



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
February 27, 2020 – 12:30 p.m.

**LOCATION**  
SBCEO South Board Room, 4400 Cathedral Oaks Road, Santa Barbara  
SBCEO North Board Room, 402 Farnel Road, Santa Maria (via videoconference)

**DRAFT MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Mike Ostini called the meeting to order at 12:31 p.m.

**2. Roll Call**

Members Present

Mike Ostini, Chair  
Jennie Batiste, Vice Chair  
Gary Pickavet, Commissioner

**3. Pledge of Allegiance**

Gary Pickavet led the Pledge of Allegiance.

**4. Changes to the Agenda — None**

**5. Introduction of Guests**

Present at Santa Barbara location

Mari Minjarez Baptista, Assistant Superintendent, Human Resources  
Amy Ramos, Director, Human Resources  
Tom Heiduk, Manager, Credentials Services

In attendance via video conference

Toni Gutierrez, Office Assistant, Human Resources

**6. Public Comment — None**

**7. Approval of Minutes of Meeting Held February 27, 2020**

MOVED: Gary Pickavet    SECONDED: Jennie Batiste    VOTE: 3-0

**8. Communications — None**

**9. Informational Items**

**a. Media Releases**

These were made available from the County Superintendent of Schools.

**b. Legislative Update — None**

**REGULAR BUSINESS**

**10. Informational Items**

**a. List of New Positions, January 18, 2020-February 21, 2020**

**b. Classified Personnel Report dated March 5, 2020**

**c. Position Announcements**

**11. Action Items**

**a. Ratification of Eligibility Lists**

- i. Child Care Services Technician (Dual – North)
- ii. Manager, Early Care and Education Services (Dual – South/North)
- iii. Staff and Student Support Specialist (Dual – North)
- iv. Paraprofessional (Dual – South (Montecito))

MOVED: Jennie Batiste    SECONDED: Gary Pickavet    VOTE: 3-0

**b. Classification of Positions — None**

**c. Job Descriptions — None**

**UNFINISHED BUSINESS — None**

## **NEW BUSINESS**

### **12. Public Hearing — time certain 1:00 p.m.**

A public hearing was conducted in accordance with State Board of Education requirements for consideration of SBCEO's waiver request for Educational Interpreter, American Sign Language. SBCEO has two employees who are working as Educational Interpreters, American Sign Language under state waivers because they have not yet passed the qualifying exam. As part of the waiver conditions, the employees are receiving mentoring from employees in the class who are certified. The waiver application process requires a public hearing, as well as concurrence from the Board or Superintendent and from the bargaining unit representative. No members of the public attended the hearing, which concluded at 1:13 p.m.

### **13. Review of Proposed Personnel Commission Meeting Dates for 2020-21**

A change was made to the July 2020 meeting date to remedy a schedule conflict.

## **REPORTS**

### **14. PERSONNEL COMMISSIONER REPORTS**

Gary Pickavet stated that he learned a lot at the CSPCA conference earlier in February, noting that the sessions provided a variety of topics, and he also enjoyed spending time with the other Commissioners. Some strategies he learned about from attending the session on strengthening relationships between boards and personnel commissions that he would like to see implemented at SBCEO include a Board-PC gathering, ensuring that any new Superintendent meet PC members, and introducing new Commissioners to the Superintendent. He also requested a change in the April 2020 meeting date from April 23 to April 16, to which the other Commissioners agreed.

Jennie Batiste reported she enjoyed the CSPCA conference and liked the fact that some of the breakout sessions were repeated; she noted that there were not many plenary sessions. She urged all who had attended to complete evaluations of the conference. She concurred that it would be nice to have an annual get-together with the Board of Education. She reported that she had attended the North County service awards in early February and expressed appreciation that the Superintendent had acknowledged the presence of her and Mike Ostini.

Mike Ostini stated that the recent CSPCA conference was one of the best he had attended. He thought the hour-and-fifteen-minute time slots for the concurrent sessions were perfect, although he noted that some of the sessions were oversubscribed. He declared the Friday night social event (San Francisco Bay boat cruise) "awesome." Some of his take-aways from the sessions he attended included: a renewed appreciation for our Superintendent, Board, and staff; and

the importance of designating a power of attorney and updating beneficiaries for CalPERS. Regarding PC-Board relations, he noted that he knew only one current Board member and suggested an annual Board-PC lunch. On a separate topic, he remarked how nice it was to see family members attending the North County service awards to see their loved ones honored by SBCEO.

#### **15. DIRECTOR, HUMAN RESOURCES REPORT**

The Director invited the Commissioners to attend the South County classified staff appreciation luncheon on Tuesday, May 26 (the day after Memorial Day) from 11:30 to 1:30 in the Auditorium. The North County classified staff appreciation event will be Wednesday, May 20 – tentatively set for the morning; she committed to providing more details as they become available.

The Director reported that she and the Assistant Superintendent had had the opportunity to tour two educational facilities in Santa Maria that are currently under construction – Santa Maria Joint Union High School District' CTE facility, and a new Santa Maria-Bonita elementary school. It was gratifying to see these state-of-the-art facilities that will soon be available to students in our community.

The Director sought Commissioners' feedback on the new format for the agenda and minutes, noting that they are based on the new format developed for the Board agenda and that she had incorporated some of the changes agreed on at the January 2020 meeting.

She reported some takeaways from the CSPCA conference:

1. Enhance our training of hiring managers and oral exam panelists, with the goal of:
  - a. Clearer communication between HR, hiring manager, and applicants
  - b. Improving the applicant experience
  - c. Promoting equity and diversity
2. Learned some strategies for supporting supervisors in providing meaningful performance evaluations.
3. From a presentation on HR analytics, she got ideas for information she may want to present the annual report.
4. Continuing challenge: adopting technological tools that will increase our productivity and help meet applicants' and employees' expectations while still maintaining the "high-touch" environment that applicants and

employees also value.

**16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION** — None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:11 p.m. The next regularly scheduled meeting will be held on March 26, 2020 at 12:30 p.m. in the Santa Barbara County Education Office North County Board Room.



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



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Michael Ostini  
Chair, Personnel Commission