

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

Board Room
101 W. Cochran St.
Simi Valley, CA 93065

August 23, 2023
5:00 P.M.
Meeting # 911

Personnel Commission Members

Kathleen Hobiger, Chairperson
Lori Rhoades, Vice Chairperson
Sandy Handin, Member

Arrived

5:00 P.M.
5:00 P.M.
5:00 P.M.

Staff Members

Ginan Henson, Director, Classified Personnel Services
Irma Flynn, Senior Administrative Assistant

5:00 P.M
5:00 P.M

The meeting was called to order at 5:00 P.M. by Kathleen Hobiger, Chairperson.

Call to Order

The flag salute was led by Ms. Hobiger.

Flag Salute

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Agenda, as presented.

Agenda
Motion #23.0823.1

Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent- None.

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Consent Agenda, as presented.

Consent Agenda
Motion #23.0823.2

Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Minutes of the Regular Meeting of July 12, 2023, as presented.

Minutes
Motion #23.0823.3

Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Ms. Hobiger mentioned the passing of John Wood, former custodian. Ms. Henson added that Steven Dion, former campus supervisor at Royal High School had passed away as well.

Commission
Comments

No comments.

Public Comments

Ms. Henson reported that Classified Personnel had conducted 65 new hire orientations during July and August and 8 were set up for September 1st. There has been an increase in candidates for M&O and Paraeducator I, Special Ed classifications and greater attendance for testing. The department will be attending Simi Valley Job Fair on August 29. She discussed a desk study that was completed as well as the new digitized RFP and onboarding packet project status.

Personnel Items
Director's Report

The 2022-2023 Budget was reviewed and discussed.

General Items
2022-2023 Budget
Status

The 2023-2024 Budget was reviewed and discussed.

2023-2024 Budget
Status

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Revision of PC Rules Article 5 Section 5.10, as presented.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Revision of PC
Rules Article 5
Section 5.10-Final
Reading and
Adoption
Motion #23.08.23.4

On a motion by Ms. Handin, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Establishment of Classification Specification HR Technician, as amended.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Establishment of
Classification
Specification HR
Technician Motion
#23.08.23.5

Item was tabled for another meeting pending comparison with other districts.

Revision of
Classification
Specification
Custodian

CA Assembly Bill AB 1699 was discussed.

CA Assembly Bill
AB 1699

The Commission met in Closed Session at 6:31 p.m., in accordance with provisions in Government Code Section 54957, Public Employment Matters- Performance Evaluation, Director of Classified Personnel Services

Closed Session

The Commission returned to Open Session at 7:16 p.m.
Public Employment Matters: Public Employment Matters- Performance Evaluation, Director of Classified Personnel Services. No action was taken in Closed Session.

**Information
Meeting Dates**

Future Commission meeting dates were announced:
September 13, 2023..... October 11, 2023..... November 8, 20235:00 p.m. Board Room

Job Opportunities were announced for: Library Assistant; Maintenance Technician; Senior Administrative Assistant, Confidential.

Job Opportunities


Joint Appointee announcement and more info on the Custodian minimum qualifications.

**Future
Consideration**

On a motion by Ms. Handin, seconded by Ms. Rhodes and carried, the Personnel Commission adjourned the meeting at 7:19 P.M.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Adjournment
Motion #23.08.23.6


Kathleen Hobiger, Chairperson


Lori Rhoades, Vice Chairperson


Sandy Handin, Member