SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

October 2, 2019
6:00 P.M.
Meeting # 852

Personnel Commission Members	Arrived
Sherida Simmons, Chairperson	6:00 P.M.
Kathleen Hobiger, Vice Chairperson	6:00 P.M.
Lori Rhoades, Member	6:00 P.M.

Staff Members	
Sophia Crocker, Director, Classified Personnel Services	6:00 P.M.
Sallie Kleingarn, Senior Administrative Assistant	6:00 P.M.

The meeting was called to order at 6:00 P.M. by Sherida Simmons, Chairperson. **Call to Order**

The flag salute was led by Ms. Simmons. **Flag Salute**

On a motion by Ms. Rhoades seconded by Ms. Hobiger and carried, the Personnel Commission approved the agenda, as presented. Vote 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None. **Agenda** Motion #20.1002.1

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the consent agenda, as presented. Vote 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None. **Consent Agenda** Motion #20.1002.2

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Commission approved the Minutes of the Regular Meeting of September 11, 2019. Vote 3-0: Aye – Hobiger, Simmons, Rhoades; No-None; Abstained-None; Absent-None. **Minutes** Motion #20.1002.3

There were no commission comments. Commission Comments

There were no public comments. Public Comments

There were no public hearings. Hearings

Personnel Items

Ms. Crocker reported on the status of recruitments. There are ten recruitments in process and two pending. Ms. Crocker presented the status of position classification studies. Seven studies have been completed and four are in progress. She reported that there are two new sources of professional development opportunities for classified staff. The district is offering up to twelve hours for each employee which is paid at the employee's regular rate of pay. Several opportunities will be offered throughout the school year with the first being on October 29, 2019. A CPR/First Aid class is being presented at the district office for eligible employees. The Classified Block Grant has provided funds which will be used to host one large event opportunity. The date set for the block grant funds will be March 14, 2020. It will be a large event and we are currently working on presenters and details will be provided at a later date. Director's Report

General Items

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

This item was tabled pending further revisions as requested by the commission. Ms. Crocker presented that the recruitment now has two vacancies. The recruitment has proven to be challenging and the applicants have not been able to reach the one year experience qualification. She asked to revise the classification specification and lower the minimum experience qualification to six months. Ms. Simmons pointed out additional aspects of the job description she would like addressed and requested it go back to Adult Education for revisions. Ms. Hobiger and Ms. Rhoades concurred. Ms. Crocker reported concern that due to the delay in revision of the job description it would set the recruitment back even longer so she asked if a Special Meeting could be set if needed prior to the next regular meeting. All commission members agreed to do so. No action taken.

Request for Classification Specification Revision for Adult Education Instructional Assistant, Welding (minimum qualifications only) No Action Taken

The Personnel Commission met in Closed Session starting at 6:31 p.m. in accordance with provisions in Government Code Section 54957 to discuss employee performance. They returned to Open Session at 6:57 p.m. No action taken.

Closed Session

Information

Future Commission meeting dates were announced, November 13, 2019, December 11, 2019, January 8, 2020…..6:00 P.M……..Board Room

Meeting Dates

Job opportunities were announced for: Adult Education Instructional Assistant, Machine Shop; Community Liaison; Paraeducator – Spanish; Passenger Vehicle Driver; Worker's Compensation Coordinator

Job Opportunities

There were no items for future consideration.

Future Consideration

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:58 P.M. Vote 3-0; Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None.

Adjournment
Motion #20.1002.4

Sherida Simmons, Chairperson

Kathleen Hobiger, Vice-Chairperson

L Rhoades

Lori Rhoades, Member