



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
July 30, 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 12:38 p.m.

**2. Roll Call**

Members Present

Mike Ostini, Chair

Gary Pickavet, 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 — 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

Lettie Padilla, Paraprofessional

Olivia Carbajal-Esparza, Paraprofessional

Diana Macias, Staff and Student Support Specialist  
Mark Moore, Field Representative, CSEA  
Teresa Acosta, Personnel Commissioner Nominee  
Carmen Jaramillo, Personnel Commissioner Nominee

**6. Public Comment — None**

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

**7. Approval of Minutes of Meeting Held June 25, 2020**

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

**8. Communications — None**

**9. Informational Items**

**a. Media Releases**

A newspaper column from the County Superintendent of Schools was made available.

**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 August 6, 2020**

**c. Position Announcements**

**11. Action Items**

**a. Ratification of Eligibility List**

**i. Paraprofessional (Dual – North)**

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

**b. Classification of Positions**

Reclassification of three Staff and Student Support Specialist positions in Special Education to Student Information Specialist in the Administrative Support Series.

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

**c. Job Descriptions — None**

**UNFINISHED BUSINESS — None**

**NEW BUSINESS****12. Public Hearing on Appointment to Fill Vacant Seat on Personnel Commission**

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 45246. Nominees Teresa Acosta and Carmen Jaramillo were both present; each nominee made an opening statement of their qualifications, answered questions posed by the Commissioners, and made a closing statement. The Commissioners chose to take time to reflect further on the appointment and not to make the appointment at the July 30 meeting. The public hearing was closed at 2:03 p.m.

**REPORTS****13. PERSONNEL COMMISSIONER REPORTS**

Commissioners Pickavet and Ostini had no Commission-related items to report.

**14. DIRECTOR, HUMAN RESOURCES REPORT**

The Director described HR's role in developing measures to support SBCEO's reopening, including:

- requiring face coverings in many situations
- training employees on use of PPE and cleaning supplies
- setting appropriate expectations for visitors.

Preparations have included creating appropriate signage and supporting employees in adjusting to the new requirements. HR is playing a major role in supporting employees in their professional and personal roles. SBCEO leadership continues to monitor changing conditions in our community in order to make appropriate adjustments to our own operations.

The Director further noted that HR is following the same guiding principles that SBCEO has been: protecting the health of staff and community, maintaining excellent service and leadership, and providing prudent stewardship of public funds. Classified HR has conducted in-person testing with a number of safety measures and, in light of pandemic-related conditions in our community, will continue to pursue online testing.


#### 15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

Mark Moore reported that he and Mari Baptista were working collaboratively to ensure measures were in place to bring staff back to work safely for the new school year. He praised SBCEO for having our employees' interests at heart and for having leaders who model appropriate behavior.

**CLOSED SESSION** — None

#### ADJOURNMENT

There being no further business, the meeting was adjourned at 2:33 p.m. The next regularly scheduled meeting will be held on August 27, 2020 at 12:30 p.m. by videoconference.



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



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Michael Ostini  
Chair, Personnel Commission