SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES

Personnel Services Conference Room
875 E. Cochran Street
Simi Valley, CA 93065

January 18, 2017
6:00 P.M.
Meeting # 814

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	
Matt Spencer, Director, Classified Personnel Services	6:00 P.M.
Karen Burnside, Senior Administrative Assistant, Confidential	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 amended, by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; Absent-None; No-None; Abstained-None. **Agenda** Motion #17.118.1

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the consent agenda, as presented, by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; Absent-None; No-None; Abstained-None. **Consent Agenda** Motion #17.118.2

Annual Election of Officers

On a motion by Ms. Rhoades, seconded by Ms. Simmons and carried, the Personnel Commission elected Kathleen Hobiger as Chairperson of the Personnel Commission for a one year term ending with the last meeting in December, 2017; by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; Absent-None; No-None; Abstained-None. Chairperson Motion # 17.118.3

On a motion by Ms. Hobiger, seconded by Ms. Simmons and carried, the Personnel Commission elected Lori Rhoades as Vice Chairperson of the Personnel Commissio for a one year term ending with the last meeting in December, 2017; by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; Absent-None; No-None; Abstained-None. Vice Chairperson Motion #17.118.4

Ms. Hobiger asked Ms. Simmons to chair the balance of this meeting.

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of November 9, 2016, as presented, by a vote of 2-0 as follows: Aye-Hobiger, Rhoades; Abstained-Simmons (absent for the November 9 meeting); Absent-None, No-None. **Minutes** Motion #17.118.5

The Commission acknowledged the passing of retired employee, Alice Ridge. Ms. Ridge worked at Valley View at the time of her retirement in 1988. Commission Comments

There were no public comments. Public Comments

There were no public hearings. Hearings

Personnel Items

Director's Report

Dr. Spencer reported that (1) the classification study RFP's (requests for proposals for classification studies) were mailed mid-November to five companies that currently do, or have done, classification studies for other merit districts around the state. We have received one proposal to date and one telephone call from another company that had a question prior to finalizing their proposal. The deadline is 4:00 P.M., January 31, 2017. (2) The CSPCA Annual Conference is next week; January 26 through January 29, at the Westin St. Francis Hotel in San Francisco. Ms. Hobiger, Ms. Rhoades, and Dr. Spencer will attend.

Recruitment Director, Classified Motion # 17.118.6

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Director of Classified Personnel Services recruitment timeline as presented by Dr. Spencer.

General Items

2016-2017 Budget Status

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

Calendar of Meetings Motion #17.118.7

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Calendar of Meetings for the year 2017-2018, as amended, by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; Absent-None; No-None; Abstained-None

Annual Report Motion #17.118.8

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the 2015-2016 Annual Report, as amended, by a vote of 3-0 as follows: Aye – Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent: None.

Closed Session

The Commission convened in closed session at 6:26 P.M., in accordance with provisions in Government Code Section 54957, Public Employment Matters; Performance Evaluation: Director of Classified Personnel Services.

Return to Open Session

The Commission returned to open session at 6:40 P.M. and reported that no action was taken during closed session.

Information

Meeting Dates

Job Opportunities

Future Commission meeting dates were announced.
Job opportunities were announced for: Secretary; Stock Clerk.

Future Consideration

There were no items for consideration at a future meeting.

Adjournment Motion #17.118.9

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:42 P.M., by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.

Sherida Simmons, Chairperson

Kathleen Hobiger, Vice-Chairperson

Lori Rhoades, Member