



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**

November 17, 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 12:31 p.m.

**2. Roll Call**

Members Present

Carmen Jaramillo, Chair

Mike Ostini, Vice Chair

Gary Pickavet, Commissioner

**3. Pledge of Allegiance**

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

**4. Changes to the Agenda**

The Director, Human Resources noted a correction to agenda item 11(a)(i).

**5. Introduction of Staff and Guests**

Staff present:

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

**6. Public Comment — None**

**7. Approval of Minutes of Regular Meeting Held October 27, 2022**

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

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

The Director, Human Resources explained that she learned she had not been receiving media releases for the past few months and noted that she had asked Communications to add her, Tracie Cordero, and all the Commissioners to the distribution list. She also provided a summary of some of the media releases from the past few months.

**b. Legislative Update**

The Director, Human Resources noted that a legislative update would be provided at the December meeting.

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated December 9, 2022****c. Position Announcements****11. Action Items****a. Ratification of Eligibility Lists**

- i. Program Associate (Dual – South)
- ii. Clerical Assistant (Dual – South)
- iii. Administrative Assistant (Dual – South)
- iv. Educational Interpreter, American Sign Language, Certified (Open Continuous – North)

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

**b. Classification of Positions**

The Director, Human Resources recommended a change in the title of the Assistant Superintendent, Administrative Services to Associate Superintendent, Administrative Services. No other changes were recommended.

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

**c. Job Descriptions — None****UNFINISHED BUSINESS — None****NEW BUSINESS****12. Consideration of Adoption of Resolution Recognizing a State of Emergency and Authorizing Teleconferenced Meetings**

Pursuant to AB 361, the Personnel Commission adopted PC Resolution 2023-6 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****13. PERSONNEL COMMISSIONER REPORTS**

Commissioner Ostini reported that he and his wife attended SBCEO's Salute to Teachers on November 5 and noted that it was an impressive event.

Commissioner Pickavet shared that longtime SBCEO Maintenance and Operations Manager Dwight Staggs had been hospitalized. He commended Dwight for the excellent example he set for the Maintenance and Operations team and noted that Dwight was always willing to help anyone who needed assistance. Commissioner Pickavet also stressed the importance of having a power of attorney on file with PERS.

Commissioner Jaramillo reported that her district is very busy with recruiting.

#### 14. DIRECTOR, HUMAN RESOURCES REPORT

The Director polled the commissioners regarding registration for the CSPCA annual conference, January 22-24 in Long Beach and asked for the photo they wanted HR to use for registration.

The Director followed up from October's first quarterly budget review. The quarterly report had indicated the Medicare object code (3300) showed that we had spent 158% of the amount budgeted. Fiscal stated the report had been run prior to the database being updated. The second quarter budget update should reflect the new corrected amount, and the percentage will be below 100%.

The Director reported that after nine years without increases to SBCEO's Local Control Funding Formula (LCFF), it has now been adjusted by the state. After years of flat funding, this adjustment has allowed SBCEO to review our negotiated salary increases and to initiate adjustments.

In addition to the previously approved salary increase of 1% for the 2022-2023 fiscal year, all employees will receive another 4% for 2022-2023, retroactive to July 1, 2022. The increase and retroactive payment will be reflected in employees' December paychecks.

There will be an additional 4% increase effective July 1, 2023, for the 2023-2024 fiscal year. (Previously, there had been no planned increase for 2023-24.)

The additional funds needed for the increases have been approved by the County Board of Education, and the increases were negotiated with our two employee unions and will apply to all SBCEO employees – classified and certificated, management, represented and unrepresented.

Concurrent with the 4% increase, SBCEO is completing its salary schedule adjustments that began in 2018-2019. At that time, classified and certificated salary schedules were restructured, integrating longevity and adding additional steps to allow for salary growth over time. At that time, the classified salary ranges went from five steps to 25 steps.

We are now in the process of finalizing adjustments to management schedules.

The management schedule is being restructured by eliminating the first two steps and adding three steps at the top end with 2.5% between each step. We are applying a 4% increase to the entire schedule as part of the retroactive salary increase for the 2022-2023 fiscal year.

The Director invited Commissioners to the following events:

- December 6, Winter Luncheon, South
- December 7, Winter Luncheon, North
- December 8, Retirement Celebration for Bill Ridgeway and Denice Cora
- February 28, 2023, Employee Service Awards – by Zoom, not associated with a Board meeting

The Director noted that the annual report would be presented at the December meeting instead of this month's meeting.

#### 15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

**CLOSED SESSION** — None

#### ADJOURNMENT

There being no further business, the meeting was adjourned at 1:44 p.m. The next regularly scheduled meeting will be held on December 15, 2022 at 12:30 p.m., possibly by videoconference. If conducted in person, the meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.



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



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Carmen Jaramillo  
Chair, Personnel Commission