SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

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

July 24, 2025
5:00 P.M.
Meeting # 937

Personnel Commission Members	Arrived
Sandy Handin, Chairperson	5:00 P.M.
Kathleen Hobiger, Vice Chairperson	5:00 P.M.
Lori Rhoades, 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 Sandy Handin, Chairperson. **Call to Order**

The flag salute was led by Ms. Handin. **Flag Salute**

Agenda

On a motion by Ms. Hobiger, seconded by Ms. Rhoades, and carried, the Personnel Commissio Motion #25.0724.1
approved the Agenda, as presented.
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

Consent Agenda

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission Motion #25.0724.2
approved the Consent Agenda, as presented.
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

Minutes

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Motion #25.0724.3
Commission approved the Minutes of the Regular Meeting of June 11, 2025, as presented.
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Motion #25.0724.4
Commission approved the Minutes of the Regular Meeting of June 11, 2025, as presented.
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

Commission Comments

No comments.

Public Comments

No comments.

Personnel Items

Director's Report

Ms. Henson discussed current recruitments and upcoming structured and selection interviews as well as future job fairs and workshops/webinars the staff will attend. She also mentioned the collaborative projects between departments that Classified Personnel department staff is working on and shared the "save the date" for the 2026 Annual CSPCA Conference.

General Items

The 2024-2025 Budget Status was reviewed and discussed.

2024-2025 Budget Status

On a motion by Ms. Hobiger, seconded by Ms. Rhoades and carried, the Personnel Commission approved the Request for Creation of Classification Adult Education Instructional Assistant, Medical Assistant, as amended.
Vote 3-0; Aye-Hobiger, Handin, and Rhoades; No-None; Abstained-None; Absent- None.

Request for Creation of Classification Adult Education Instructional Assistant, Medical Assistant
Motion #25.0724.5

Information

Future Commission meeting dates were announced:
August 20, 2025 ..... September 17, 2025..... October 22, 2025..... 5:00 p.m. Board Room

Meeting Dates

Administrative Services Assistant II; Adult Education Instructional Assistant, ESL; District Receptionist; Health Services Assistant; Library Assistant; Senior Administrative Assistant, Confidential.

Job Opportunities

Future Consideration

Requests for job reclassifications.

Adjournment

On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 5:50 P.M.
Vote 3-0; Aye- Handin, Hobiger, and Rhodes; No-None; Abstained-None; Absent-None.

Motion #25.0724.6

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

Lori Rhoades, Member