
PERSONNEL COMMISSION

REGULAR MEETING
October 24, 2019 – 12:30 p.m.

MINUTES

Location:

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

and via video conference at:

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

1.0 GENERAL FUNCTIONS

1.1 Call to Order

Gary Pickavet called the meeting to order at 12:32 p.m.

1.2 Roll Call

Members Present

Gary Pickavet, Chair
Michael Ostini, Vice Chair
Jennie Batiste, Commissioner

1.3 Pledge of Allegiance

Gary Pickavet led the pledge of allegiance.

1.4 Changes to the Agenda — None

1.5 Introduction of Guests

Present at Santa Maria location

Amy Ramos, Director, Human Resources
Toni Gutierrez, Office Assistant, Human Resources

In attendance via video conference

Mari Minjarez Baptista, Assistant Superintendent, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Erika Fox-Benito, Classified Human Resources Technician

1.6 Public Comment — None

1.7 Approval of Minutes

1.7.1 September 26, 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 from the County Superintendent of Schools.

1.9.2 Legislative Update

Was presented by Director, Human Resources.

1.9.3 List of New Positions— None

2.0 REGULAR BUSINESS

2.1 Classified Personnel Report dated November 7, 2019

This was presented as an information item.

2.2 Ratification of Eligibility Lists

2.2.1 Clerical Assistant (Dual — North)

2.2.2 Health Advocate – Bilingual (Dual — North)

2.2.3 Oral Health Program Manager (Dual — South)

Moved: Jennie Batiste

Seconded: Mike Ostini

Passed: 3-0

2.3 Classification of Positions — None

2.4 Job Descriptions — None

2.5 Position Announcement

2.5.1 Paraprofessional (Dual — South)

This was presented as an information item.

3.0 UNFINISHED BUSINESS

3.1 Revision of Personnel Commission Rules (Second Reading)

3.1.1 PC Rule 4461.1, Duration of Probation

3.1.2 PC Rule 4491.2, Step Advancement

Moved: Jennie Batiste

Seconded: Mike Ostini

Passed: 3-0

4.0 NEW BUSINESS

4.1 Draft Annual Personnel Commission Report, 2018-19

This was presented as an information item.

4.2 Personnel Commission Budget

Expenditures from July 1, 2019 through September 30, 2019 were reviewed as an information item.

5.0 PERSONNEL COMMISSIONER ITEMS

Jennie Batiste reported that she would be traveling to Castro Valley as a member of the interview panel for Executive Director of CSPCA. They will be conducting final interviews of three candidates.

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

6.0 DIRECTOR, HUMAN RESOURCES ITEMS

The Director shared the positive news that Lompoc Unified School District had notified us that they had withdrawn their notice of intent to transfer our program to the District, and that they wanted SBCEO to continue providing Special Education services to their students. We're very pleased that these employees will continue to be part of our SBCEO team and that the District has expressed its appreciation for our services.

The Director informed the Commissioners that she has been participating in the monthly Southern California CSPCA Personnel Directors' meetings by Zoom. It has been an excellent opportunity for her to learn from colleagues while avoiding the need for travel to Los Angeles.

The Director shared her plan to make changes to the classification plan and sought the Commission's concurrence that changes that do not affect the title or salary range of a job or necessitate an updated job description can be reported to the Commission as an information item, and do not require PC approval.

The Director stated that the Benefits team, Summer Ellis and Rob Locke, had officially moved into the HR office, that the department's remodel was essentially complete, and that HR was pleased to have Benefits officially under the HR umbrella now.

The Director informed the Commissioners that SBCEO had received its first notice of a possible Public Safety Power Shutoff (PSPS) affecting our facilities, and that members of the management team, including the Director and Assistant Superintendent of Human Resources, are collaborating on procedures and factors to consider when we face PSPS in the future.

7.0 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION ITEMS

No report from CSEA.

8.0 CLOSED SESSION — None

9.0 ADJOURNMENT

There being no further business, the meeting was adjourned at 1:49 p.m. to the next regularly scheduled meeting on December 19, 2019 at 12:30 p.m. in the Santa Barbara County Education Office South County Board Room.



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



Gary Pickavet
Chair, Personnel Commission