



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

March 24, 2022 – 12:30 p.m.

LOCATION

As authorized by Assembly Bill 361 allowing local agencies flexibility in conducting public meetings virtually during an active state of emergency issued by the Governor pursuant to the California Emergency Services Act, the meeting was conducted by videoconference only. Login information for the meeting was included in the publicly posted agenda for any members of the public who wished to attend.

MINUTES

GENERAL FUNCTIONS

1. Call to Order

Carmen Jaramillo called the meeting to order at 12:30 p.m.

2. Roll Call

Members Present

Carmen Jaramillo, Chair

Mike Ostini, Vice 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 HR Staff and Guests

HR staff and guests present:

Mari Minjarez Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Rachel Walsh, Classified Human Resources Analyst

Olivia Carbajal-Esparza, CSEA Chapter 817 President

6. Public Comment — None

7. Approval of Minutes of Meeting Held February 24, 2022

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

8. Communications — None**9. Informational Items****a. Media Releases/Columns**

No media releases were provided by the County Superintendent of Schools during the past month.

b. Legislative Update

The Director, Human Resources noted that the legislative session is progressing, so pending legislation is still in committee and being developed and revised. She reported that there are several COVID 19-related pieces of legislation pending, including bills to require vaccines for various groups and eliminate the personal belief exemption for students at such time as COVID vaccines become mandatory for students (which they are not currently). She reported that there is also legislation pending to require local educational agencies to develop a COVID 19 testing plan, which SBCEO has already done. She noted that HR would be monitoring the pending legislation and will report back to PC as appropriate.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated April 7, 2022****c. Position Announcements**

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

- i. Health Advocate – Bilingual (Open Continuous – South)
- ii. Health Advocate – Bilingual (Open Continuous – North)
- iii. Paraprofessional (Open Continuous – North)
- iv. Paraprofessional (Open Continuous – North)
- v. Paraprofessional (Open Continuous – North)
- vi. Paraprofessional (Open Continuous – North)
- vii. Paraprofessional (Open Continuous – North)
- viii. School District Financial Advisor (Dual – South)
- ix. Training and Development Assistant (Dual – South)
- x. Youth Support and Service Specialist – Bilingual (Dual – South)
- xi. Youth Support and Service Specialist – Bilingual (Dual – North)

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

b. Classification of Positions — None**c. Job Description**

The Director, Human Resources recommended a revision in the job description for Manager, Health Linkages Programs. The proposed revision had the support of the Assistant Superintendent for Educational Services.

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

d. Extension of Eligibility List

The Director, Human Resources recommended the extension of the eligibility list dated 10/25/2021 for Paraprofessional through September 21, 2022 in accordance with PC Rule 4451.3.

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

UNFINISHED BUSINESS — None**NEW BUSINESS****12. Scheduling of Special Meeting to Consider Adoption of Resolution Recognizing a State of Emergency and Authorizing Teleconferenced Meetings**

After discussion, the Personnel Commission decided to schedule a special meeting on April 14 to consider the adoption of a resolution recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

13. Review Draft Meeting Schedule for FY 2022-23

Commissioners Ostini and Pickavet indicated they had no schedule conflicts with the proposed dates. Commissioner Jaramillo indicated she needed to review her calendar. The meeting schedule will be placed on the April agenda for final approval, with any needed changes.

REPORTS**14. PERSONNEL COMMISSIONER REPORTS**

Commissioner Pickavet had no PC-related items to report.

Commissioner Ostini had no PC-related items to report.

Commissioner Jaramillo reported that she was glad for the opportunity to attend the CSPCA conference in early March.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director, Human Resources provided a follow-up report on the results of the temporary six-month suspension of the current minimum experience requirement for Paraprofessional, approved by the Personnel Commission at an August 19, 2021 special meeting. She reported that in the six months prior to the temporary suspension, a total of six Paraprofessionals had been hired, with an average time-to-hire (date of application through hire date) of 88 days. Since the approval of the suspension, eight Paraprofessionals have been hired, with an average time-to-hire of 53 days. She noted that the suspension of the requirements did not appear to have resulted in any decrease in the quality of applicants or eligible; Special Education is still using its discretion to hire the most suitable candidates, and there has been no noted increase in Paraprofessionals being unsuccessful in their probationary periods. She also summarized other changes

that had been made to the process that contributed to the reduction in time-to-hire. She reported that she would come back to the Personnel Commission next month with a proposed revision to the job description to Paraprofessional that will formalize changes to the minimum qualifications, as well as a change in title.

The Director reported that she had attended workshops on AB 438, Supplemental Paid Sick Leave, revising merit rules, and the state of the labor market for education in California. She also gave Rachel Walsh an opportunity to report on what she had learned at the CSPCA conference, including proposed legislation that would allow merit systems to adopt banding of scores instead of the top three ranks system. Rachel also reported learning about creative new recruitment strategies such as putting QR codes on flyers with links to videos, which she has now started using.

The Director concluded by noting that HR had had the first in-person problem-solving meeting with CSEA since last August. It was a very productive meeting and all agreed that it was enjoyable to meet face-to-face.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:33 p.m. The next regularly scheduled meeting will be held on April 28, 2022 at 12:30 p.m. by videoconference. There will be a special meeting on April 14, 2022 at 11:00 a.m.



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



Carmen Jaramillo
Chair, Personnel Commission