



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

April 28, 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

The Director noted a correction to agenda item 14, which should have been titled "Review of Proposed 2022-2023 Personnel Commission Budget" (not 2021-2022).

5. Introduction of HR Staff and GuestsHR staff present:

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

6. Public Comment — None**7. Approval of Minutes****a. Minutes of Regular Meeting Held March 24, 2022**

Approved as amended

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

b. Minutes of Special Meeting Held April 14, 2022

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

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

The County Superintendent of Schools made available media releases about the Operation Recognition veterans' diploma event hosted by SBCEO, and about the winners of the second annual Santa Barbara County Poetry Slam.

b. Legislative Update

The Director, Human Resources gave an update on changes to the proposed language of AB 2045, which would allow merit systems to adopt banding of eligibility lists, upon support by the Personnel Commission and approval by a majority of all classified employees in an election.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated May 5, 2022****c. Position Announcements**

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

- i. Child Care Assistant (Open Continuous – North (Lompoc))
- ii. Child Care Assistant (Open Continuous – North (Lompoc))
- iii. Child Care Assistant (Open Continuous – North (Lompoc))
- iv. Child Care Assistant (Open Continuous – North (Lompoc))
- v. Health Advocate – Bilingual (Open Continuous – South)
- vi. Paraprofessional (Open Continuous – North)
- vii. Paraprofessional (Open Continuous – North)
- viii. Paraprofessional (Open Continuous – North)
- ix. School Occupational Therapist (Open Continuous – North (SY Valley))

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

b. Classification of Positions — None**c. Job Description**

Paraprofessional

The Director, Human Resources recommended a change in job title to Paraeducator. No other change was proposed. The proposed title change had the support of the Assistant Superintendent for Special Education and CSEA.

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

UNFINISHED BUSINESS**12. Approve Meeting Schedule for FY 2022-23**

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

NEW BUSINESS**13. Quarterly Review of Personnel Commission Budget**

The Director, Human Resources reviewed expenditures through the third quarter of the 2021-22 fiscal year, from January 1, 2022 through March 31, 2022. This was an information item. Commissioner Pickavet suggested tracking applicant sourcing data, given the significant investment in additional advertising resources.

14. Review of Proposed 2022-2023 Personnel Commission Budget

This was an information item. A public hearing on the proposed budget will be scheduled concurrently with the regularly scheduled May Personnel Commission meeting. Commissioner Pickavet requested a report comparing the 21-22 budget to the 22-23 budget.

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

Pursuant to AB 361, the Director, Human Resources recommended the adoption of PC Resolution 2022-8 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

The Commissioners agreed to conduct a special meeting on May 4 at 1:00 by videoconference and to conduct the regular meeting on May 26 in person.

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

REPORTS**16. PERSONNEL COMMISSIONER REPORTS**

Commissioner Pickavet had no PC-related items to report.

Commissioner Ostini had no PC-related items to report.

Commissioner Jaramillo reported that her district has a lot of recruiting activity but it is challenging to provide sufficient numbers of eligible candidates for hire.

17. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported on the scheduled closure in June 2023 of Los Prietos Boys Camp, which was recently announced by the Santa Barbara County Probation Department.

The Director reported that in-person recruiting activity is picking up:

- Rachel Walsh and Wendy Garcia from HR attended a job fair at Allan Hancock on April 1. The Director thanked the Communications team for their support in creating flyers with QR codes (an idea picked up from the CSPCA conference).
- Rachel Walsh will be attending another job fair at Allan Hancock on Saturday, May 14, that focuses on early care and education careers. Our Early Care and Education program has been rapidly expanding, requiring significant recruiting activity.
- SBCEO will likely resume our own job fairs in 2023 after a two-year hiatus due to the pandemic.

The Director reported that Rachel Walsh and Jill Stevens did the “Know Your Rights” presentation as part of the Job Readiness Training that Partners in Education conducts for student interns. The Director expressed her thanks for doing the presentation while she was off contract, and also reported that she received positive feedback about their presentation.

The Director reported that she and Mari Baptista have been doing some management training on topics such as evaluations and contract language basics (overtime, workweeks, etc.), and that they had asked to participate in onboarding a new manager who will be starting in Special Education on July 1.

18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:18 p.m. The next regularly scheduled meeting will be held on May 26, 2022 at 12:30 p.m. by videoconference.



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



Carmen Jaramillo
Chair, Personnel Commission