



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**

August 25, 2022 – 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**

Carmen Jaramillo called the meeting to order at 12:30 p.m.

**2. Roll Call**

Members Present

Carmen Jaramillo, Chair

Mike Ostini, Vice Chair

Gary Pickavet, Commissioner

**3. Pledge of Allegiance**

Carmen Jaramillo led the Pledge of Allegiance while Mike Ostini held up a U.S. flag for attendees to see.

**4. Changes to the Agenda — None**

**5. Introduction of Staff and Guests**

Staff present:

Amy Ramos, Director, Human Resources

Jill Stevens, Coordinator, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Keila Mazariegos, Temporary Classified Human Resources Assistant

Olivia Carbajal-Esparza, CSEA

6. **Public Comment** — None

7. **Approval of Minutes of Regular Meeting Held July 28, 2022**

Approved as amended, with corrections to numbering

MOVED: Gary Pickavet      SECONDED: Mike Ostini      VOTE: 3-0

8. **Communications** — None

9. **Informational Items**

a. **Media Releases/Columns**

The County Superintendent of Schools issued a media release announcing that applications were being accepted to fill the seat representing Trustee Area 2 on the County Board of Education after the resignation of Dr. Peter MacDougall.

b. **Legislative Update**

The Director, Human Resources provided a brief summary of the revised CDPH COVID-19 guidance for schools for 22-23 school year. SBCEO's practices are already aligned with the updated guidance.

## **REGULAR BUSINESS**

10. **Informational Items**

a. **List of New Positions**

b. **Classified Personnel Report dated September 1, 2022**

c. **Position Announcements**

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

- i. Child Care Assistant (Dual – North (Lompoc))
- ii. Child Care Services Technician (Dual – North)
- iii. Paraeducator (Open Continuous – South)
- iv. Paraeducator (Open Continuous – North)

Approved as amended (lists i.-iv. only)

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

**b. Classification of Positions — None****c. Job Descriptions — None****UNFINISHED BUSINESS — None****NEW BUSINESS****12. Organization of the Personnel Commission**

There was a general discussion about process. Commissioner Pickavet stated that it had been an honor to serve with Commissioner Jaramillo and he looked forward to serving with her for another three years. Commissioner Ostini concurred.

**13. Revision of Merit System Rule – Presented for First Reading**

4443.1 Veterans' preference

The Director, Human Resources explained the aspects of the rule that the proposed revisions are intended to clarify and described the research she had done into how other comparable agencies administer veterans' preference points. A general discussion ensued regarding the language of the proposed revision, and the Commissioners provided feedback about some specific questions posed by the Director.

**14. Consideration of Adoption of Resolution Recognizing a State of Emergency and Authorizing Teleconferenced Meetings**

Pursuant to AB 361, the Personnel Commission adopted PC Resolution 2023-2 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

MOVED: Gary Pickavet    SECONDED: Mike Ostini    VOTE: 3-0

**REPORTS**

**15. PERSONNEL COMMISSIONER REPORTS**

Commissioner Pickavet expressed his appreciation to the SBCEO staff who have been engaged in distributing at-home COVID tests to school districts.

Commissioner Ostini thanked the HR Department for everything it does. He noted that the recruiting challenges that SBCEO and districts are experiencing also extend to youth sports, where they are having difficulty finding people to officiate. He was recently interviewed on KSBY about the shortage of officials.

Commissioner Jaramillo reported that she would attend the Classified School Employees of the Year ceremony at the Board meeting on September 1.

**16. DIRECTOR, HUMAN RESOURCES REPORT**

The Director acknowledged Keila Mazariegos, a temporary staffer, for the help she'd been providing to the Classified HR team in keeping classified recruiting and hiring activity moving forward. She also expressed appreciation for Tracie Cordero and other HR staff who trained Keila on various aspects of her assignment.

The Director provided an update on the recruitment for Classified HR Analyst and requested a special meeting so that the Commissioners could participate in the interviews of the finalists; August 31 was agreed on for the special meeting.

The Director thanked Jill Stevens for her leadership in the implementation of our new applicant tracking system.

The Director reported that she had conducted a new employee orientation the previous day by Zoom and used the closed captioning feature for the first time because one of the attendees was an employee who is deaf. She noted that new technology can prove very helpful in creating a workplace that is inclusive and accessible to all.

The Director concluded by reporting that she would be attending a full-day virtual webinar on “Onboarding for Success” as part of the ongoing effort in HR to enhance our onboarding efforts for new employees and to provide useful guidance for departments in their own onboarding efforts.

**17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION** — None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:53 p.m. The next regularly scheduled meeting will be held on September 15, 2022 at 12:30 p.m., possibly by videoconference.



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



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Carmen Jaramillo  
Chair, Personnel Commission