



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

July 22, 2021 – 12:30 p.m.

LOCATION

As authorized by Governor Newsom's Executive Order N-29-20 effective March 17, 2020 suspending the Brown Act requirement that members of the public be allowed to attend a public meeting in person and establishing new requirements for conduct of telephonic or electronic meetings, the meeting was conducted by videoconference only, with members of the public instructed to contact the Director, Human Resources to obtain login credentials if they wished to attend.

MINUTES

GENERAL FUNCTIONS

1. Call to Order

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

2. Roll Call

Members Present

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

Staff present:

Mari Baptista, Assistant Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Eden Hood, Classified Human Resources Technician Substitute
Jill Stevens, Coordinator, Human Resources

6. Public Comment — None

7. Approval of Minutes of Meeting Held June 24, 2021

MOVED: Carmen Jaramillo

SECONDED: Mike Ostini

VOTE: 3-0

8. Communications — None

9. Informational Items

a. Media Releases/Columns

A media release was made available from the County Superintendent of Schools about the Women's Fund of Santa Barbara making a grant of \$100,000 to Children and Family Resource Services to provide training for 24 *promotores*.

b. Legislative Update

The Director reported that AB 289 had been signed by the governor. This bill revises two codes related to elections for the adoption and termination of merit systems. The first code, relating to tabulation of ballots, doesn't appear to apply to COEs. The second code, relating to the process for adoption and termination of merit systems, does appear to apply to COEs. Since SBCEO's merit system has already been adopted, the new legislation would have implications for us only if there were a move to terminate our merit system.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated August 5, 2021

c. Position Announcements

11. Action Items

a. Ratification of Eligibility Lists

- i. Administrative Assistant (Dual – South)
- ii. Custodian (Dual – North)
- iii. Delivery Specialist I (Dual – South)
- iv. Educational Data Analyst (Dual – South)
- v. Paraprofessional (Dual – South)

MOVED: Carmen Jaramillo SECONDED:Mike Ostini VOTE: 3-0

b. Classification of Positions — None

c. Job Descriptions — None

UNFINISHED BUSINESS

12. Discussion: Timing of Return to In-Person Personnel Commission Meetings

After discussion, it was agreed that the August PC meeting would be conducted by Zoom. At the August meeting, the Commissioners will consider whether to resume meeting in-person for the September meeting.

NEW BUSINESS

13. Personnel Commission Budget

The Director, Human Resources presented a statement of expenditures for the fiscal year ended June 30, 2021. This was an information item.

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

The Commissioners had no PC-related items to report.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director previously introduced Jill Stevens, the new Coordinator, Human Resources.

The Director provided an update on the Classified Human Resources Analyst recruitment.

The Director reported on the inaugural session of a new manager’s orientation, envisioned as the first in a series. The first session covered the role of the supervisor, the legal environment, employment classifications, performance management, leaves, absences, and timekeeping.

The Director further reported on the transition to the eSkill platform for testing instead of CODESP.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

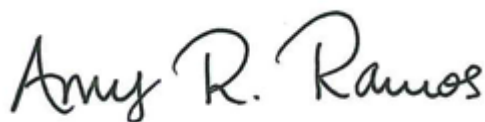
No report from CSEA.

CLOSED SESSION

The Commission went into closed session at 1:41 p.m. with the Assistant Superintendent, Human Resources to conduct the annual performance evaluation for the Director, Human Resources. No action was taken. Closed session ended at 2:58 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:00 p.m. The next regularly scheduled meeting will be held on August 26, 2021 at 12:30 p.m. by videoconference.



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



Gary Pickavet
Chair, Personnel Commission