



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
October 27, 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 12:32 p.m.

**2. Roll Call**

Members Present

Carmen Jaramillo, Chair  
Mike Ostini, Vice Chair  
Gary Pickavet, Commissioner

**3. Pledge of Allegiance**

Mike Ostini led the Pledge of Allegiance while holding 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  
Tracie Cordero, Classified Human Resources Specialist  
Melissa Rodriguez, Classified Human Resources Analyst

**6. Public Comment — None****7. Approval of Minutes****a. Minutes of Regular Meeting Held September 15, 2022**  
(Attachment)

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

**b. Minutes of Special Meeting Held October 13, 2022**  
(Attachment)

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

**8. Communications — None****9. Informational Items****a. Media Releases/Columns**

No media releases were released by the Superintendent in the previous month. The Director, Human Resources informed the Personnel Commissioners that they had been added to the mailing list for the Superintendent's new e-newsletter, and she shared a link to a webpage containing the newsletters that had been released so far.

**b. Legislative Update**

The Director, Human Resources reported that AB 1041, which was signed into law by the Governor, would expand the category of individuals for whom California Family Rights Act (CFRA) leave can be taken, effective January 1, 2023. In addition to family members already included (spouse, registered domestic partner, parent, child, grandchild, and sibling), the new definition will include a person whom the employee can designate, who can be "any individual related by blood or whose association with the employee is the equivalent of a family relationship." The individual does not have to be designated in advance. She noted that SBCEO would be updating its policies for CFRA and personal necessity as needed.

The Director also reported that the Governor had signed legislation making Juneteenth a state holiday, and that SBCEO was now planning that implementation as well.

**REGULAR BUSINESS****10. Informational Items**

- a. **List of New Positions**
- b. **Classified Personnel Report dated November 3, 2022**
- c. **Position Announcements**

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

- i. School Occupational Therapist (Dual – South)
- ii. Child Care Assistant (Open Continuous – North (Lompoc))
- iii. Certificated Human Resources Specialist (Dual – South)
- iv. Paraeducator (Open Continuous – North)
- v. Maintenance and Operations Supervisor (Dual – South)
- vi. Paraeducator (Open Continuous – North)
- vii. Paraeducator (Open Continuous – North)
- viii. Paraeducator (Open Continuous – South)

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

**b. Classification of Positions**

The Director, Human Resources recommended an adjustment to the salary for the classification of Director, Children’s Creative Project, from management salary range 21 to management salary range 25, with an effective date of 11/1/2022. The recommendation was based primarily on a review of internal salary data and had the support of the Assistant Superintendent, Educational Services and the County Superintendent of Schools.

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

**c. Job Descriptions — None**

**UNFINISHED BUSINESS — None****NEW BUSINESS****12. Personnel Commission Budget**

The Director, Human Resources presented a statement of expenditures for the first quarter of the 2022-23 fiscal year, from July 1, 2022 through September 30, 2022, as an information item. After discussion, the Commission requested that the Director follow up on the overage in object code 3300.

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

Pursuant to AB 361, the Personnel Commission adopted PC Resolution 2023-5 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 had no PC-related items to report.

Commissioner Ostini reported that he and his wife would be attending SBCEO's Salute to Teachers event on November 5.

Commissioner Jaramillo reported that she had attended the Northern California CSPCA conference and that she continues to be busy with recruiting at her district.

**16. DIRECTOR, HUMAN RESOURCES REPORT**

The Director reported that members of the HR staff and representatives of CSEA visited a number of sites where CSEA unit members work, including Hope Center (Early Care and Education, Health Linkages) and Lompoc child care centers and office (ECE, Health Linkages); she shared some photos from the Lompoc site visits. The Director asked Melissa Rodriguez, Classified Human Resources Analyst, to share her experience visiting the Farnel Road office. In Lompoc, the HR team also took the opportunity to stop and visit Special Education's new Lompoc office at 425 W. Central Avenue.

She reported that CSPCA had sent a save-the-date flyer for its annual conference, which will be January 22-24 in Long Beach. She stated she would forward the flyer to the Commissioners.

The Director reported that the County Board, which has been meeting in person, has begun videorecording its meetings.

She noted that the 2022-23 SBCEO phone directory has been published and polled the Commissioners about whether they would like a copy.

The Director closed by reporting that Melissa Rodriguez has already learned so much and is stepping into her new role. She also recognized Tracie Cordero for her support during this unprecedented level of recruiting activity, including getting recruitments open and helping to onboard and train Melissa.

**17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION** — None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:30 p.m. The next regularly scheduled meeting will be held on November 17, 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