



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**SPECIAL MEETING**

October 13, 2022 – 11:30 a.m.

**LOCATION**

Assembly Bill 361 allows 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. In addition, Santa Barbara County Public Health officials have declared teleconferencing for public meetings “an effective and recommended social distancing measure.” Therefore, this special meeting on October 13, 2022 of the Personnel Commission was conducted by videoconference.

**MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Carmen Jaramillo called the meeting to order at 11:31 a.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**

HR staff present:

Mari Minjarez Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Melissa Rodriguez, Classified Human Resources Analyst

**6. Public Comment** — None**7. Job Descriptions**

## a. Administrator, School Business Advisory Services

The Director, Human Resources recommended an update to the job description for Administrator, School Business Advisory Services. This recommendation had the support of the County Superintendent of Schools and the Assistant Superintendent, Administrative Services.

Approved as amended.

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

## b. Assistant Superintendent, Administrative Services

The Director, Human Resources recommended an update to the job description for Assistant Superintendent, Administrative Services. This recommendation had the support of the County Superintendent of Schools. The Director clarified that this position currently remains one of the positions designated as senior management, pursuant to Education Code 45100.5(a).

Approved as amended.

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

**8. Adoption of Resolution**

In accordance with AB 361, the Director, Human Resources recommended the adoption of PC Resolution 2023-4 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

**CLOSED SESSION** — None scheduled

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:57 a.m. The next regularly scheduled meeting will be held on Thursday, October 27, 2022 at 12:30 p.m., likely by videoconference, pursuant to Assembly Bill 361.



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



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Carmen Jaramillo  
Chair, Personnel Commission