
PERSONNEL COMMISSION

REGULAR MEETING
September 26, 2019 – 12:30 p.m.

MINUTES

Location:

SBCEO South
Cabinet Conference Room
4400 Cathedral Oaks Rd.
Santa Barbara, CA 93110

and via video conference at:

SBCEO North
Board Room
402 Farnel Rd.
Santa Maria, CA 93458

1.0 GENERAL FUNCTIONS

1.1 Call to Order

Gary Pickavet called the meeting to order at 12:34 p.m.

1.2 Roll Call

Members Present
Gary Pickavet, Chairperson
Michael Ostini, Vice Chairperson
Jennie Batiste, Commissioner

1.3 Pledge of Allegiance

Mike Ostini led the pledge of allegiance.

1.4 Changes to the Agenda — None

1.5 Introduction of Guests

Present at Santa Barbara location
Mari Baptista, Assistant Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Erika Fox-Benito, Classified Human Resources Technician

In attendance via video conference

Toni Gutierrez, Office Assistant, Human Resources

1.6 Public Comment — None

1.7 Approval of Minutes

1.7.1 August 22, 2019

Moved: Mike Ostini

Seconded: Jennie Batiste

Passed: 3-0

1.8 Communications — None

1.9 Informational Items

1.9.1 Media Releases

Were made available for review from the County Superintendent of Schools.

1.9.2 Legislative Updates — None

1.9.3 List of New Positions

This was presented as an information item.

2.0 REGULAR BUSINESS

2.1 Classified Personnel Report dated October 3, 2019

This was presented as an information item.

2.2 Ratification of Eligibility Lists

2.2.1 Food Service Worker (Dual – North)

2.2.2 Paraprofessional (Dual – South)

2.2.3 Paraprofessional (Dual – North)

2.2.4 Program Associate (Dual – South)

2.2.5 Vocational Assistant (Dual – North)

Moved: Jennie Batiste

Seconded: Mike Ostini

Passed: 3-0

2.3 Classification of Positions — None

2.4 Job Description

2.4.1 Health Advocate — Bilingual

Proposed revision to job description (continued from August 22 meeting).

CSEA has had an opportunity to review the draft revision and has given their concurrence.

Moved: Mike Ostini

Seconded: Jennie Batiste

Passed: 3-0

2.4.2 Manager, Health Linkages Programs

Proposed new title and revision to job description for Oral Health Program Manager. No change to salary is proposed.

Moved: Jennie Batiste

Seconded: Mike Ostini

Passed: 3-0

Because the final page of the revised version with changes saved was inadvertently omitted from the agenda packet, the revision was approved with

the stipulation that the language in the Licenses and Certifications, Working Conditions, and Salary Range sections would be approved as it appeared in the marked-up draft.

2.5 Position Announcements

2.5.1 Clerical Assistant (Dual – North (Lompoc))

2.5.2 Health Advocate – Bilingual (Dual – North (Lompoc))

2.5.3 Oral Health Program Manager (Dual – South)

These were presented as information items.

3.0 UNFINISHED BUSINESS — None

4.0 NEW BUSINESS

4.1 Revision of Personnel Commission Rules (First Reading)

4.1.1 PC Rule 4461.1, Duration of Probation

4.1.2 PC Rule 4491.2, Step Advancement

The proposed revisions were reviewed and discussed.

5.0 PERSONNEL COMMISSIONER ITEMS

Jennie Batiste reported on the status of the CSPCA Executive Director recruitment, for which she is serving on the selection committee; she noted that three finalists had been identified and that the Board would be interviewing them on October 26. She also reported that she had sent in her out-of-county travel request for the CSPCA conference.

Mike Ostini and Gary Pickavet had no Personnel Commission-related items to report.

6.0 DIRECTOR, HUMAN RESOURCES ITEMS

The Director noted that her one-year anniversary with SBCEO had occurred since the Commission's previous meeting.

The Director reported on the SBCEO leadership retreat that took place on September 17, expressing her gratitude to Dr. Susan Salcido for organizing this event. She noted that it was inspiring to learn more about the innovative and impactful programs and services offered by SBCEO, as well as a pleasure to spend time with colleagues she doesn't see every day. HR also had an opportunity to talk to managers about some of the resources we have available for them and their employees, such as Coastal Housing Partnership, LinkedIn Learning, and Holman Group, our employee assistance program.

The Director reported that she had attended a meeting for SBCEO staff who would be affected by a program transfer being proposed by the Lompoc Unified School District. CSEA representatives from both SBCEO (regional operator) and LUSD (receiving district) were in attendance as well.

Finally, the Director reported that HR is organizing a series of meet-and-greet meetings between managers and both the certificated and classified unions. Special Education administrators met with CSEA, facilitated by Human Resources, met on September 9, and another meet and greet with Educational Services is being arranged.

7.0 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION ITEMS

No representative from CSEA was present.

8.0 CLOSED SESSION — None

9.0 ADJOURNMENT

There being no further business, the meeting was adjourned at 1:32 p.m. to the next regularly scheduled meeting on October 24, 2019 at 12:30 p.m. in the Santa Barbara County Education Office North County Board Room.



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



Gary Pickavet
Chair, Personnel Commission