



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

April 16, 2020 – 12:30 p.m.

LOCATION

In compliance with Governor Newsom's Executive Order N-33-20 effective March 19, 2020 directing Californians to stay home, and as authorized by the Governor'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, 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 12:39 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. Toni Gutierrez held up a U.S. flag for attendees to see.

4. Changes to the Agenda — None

5. Introduction of Guests

Staff present:

Mari Minjarez Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Toni Gutierrez, Office Assistant, Human Resources

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 March 26, 2020

Minutes approved as amended

MOVED: Jennie Batiste SECONDED: Gary Pickavet 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 — Provided as part of the Director's report.**REGULAR BUSINESS****10. Informational Items****a. List of New Positions, March 21, 2020-April 10, 2020**

The Director noted that the format of the report had been modified so that it was more clear which number was the position number.

b. Classified Personnel Report dated May 7, 2020**c. Position Announcements — None****11. Action Items****a. Ratification of Eligibility Lists — None****b. Classification of Positions — None****c. Job Descriptions — None**

UNFINISHED BUSINESS — None**NEW BUSINESS****12. Quarterly Review of Personnel Commission Budget**

The Director, Human Resources reviewed expenditures through the third quarter of the 2019-20 fiscal year, from January 1, 2020 through March 31, 2020. This was an information item.

13. Resolution for Classified School Employee Week, 2020

The Director, Human Resources reported that she had been notified by the California Department of Education that they were suspending the CSEY program for now but that they would accept the nominations we had already submitted. The Commission chose to pass the draft resolution, which states the current dates and also includes language that the week will actually be observed at a later date to be determined. There is no information currently available about when Classified School Employee Week might be rescheduled.

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

14. Review of Draft Letter to Santa Barbara County CSEY Honorees

The Commission reviewed the draft letter and suggested some revisions.

15. Resolution for Postponement of Evaluations During COVID-19 Pandemic

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

REPORTS**16. PERSONNEL COMMISSIONER REPORTS**

Gary Pickavet noted that people are eager to return to work but it will be challenging to figure out how to resume normal operations. The reopening process will be interesting. It needs to be done smart, slow, and right – and there will not be one right answer.

Jennie Batiste reported that she has been staying home and noted that she had seen on television a parade of people wanting to return to work.

Mike Ostini expressed his hope that everyone would stay safe and healthy.

16. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that Human Resources had been processing some COVID-19 related leave requests under the new federal legislation. HR has also begun making extensive use of the Informed K12 platform, which allows for digital signatures and online workflows. With our workforce primarily working remotely, the transition to this technology has helped us work more effectively and efficiently by moving away from paper-driven processes.

17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:05 p.m. The next regularly scheduled meeting will be held on May 28, 2020 at 12:30 p.m. by videoconference.



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



Michael Ostini
Chair, Personnel Commission