend and if possible, Ms. Rhoades.

Merit Academy
Attendance for
Personnel
Commissioners

Information

Future Commission meeting dates were announced: January 15, 2019,February 12, 2020....March 11, 2020.....6:00 P.M.....Board Room

Meeting Dates

Job opportunities were announced for: Adult Education Instructional Assistant, Welding; Certified Educational Sign Language Interpreter; Instructional Support Specialist, Intensive Behavior Intervention

Job Opportunities


For future consideration, the Commissioners would like to discuss a change of meeting times to 5:00 p.m.

**Future
Consideration**

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:22 P.M. Vote 2-0; Aye-Hobiger, Rhoades; No-None; Abstained-None.

Adjournment
Motion #20.2013.6


Kathleen Hobiger, Vice-Chairperson


Lori Rhoades, Member