SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES

Floyd Binns Room
875 E. Cochran Street
Simi Valley, CA 93065

April 19, 2017
6:00 P.M.
Meeting # 817

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

Staff Members	
Matt Spencer, Director, Classified Personnel Services	6:00 P.M.
Karen Burnside, Senior Administrative Assistant, Confidential	6:00 P.M.

Call to Order

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

Flag Salute

The flag salute was led by Ms. Rhoades.

Agenda
Motion #17.419.1

On a motion by Ms. Simmons, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Aenda, as presented, by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.

Consent Agenda
Motion #17.419.2

On a motion by Ms. Simmons, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Consent Agenda, as presented, by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.

Minutes
Motion #17.419.3

On a motion by Ms. Simmons, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Minutes of the Regular Meeting of March 8, 2017, as presented, by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.

Commission Comments

The Commission acknowledged the passing of retired employee, Martha Lesmes, who worked as a Simi Valley USD school bus driver from 1979 – 1983.

Public Comments

Library Clerks, Linda Gutierrez and Julia Hammond, addressed the Commission about an increase in hours for Library Clerks. The Commission listened to their concerns, advised them that hours are not under Commission jurisdiction, and recommended that they address the Board of Education with their concerns. Richard Rubino, speaking for CSEA, commented on, and questioned, initial advanced step placement vs advanced step placement for promotions for classified employees who hold educational degrees.

Hearings

There were no Public Hearings.

Personnel Items

Director's Report

Dr. Spencer reported on (1) status of the recruitment of the Director of Classified Personnel. The position was posted from February 27-April 14, 2017. More than 20 individuals applied. Thirteen candidates met the minimum qualifications, and the candidate's responses to the Supplemental Application Questions are now being reviewed and scored by two Directors of Classified Personnel from other merit districts in California. Based on the ranking of the Supplemental Application

scores, the top six-to-eight candidates will be invited to meet with a Technical Appraisal Panel and a General Fitness Panel scheduled for May 4th. An unranked eligibility list will be presented to the Commission for approval at the May 10th meeting. Since the eligibility list is unranked, all candidates on this list will be interviewed by the Personnel Commission at a Special Meeting to be scheduled for May. The chosen candidate is expected to start in the position on Monday, July 10, 2017.

General Items

Dr. Spencer reported on the status of the 2016-2017 Commission Budget.

2016-2017 Budget Status

On a motion by Ms. Simmons, seconded by Ms. Rhoades and carried, the Personnel Commission scheduled a Public Hearing for the 2017-2018 Personnel Commission Budget to be held in conjunction with the Regular Meeting of the Personnel Commission on May 10, 2017; by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.

Proposed Budget Schedule Hearing Motion # 17.419.4

On a motion by Ms. Simmons, seconded by Ms. Rhoades and carried, the Personnel Commission approved a Resolution honoring Classified School Employee Week, May 21-27, 2017; by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.

Classified School Employees Week Resolution Motion # 17.419.5

No action was taken on the item to consider proposals from Educational Management Solutions.

Request for Proposal re Classification Studies) NO ACTION

Information

Future Commission meeting dates were announced.

Meeting Dates

Job opportunities were announced for: Administrative Services Assistant II; Custodian II; Groundskeeper I; Human Resources Assistant II; H.R. Representative, Systems & Information; Skilled Maintenance Specialist; Technical Support Specialist I.

Job Opportunities

There were no items for consideration at a future meeting.

Future Consideration

On a motion by Ms. Simmons, seconded by Ms. Rhoades and carried, the Personnel Commission adjourned the meeting at 7:27 P.M., by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.

Adjournment Motion #17.419.6

Kathleen Hobiger, Chairperson

Lori Rhoades, Vice-Chairperson

Sherida Simmons, Member