



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

4400 Cathedral Oaks Road
P.O. Box 6307
Santa Barbara, CA 93160-6307

REGULAR MEETING

December 17, 2020 – 12:30 p.m.

LOCATION

As authorized by Governor Newsom's Executive Order N-29-20 effective March 17, 2020 suspending the Brown Act requirement that members of the public be allowed to attend a public meeting in person and establishing new requirements for conduct of telephonic or electronic meetings, the meeting was conducted by videoconference only, with members of the public instructed to contact the Director, Human Resources to obtain login credentials if they wished to attend.

MINUTES

GENERAL FUNCTIONS

1. Call to Order

Mike Ostini called the meeting to order at 12:33 p.m.

2. Roll Call

Members Present

Mike Ostini, Chair

Gary Pickavet, Commissioner

Carmen Jaramillo, Commissioner

3. Pledge of Allegiance

Gary Pickavet led the Pledge of Allegiance while Mike Ostini held up a U.S. flag for attendees to see.

4. Changes to the Agenda

The Director, Human Resources announced an addition to agenda item #8.

5. Introduction of Guests

Staff present:

Dr. Susan Salcido, County Superintendent of Schools

Mari Minjarez Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Erika Fox-Benito, Classified Human Resources Technician

6. Public Comment — None

No members of the public contacted the Director, Human Resources requesting login credentials for the meeting.

7. Approval of Minutes of Meeting Held November 19, 2020

MOVED: Gary Pickavet SECONDED: Carmen Jaramillo VOTE: 3-0

8. Communications

The Personnel Commission received correspondence from Dr. Susan Salcido confirming the Board's reappointment of Mike Ostini to a new three-year term. Gary Pickavet congratulated Commissioner Ostini on his reappointment. Dr. Salcido thanked Commissioner Ostini for his continuing service on the Personnel Commission and to classified employees.

9. Informational Items

a. Media Release/Column

The County Superintendent provided a preview of an editorial that she was currently drafting that acknowledges the serious toll taken by the COVID-19 pandemic and also recognizes that many people are trying to find the silver lining in the situation and thinking about what they would like to do when the pandemic is over. She shared some of the examples that students had given her of their silver linings and what they looked forward to doing when COVID restrictions are lifted.

b. Legislative Update

The Director, Human Resources provided a summary of new CalOSHA [emergency regulations passed](#) on November 19 that impose numerous obligations on public as well as private employers, relating to COVID-19 exposure and workplace safety. She explained that SBCEO had already implemented practices and procedures that placed it in compliance with the new regulations.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated January 7, 2021

c. Position Announcements

11. Action Items**a. Ratification of Eligibility Lists**

- i. Child Care Assistant (Dual – North)
- ii. Administrative Assistant (Dual – South)
- iii. Director, Children and Family Resource Services (Promotional – South)

MOVED: Carmen Jaramillo SECONDED: Gary Pickavet VOTE: 3-0

b. Classification of Positions

- i. Adjustment to the salary for the classification of Manager, Credentials Services, from management salary range 7 to range 14, with an effective date of 1/1/2021.

MOVED: Gary Pickavet SECONDED: Carmen Jaramillo VOTE: 3-0

- ii. Establishment of a new classified management position of Coordinator, Human Resources.

MOVED: Gary Pickavet SECONDED: Carmen Jaramillo VOTE: 3-0

c. Job Descriptions — None**UNFINISHED BUSINESS****12. Revision of Merit System Rule – Presented for Subsequent Reading**

4465.1 Procedure Regarding Layoff or Reduction (as amended)

MOVED: Carmen Jaramillo SECONDED: Gary Pickavet VOTE: 3-0

NEW BUSINESS**13. Organization of the Personnel Commission**

Nomination and election of officers for calendar year 2021 was held in accordance with Personnel Commission Rule 4422.2. Mike Ostini nominated a slate of Gary Pickavet for Chair and Carmen Jaramillo for Vice Chair.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 3-0

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

Commissioner Jaramillo reported that she attended the CSEA meeting this past month as an observer and appreciated being invited. Commissioner Pickavet expressed regret at having missed the Board meeting at which Commissioner Ostini was reappointed. Commissioner Ostini reported that he has been attending CSEA chapter meetings and thanked Dr. Salcido, the classified Human Resources team, Mari Baptista, and the Personnel Commissioners, including the late Jennie Batiste.

16. DIRECTOR, HUMAN RESOURCES REPORT

The Director gave a brief “year in review” PowerPoint presentation and expressed her appreciation for the work of the classified HR team in rising to the many challenges presented in 2020.

17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:07 p.m. The next regularly scheduled meeting will be held on January 28, 2021 at 12:30 p.m. by videoconference.



Amy R. Ramos
Director, Human Resources
Secretary to the Personnel Commission



Michael Ostini
Chair, Personnel Commission