SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

December 14, 2023
5:00 P.M.
Meeting # 915

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

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**

Agenda
On a motion by Ms.Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Agenda, as presented. Motion #23.12.14.1
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Consent Agenda
On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #23.12.14.2
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Minutes
On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Minutes of the Regular Meeting of November 8, 2023, as presented. Motion #23.12.14.3
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Ms. Hobiger announced the passing of Mark Zorick. Commission Comments

No public comments. Public Comments

Personnel Items
Director's Report

Ms. Henson introduced the new HR Technician and discussed the soft roll out of the digitized onboarding packet and collaboration with IT department to develop a slide deck or an onboarding video that would provide more initial training during orientation in regards to Frontline, Employee Portal, etc. Ms. Henson also emphasized the need for extra initial training for some of the classification and provided information on upcoming events that Classified Personnel Department representatives will attend like CLU Career Expo and similar events at Moorpark College and CSUN. She is also working with the Risk Department on essential job functions of certain classifications. Clerical desk studies are being conducted to present a thorough report.

General Items

The 2023-2024 Budget was reviewed and discussed.

2023-2024 Budget Status

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission elected Ms. Rhoades as Chairperson of the Personnel Commission for a one-year term, to commence at the first meeting held in January 2024.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Annual Election of Officers – Chairperson Motion #23.12.14.4

On a motion by Ms. Hobiger, seconded by Ms. Handin and carried, the Personnel Commission elected Ms. Handin as Vice Chairperson of the Personnel Commission for a one-year term, to commence at the first meeting held in January 2024.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Annual Election of Officers – Chairperson Motion #23.12.14.5

CSPCA Conference was discussed.

CSPCA Conference

Revision of Personnel Commission Rules Article 6 Section 90.1- First Reading was discussed.

Revision of Personnel Commission Rules Article 6 Section 90.1- First Reading

Information

Future Commission meeting dates were announced:
January 17, 2024..... February 14, 2024..... March 13, 2024..... 5:00 p.m. Board Room

Meeting Dates

Food Services Delivery Specialist; Library Assistant; Licensed Vocational Nurse.

Job Opportunities

Future Consideration

No items for future consideration.

Adjournment

On a motion by Ms. Handin, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 5:42 P.M.
Vote 2-0; Aye- Handin and Hobiger; No-None; Abstained-None; Absent-Rhoades.

Motion #23.12.14.6

Kathleen Hobiger, Chairperson

ABSENT
Lori Rhoades, Vice Chairperson

Sandy Handin, Member