SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

September 13, 2023
5:00 P.M.
Meeting # 912

Personnel Commission Members	Arrived
Kathleen Hobiger, Chairperson	5:00 P.M.
Lori Rhoades, Vice Chairperson	5:00 P.M.
Sandy Handin, Member	5:00 P.M.

Staff Members	
Ginan Henson, Director, Classified Personnel Services	5:00 P.M
Irma Flynn, Senior Administrative Assistant	5:00 P.M

Call to Order

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

Flag Salute

The flag salute was led by Ms. Hobiger.

Agenda
Motion #23.09.13.1

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

Consent Agenda
Motion #23.09.13.2

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

Minutes
Motion #23.09.13.3

On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission approved the Minutes of the Regular Meeting of August 23, 2023, as presented.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Commission Comments

Ms. Hobiger inquired about ClassLink MFA.

Public Comments

Mr. Rubino discussed School Librarians and ASB Clerks.

Personnel Items
Director's Report

Ms. Henson reported that Classified Personnel Department is working on a desk audit for Steno Clerk II positions and recommendations will be presented at the next meeting and has started the recruitment for the HR Technician position. She discussed that some classified employees have contacted her regarding needing time during their regular shifts to complete mandatory training. Ms. Henson mentioned that Classified Personnel will participate in Simi Valley Street Fair on October 28, 2023 and is working on electronic document projects to digitize the RFP process and well as onboarding packets. The latest news on AB 1699 were presented.

General Items

2023-2024 Budget Status

The 2023-2024 Budget was reviewed and discussed.

Revision of Personnel Commission Rules Article 5 Section 5.20 was discussed.

Revision of Personnel Commission Rules Article 5 Section 5.20

On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission made the Announcement of Joint Appointee to Personnel Commission as Kathleen Hobiger for three-year term beginning December 1, 2023. The Hearing for Public Comment of the Appointee will be held in conjunction with the Regular Meeting on Wednesday, October 11, 2023.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Announcement of Joint Appointee to the Personnel Commission Motion#23.09.13.4

Information
Meeting Dates

Future Commission meeting dates were announced:
October 11, 2023…… November 8, 2023…….December 13, 2023..... 5:00 p.m. Board Room

Job Opportunities were announced for: Human Resources Technician.

Job Opportunities

Future Consideration

Ms. Rhoades requested continuation of Custodian and Merit Rules discussion.

Adjournment
Motion #23.09.13.5

On a motion by Ms. Rhoades, seconded by Ms. Handin and carried, the Personnel Commission adjourned the meeting at 6:31 P.M.
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Kathleen Hobiger, Chairperson

Lori Rhoades, Vice Chairperson

Sandy Handin, Member