



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
May 28, 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 12:34 p.m.

2. Roll Call

Members Present

Mike Ostini, Chair

Gary Pickavet, Commissioner

It is noted for the record that Commissioner Jennie Batiste passed away on May 6, 2020.

3. Pledge of Allegiance

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

4. Changes to the Agenda — None

5. Introduction of GuestsStaff present:

Susan Salcido, County Superintendent of Schools
Mari Minjarez Baptista, Assistant Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Toni Gutierrez, Office Assistant, Human Resources
Lettie Padilla, President, CSEA Chapter 817

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 April 16, 2020

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 2-0

8. Communications

In response to a request from CSPCA for information about Jennie Batiste for a tribute to her that will appear in their newsletter, several of those present shared their reflections about Jennie.

Mike Ostini related that he met Jennie around 2003, when CSEA Chapter 817 was being founded. He expressed his appreciation for Jennie's strength and dedication to classified workers, noting that she stayed connected, serving on the executive board of CSEA and then on the retiree board. He recalled that when Jennie told him her diagnosis in April, she seemed at peace, reflecting on the full life she had led, including her 60-year marriage. "She was amazing ... She just blew me away, how strong she was."

Gary Pickavet talked of his admiration for Jennie's integrity, willingness to speak her mind, her attention to detail, and the way she "jumped into everything with her full commitment."

The Director, Human Resources remarked how active Jennie was – each month, it seemed, she would report on a meeting, conference, or other activity she had been involved in related to her work with CSEA or CSPCA. The Director also related that she prepared for Commission meetings by asking herself what questions Jennie might ask that she needed to be ready to answer. The Director concluding by noting that, as a lifelong resident of Santa Maria whose family worked in the sugar beet industry, Jennie was a link to Santa Maria's agricultural history.

Assistant Superintendent of Human Resources Mari Baptista expressed the tremendous respect she felt for Jennie. She considered Jennie "a role model for

her compassion, her strong advocacy for people, and her commitment to equity.”

County Superintendent of Schools Susan Salcido shared the following thoughts about Jennie: “I have such respect for Jennie’s warmth and character, which she demonstrated by the care she put into every action, every comment. Her famous attention to detail came from the fact that she cared so much about employees and wanted to get things right. We treasure her – she was a tremendous part of the SBCEO community.”

The Director, Human Resources stated she would summarize the comments and provide them to CSPCA.

9. Informational Items

a. Media Releases

These were made available from the County Superintendent of Schools.

b. Legislative Update

This was made available from the Director, Human Resources.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions — None

b. Classified Personnel Report dated June 4, 2020

c. Position Announcements — None

11. Action Items

a. Ratification of Eligibility Lists — None

b. Classification of Positions — None

c. Job Description

A proposed revision to the Paraprofessional job description with no change in salary. Proposed revision was reviewed and approved by the Assistant Superintendent, Special Education and CSEA.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 2-0

Gary Pickavet requested that the Director confirm with the Assistant

Superintendent for Administrative Services that language stating the need for valid auto insurance is not needed on job descriptions because that requirement must be fulfilled to obtain a driver's license.

UNFINISHED BUSINESS

12. Out of Class Assignments

The Commissioners reviewed the legal opinion SBCEO had sought at the request of the Personnel Commission on the subject of compensation for out of class assignments. The opinion stated that out of class pay should begin when the duties of the higher class actually begin to be performed, and not during a training period for the higher level duties. There were no questions about the legal opinion.

NEW BUSINESS

13. Public Hearing on Approval of Proposed 2020-21 Personnel Commission Budget

Mike Ostini called the public hearing to order at 1:00 p.m. The public hearing was conducted in accordance with the requirements of California Education Code Section 45253 for consideration of the Personnel Commission budget for fiscal year 20-21. The Director, Human Resources noted that there had been no changes to the proposed budget since it was originally presented at the March 26 Personnel Commission meeting. No members of the public contacted the Director, Human Resources about making a comment. The public hearing was closed at 1:03 p.m.

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 2-0

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

Commissioners Pickavet and Ostini has nothing to report, other than expressing their sadness and devastation at the passing of their longtime colleague on the Commission, Jennie Batiste.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that she, Mari Baptista, and Director of Communications Valerie Cantella had been collaborating on developing a reopening plan for SBCEO, including phases, procedures, supplies, and other factors. She noted

that SBCEO needs to develop a reopening plan for itself while also needing to be prepared to support districts as they also reopen. Coordination with districts will be essential because many of our staff are based at district sites. We also plan to continue collaborating closely with the unions in order to reopen successfully.

The Director also extended her thanks to Toni Gutierrez for her work covering Erika Fox-Benito's leave of absence, expressing her appreciation for Toni's adaptability in the face of dramatic changes to the work environment and standard procedures as a result of the pandemic closure. She noted that Toni was instrumental in helping HR be successful during a challenging time. Toni did most of the research on how to conduct the examination process for Accounting Assistant under the requirements for social distancing, and successfully executed the new plan.

The Director concluded her report by saying how much everyone in HR looks forward to welcoming Erika back from her leave next Monday, June 1.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

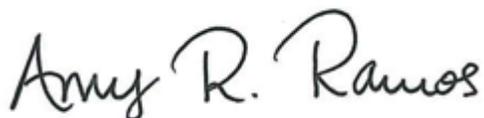
No report from CSEA.

CLOSED SESSION

The Commission went into closed session at 1:42 p.m. with the Assistant Superintendent, Human Resources to begin the annual performance evaluation for the Director, Human Resources. Closed session ended at 2:34 p.m.

ADJOURNMENT

After some discussion, it was agreed that the next regularly scheduled meeting on June 25, 2020 at 12:30 p.m. will be held by videoconference. There being no further business, the meeting was adjourned at 2:40 p.m.



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



Michael Ostini
Chair, Personnel Commission