



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
May 27, 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 12:34 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 holding up a U.S. flag for attendees to see.

4. Changes to the Agenda — None

5. Introduction of Guests

Staff present:

Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Erika Fox-Benito, Classified Human Resources Technician

6. Public Comment — None

7. Approval of Minutes of Meeting Held April 22, 2021

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

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

Media releases were made available from the County Superintendent of Schools about this year's I Madonnari Festival and Battle of the Books (virtual events this year), and Santa Barbara County teachers who received honors: Alisyn Blanton as 21-22 Teacher of the Year, and Bill Gourley and Miguel Guerra as 2021 Marvin Melvin CTE Award winners.

b. Legislative Update

The Director reviewed for the Commission:

- SB 205, which would replace the current differential pay system for certificated and classified employees who exhaust all leave with a system of full salary for the employee during the five-month period after exhausting sick leave. This bill, if passed, could represent a significant cost to LEAs.
- AB 438, which would provide classified school employees with the same rights to notice and hearing with respect to layoffs as is provided to certificated employees of school districts. If passed, this legislation would force SBCEO to modify our layoff procedures significantly.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated June 3, 2021****c. Position Announcements**

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

- i. Child Care Assistant (Dual – North)
- ii. Coordinator, Human Resources (Dual – South)

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

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

Proposed revision of the job description for Payroll and Benefits Assistant, with a proposed new title of Benefits Technician. Proposed revision and title change were approved by Assistant Superintendent, Human Resources.

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

UNFINISHED BUSINESS — None**NEW BUSINESS****12. Public Hearing on Approval of Proposed 2021-22 Personnel Commission Budget**

Gary Pickavet 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 21-22. In response to a question from the Chair at the May meeting, the Director reported that the unemployment insurance rate, which had originally been budgeted at 0.05%, will actually be 1.23% in 2021-23. The Director further reported that the workers' compensation insurance rates had also increased, and that health and welfare rates had decreased modestly. These changes will be reflected in the first interim budget in October. No members of the public contacted the Director, Human Resources about making a comment. The public hearing was closed at 1:07 p.m.

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

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

This was an information item.

14. Discussion: Timing of Return to In-Person Personnel Commission Meetings

After discussion, the Commissioners agreed that returning to in-person meetings should be considered on a month-to-month basis. All acknowledged that Commissioners and staff must be ready to return to in-person meetings immediately if the Governor revokes the executive order suspending Brown Act requirements for in-person public meetings.

15. Procedure and Timing of Evaluation of Director, Human Resources

The Director, Human Resources reviewed the typical procedure and timing of the evaluation of her position, which is that the Assistant Superintendent, Human Resources shares her input on the Director's evaluation during a closed session at the May meeting and then prepares the final evaluation for the Commission to present to the Director at the June meeting in closed session. However, Ms. Baptista had a schedule conflict and was unable to attend today's Personnel Commission meeting, and she will be on vacation at the time of the June meeting. Therefore, she recommends that the typical process be delayed to closed sessions held in the July and August meetings.

The Commissioners concurred with this recommendation, stating that it was acceptable to delay the evaluation by a couple of months because it is not a probationary evaluation.

REPORTS**16. PERSONNEL COMMISSIONER REPORTS**

Commissioner Ostini stated his concern that the Classified Human Resources Technician position had not been posted yet; he felt it was important to fill the position as soon as possible, and stated that changes to the job description could be brought to the Commission later, without further delaying the recruitment. Chair Pickavet concurred with the concerns expressed by Commissioner Ostini. Commissioner Jaramillo had a procedural question about whether a revised job description required two readings. The Director responded that the only items that the Personnel Commission historically had read twice were revisions to Personnel Commission Rules.

17. DIRECTOR, HUMAN RESOURCES REPORT

The Director, Human Resources reported that the construction project at Cathedral Oaks is completed sufficiently for the HR staff in the South to move back into our regular space and begin working in person again (for those who had not been). Starting June 7, HR staff in the South who are not already working in the office three days per week will start doing so.

She reported that negotiations with CSEA as well as SBCEA had been concluded and the tentative agreements would now go to their respective memberships for ratification. The negotiations process was very cordial and she expressed appreciation again for the collaborative relationship we have with CSEA. She recognized that this is the last round of negotiations with Mark Moore serving as the CSEA field representative, as he has announced that he will be retiring September 1. On behalf of the Assistant Superintendent and herself, the Director expressed gratitude to Mark for his professionalism, his passion for supporting classified employees, his mentorship of chapter leaders, for everything they have learned from him, and for his friendship.

The Director reported that HR was very excited to be welcoming a new member of the HR staff (the Coordinator, Human Resources), starting in June.

Effective May 26, SBCEO has paused its surveillance testing of employees, based on the Santa Barbara County Health Officer's order stating that surveillance testing is unnecessary for fully vaccinated individuals (SBCEO estimates that approximately 70% of our workforce has been vaccinated). Many school districts in our County had already discontinued their surveillance testing programs. The Director emphasized that we are *pausing* testing. On or after June 15, when the state is expected to eliminate the colored tier system and fully reopen, new guidance may be issued about the state's expectations for any surveillance testing starting in the fall, so this decision may be revisited.

With sadness, the Director acknowledged that this will be the last PC meeting for Erika Fox-Benito, who is leaving SBCEO to move back East to be closer to her family. In response to the concerns expressed by Commissioners, the Director stated that she shared their urgency in filling the position and also wanted to take the time and opportunity to review the staffing needs of Classified HR. She also noted that she had some plans for interim staffing.

18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:06 p.m. The next regularly scheduled meeting will be held on June 24, 2021 at 12:30 p.m. by videoconference.



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



Gary Pickavet
Chair, Personnel Commission