



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

January 28, 2021 – 12:30 p.m.

LOCATION

As authorized by Governor Newsom'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 and establishing new requirements for conduct of telephonic or electronic meetings, 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

Gary Pickavet called the meeting to order at 12:31 p.m.

2. Roll Call

Members Present

Gary Pickavet, Chair
Carmen Jaramillo, Vice Chair
Mike Ostini, Commissioner

3. Pledge of Allegiance

Mike Ostini led the Pledge of Allegiance while he 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
Erika Fox-Benito, Classified Human Resources Technician

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 December 17, 2020

MOVED: Mike Ostini SECONDED: Carmen Jaramillo VOTE: 3-0

8. Communications — None**9. Informational Items****a. Media Release/Column**

This was made available from the County Superintendent of Schools, along with the Employee Service Awards booklet.

b. Legislative Update

The Director reviewed for the Commission the impact on Santa Barbara County schools of the lifting of the Governor's stay-at-home order, noting that our county remains in the purple, or most restrictive, tier in the state's Blueprint for a Safer Economy. She noted that the emergency paid sick leave that was available under FFCRA expired on December 31, 2020; HR is monitoring new legislation at the state and federal levels that may extend that leave or create a new leave entitlement for employees affected by COVID.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated February 4, 2021****c. Position Announcement****11. Action Items****a. Ratification of Eligibility List**

Office Assistant (Dual – South)

MOVED: Mike Ostini SECONDED: Carmen Jaramillo VOTE: 3-0

b. Classification of Position

Establishment of a new classified position of Educational Data Analyst, as amended (assigned to Administrative Support series).

MOVED: Carmen Jaramillo

SECONDED: Mike Ostini VOTE: 3-0

c. Job Descriptions — None**UNFINISHED BUSINESS — None****NEW BUSINESS****12. Personnel Commission Budget**

The Director, Human Resources, presented as an informational item a statement of expenditures through the second quarter of the 2020-21 fiscal year, from September 1, 2020 through December 31, 2020.

REPORTS**13. PERSONNEL COMMISSIONER REPORTS**

Commissioner Jaramillo reported that she will be attending the CSPCA Merit Academy through her district. She noted that CSPCA is reorganizing and she looks forward to being in two of their new Google Groups (one for staff and one for commissioners). Her district office is currently closed due to positive COVID cases. Commissioner Pickavet announced that he will be speaking briefly at the employee service awards ceremony at the February 4 Board meeting in his capacity as PC chair. Commissioner Ostini had no PC-related items to report.

14. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that CSPCA is starting a Google Group for Personnel Commissioners, for which CSPCA has asked that directors register commissioners. She requested their consent to do so and confirmed the contact information they want entered on the registration form.

The Director informed the Commission that the Human Resources South County office is going to be mostly closed for construction for at least the next 4-6 weeks. During the closure, the classified HR team will be working primarily remotely and the best way to reach team members will be by email.

The Director welcomed Erika Fox-Benito back from her recent leave and thanked Tracie Cordero for stepping in and covering much of the recruiting and testing activity in Erika's absence while still doing her own assignments.

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:45 p.m. The next regularly scheduled meeting will be held on February 25, 2021 at 12:30 p.m. by videoconference.



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



Gary Pickavet
Chair, Personnel Commission