



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**

October 28, 2021 – 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**

Gary Pickavet called the meeting to order at 12:30 p.m.

**2. Roll Call**

Members Present

Gary Pickavet, Chair

Carmen Jaramillo, Vice Chair

Mike Ostini, 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**

The Director, Human Resources noted that the eligibility list on the agenda as item 11a(i) had been ratified by the Personnel Commission at its September meeting and could be struck from the current month's agenda.

**5. Introduction of Guests**Staff and guests present:

Mari Baptista, Assistant Superintendent, Human Resources  
Amy Ramos, Director, Human Resources  
Tracie Cordero, Classified Human Resources Specialist  
Rachel Walsh, Classified Human Resources Analyst  
Kirsten Escobedo, Assistant Superintendent, Special Education  
Richard Weger, Payroll Specialist  
Daisy Lazaer, Financial Analyst  
Staci Hunter, Payroll Specialist  
Denice Cora, Administrator, School Business Advisory Services  
Joshua Becerra

**6. Public Comment**

An applicant addressed the Personnel Commission regarding a procedural decision made by Human Resources.

**7. Approval of Minutes of Meeting Held September 23, 2021**

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

**8. Communications**

It was noted that the Personnel Commission had received two pieces of correspondence during the month.

The first was a memo from Superintendent Susan Salcido confirming that Gary Pickavet had been reappointed to a new three-year term as a Personnel Commissioner after a public hearing at the October 7 County Board of Education meeting.

The second was a letter from an applicant regarding a procedural decision made by Human Resources. As part of the discussion related to this communication, the Director, Human Resources provided a general overview of the process for classified recruitments.

**9. Informational Items****a. Media Releases/Columns**

A flyer was made available from the County Superintendent of Schools about the Salute to Teachers event scheduled for November 6, which is being conducted as a hybrid event, with a small number of in-person attendees and a livestream for others wishing to attend virtually.

**b. Legislative Update**

The Director reported that AB 438 had been signed into law by the Governor, taking effect January 1, 2022. This legislation amends the procedures for classified layoffs to align them with the procedures in place

for certificated layoffs, including timelines (notification by March 15 instead of 60 days' notice) and the right to a hearing before an Administrative Law Judge to challenge the layoff. She noted that HR staff are in the process of educating themselves on the new law and the many impacts it will create. Because of the new timeline requiring preliminary layoff notices be sent by March 15, it is expected that one result may be that many employees will receive "precautionary" layoff notices that are later rescinded. At a time when recruitment and retention are challenges for SBCEO, HR is concerned about the impact receiving such "precautionary" notices will have on employees. The law also affects all classified employees, so it will be interesting to see the effect of applying a procedure originally developed for certificated staff working in a classroom environment on a school year calendar to non-instructional staff working in an office environment on a 12-month calendar.

## **REGULAR BUSINESS**

### **10. Informational Items**

- a. List of New Positions**
- b. Classified Personnel Report dated November 4, 2021**
- c. Position Announcements**

### **11. Action Items**

#### **a. Ratification of Eligibility Lists**

- i. Accounting Assistant (Dual – South)
- ii. Child Care Assistant (Dual – North (Lompoc))
- iii. Clerical Assistant (Dual – South)
- iv. Financial Services Manager, Special Education (Dual – South)
- v. Health Advocate – Bilingual (Dual – North)
- vi. Health Advocate – Bilingual (Dual – South)
- vii. Health Advocate – Bilingual (Dual – South)
- viii. Paraprofessional (Open Continuous – North)

- ix. School Occupational Therapist (Open Continuous – North)
- x. Student Information Specialist (Dual – South)
- xi. Technology Support Administrative Assistant (Dual – South)

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

**b. Classification of Position**

The Director, Human Resources recommended establishing the new classified management position of Coordinator, Student Information Systems. This recommendation had the support of the Assistant Superintendent, Special Education and the County Superintendent of Schools.

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

**c. Job Description — None**

**UNFINISHED BUSINESS — None**

**NEW BUSINESS**

**12. Quarterly Review of Personnel Commission Budget**

The Director, Human Resources reviewed expenditures through the first quarter of the 2021-22 fiscal year, from July 1, 2021 through September 30, 2021. This was an information item.

**13. Conduct of Virtual Meetings**

The Director, Human Resources provided an overview of what she had learned in a recent webinar she attended about the new requirements of Assembly Bill 361, which took effect October 1. She noted that she had modified the PC agenda to delete references to the expired executive order authorizing virtual public meetings and to reflect the language of AB 361; login and call-in information for the PC meeting is now included on the agenda for members of the public wishing to attend. The Director reported that in order to continue to meet virtually, the public body must review and consider every 30 days whether circumstances continue to make virtual meetings permissible. She stated she had reviewed the PC's 21-22 meeting schedule, and noted that there may be a need for special meetings in January and April if the PC wished to meet virtually in those months. The Director also noted that one recommendation is for the public body to provide information for how the meeting will continue if there is a disruption due to technological or connectivity issues. Finally, she reported on

changes mandated by law to public comment procedures, noting that the impact of these changes on PC practices may be nominal, since the PC rarely receives extensive public comment.

Chair Pickavet asked that the Director monitor the practices adopted by the County Board of Education and seek the guidance of SBCEO's legal counsel so that the PC might align its practices with those of the County Board. He suggested that brief special meetings could be scheduled (if needed) at the preceding regular meeting, e.g. scheduling a special meeting in January at the December meeting. He also asked the Director to bring recommendations back to the Commission about how to handle meeting disruptions due to technology. Commissioners Ostini and Jaramillo agreed.

Chair Pickavet proposed that the November meeting be conducted virtually, given current case rates and newly approved vaccines for children aged 5-11. Commissioners Jaramillo and Ostini concurred.

## **REPORTS**

### **14. PERSONNEL COMMISSIONER REPORTS**

Commissioner Ostini congratulated Commissioner Pickavet on his reappointment to another term, stating that he has enjoyed working with Commissioner Pickavet and he looks forward to continuing to do so. He reported that COVID continues to disrupt youth sports, noting that he had just been notified of a football game that was cancelled because one team had to forfeit due to an outbreak. He noted that it is increasingly difficult to find enough officials to officiate games.

Commissioner Jaramillo also offered Commissioner Pickavet her congratulations. She stated that she has been busy with recruiting work at her district.

Chair Pickavet expressed his appreciation for working with the other two commissioners and for the cordial working relationship they have. He also offered praise to the Classified Human Resources staff for the fact that the transactions reported on the monthly Classified Personnel Report are much more timely, with the incidence of retroactive actions being greatly reduced.

### **15. DIRECTOR, HUMAN RESOURCES REPORT**

The Director provided a brief preview of the annual report that will be presented in full at the November meeting.

The Director reported that SBCEO had begun its weekly testing of unvaccinated employees, using a test designed by a local company that has its own lab that has been able to report results within one day. Now in its second week, the testing program is going fairly smoothly. It has been observed that some employees are choosing to go ahead and get vaccinated.

The Director expressed early happy birthday wishes to Commissioner Ostini.

**16. 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 November 18, 2021 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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Gary Pickavet  
Chair, Personnel Commission