SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES

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

September 14, 2016
6:00 P.M.
Meeting # 810

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. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the agenda, as presented, by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None. **Agenda** Motion #16.00914.1

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; No-None; Abstained-None; Absent-None. **Consent Agenda** Motion #16.0914.2

On a motion by Ms. Rhoades, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Minutes of the Regular Meeting of June 8, 2016, as presented, by a vote of 2-0 as follows: Aye-Hobiger, Rhoades; Abstained -Simmons (not in attendance June 8, 2016 meeting); No-None; Absent-None. **Minutes 6/8/16** Motion #16.0914.3

On a motion by Ms. Hobiger, seconded by Ms. Simmons and carried, the Personnel Commission approved the Minutes of the Regular Meeting of August 10, 2016, as presented, by a vote of 2-0 as follows: Aye-Hobiger, Simmons; Abstained-Rhoades (not in attendance August 10, 2016 meeting); No-None; Absent-None. **Minutes 8/10/16** Motion # 16.0914.4

There were no Commission comments. Commission Comments

There were no Public comments. Public Comments

There were no Hearings. Hearings

Personnel Items

Dr. Spencer reported that the process in under way for the Board appointee to the Personnel Commission. The Board voted to reappoint Sherida Simmons during their August 9, 2016 meeting; Public announcement of their intended appointee was made at the Board's September 6, 2016 meeting; and the open hearing on their intended appointee will be held at the Board's October 4, 2016 meeting, prior to final approval. Director's Report

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission approved the new evaluation instrument to be used for the Director of Classified Personnel, as amended; by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.

Evaluation Instrument for Director Motion # 16.0914.5

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission directed Dr. Spencer to prepare a Request for Proposal for classification studies and to present the RFP to the Personnel Commission prior to the request being sent out; by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; No-None; Abstained-None; Absent-None.

Request for Proposal Classification Studies Motion #16.0914.6

GENERAL ITEMS

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

2016-2017 Budget Status

Future Commission meeting dates were announced.

INFORMATION

Job opportunities were announced for: Account Clerk II; Adult Education Instructional Assistant-ESL; Emergency Services Technician.

Items for consideration at a future meeting include the annual performance evaluation of the Director of Classified Personnel at the October ~~29~~ 19, 2016 regular meeting (closed session agenda item).

FUTURE CONSIDERATION

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:45 P.M., by a vote of 3-0 as follows: Aye-Hobiger, Rhoades, Simmons; Absent-none; Abstained-None; No-none.

ADJOURNMENT Motion # 16.0914.7

Sherida Simmons, Chairperson

Kathleen Hobiger, Vice-Chairperson

Lori Rhoades, Member