



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**

August 27, 2020 – 12:30 p.m.

**LOCATION**

In compliance with Governor Newsom's Executive Order N-33-20 effective March 19, 2020 directing Californians to stay home, and as authorized by the Governor'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, 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**

Mike Ostini called the meeting to order at 12:32 p.m.

**2. Roll Call**

Members Present

Mike Ostini, 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**

It was agreed that item #12 would be heard immediately after item #5.

**5. Introduction of Guests**

Staff and guests present:

Susan Salcido, County Superintendent of Schools

Mari Minjarez Baptista, Assistant Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Erika Fox-Benito, Classified Human Resources Technician

Toni Gutierrez, Office Assistant, Human Resources  
Lacy Gillespie, Director, Classified Human Resources, Lompoc USD  
Teresa Acosta, Personnel Commissioner Nominee  
Carmen Jaramillo, Personnel Commissioner Nominee

It was announced that Toni Gutierrez had accepted a transfer to another department and would be leaving HR. Commissioners Ostini and Pickavet expressed their appreciation for Toni and wished her luck in her new assignment.

**6. Public Comment — None**

No other members of the public contacted the Director, Human Resources requesting login credentials for the meeting.

**7. Approval of Minutes of Meeting Held July 30, 2020**

MOVED: Gary Pickavet    SECONDED: Mike Ostini    VOTE: 2-0, with new Commissioner Jaramillo abstaining.

**8. Communications — None**

**9. Informational Items**

**a. Media Releases**

A newspaper column from the County Superintendent of Schools was made available.

**b. Legislative Update**

This was made available from the Director, Human Resources.

**REGULAR BUSINESS**

**10. Informational Items**

**a. List of New Positions — None**

**b. Classified Personnel Report dated September 25, 2020**

**c. Position Announcements**

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

- i. Child Development Technician (Dual – South)
- ii. Office Assistant (Dual – South, Bilingual)
- iii. Paraprofessional, Behavioral Intervention (Dual – North)

MOVED: Gary Pickavet    SECONDED: Carmen Jaramillo    VOTE: 3-0

**b. Classification of Positions — None****c. Job Descriptions — None****UNFINISHED BUSINESS****12. Discussion and Appointment to Fill Vacant Seat on Personnel Commission**

*This item was heard out of order, immediately after item #5.*

The Commissioners' remarks and public comment acknowledged the strong qualifications of both nominees, Teresa Acosta and Carmen Jaramillo, and the difficulty in making a selection. A motion was made to appoint Carmen Jaramillo.

MOVED: Gary Pickavet    SECONDED: Mike Ostini    VOTE: 2-0

Ms. Acosta thanked SBCEO for the opportunity to be considered and congratulated Ms. Jaramillo on her appointment. Ms. Jaramillo thanked Commissioners Ostini and Pickavet for their confidence in her and expressed her great respect for Ms. Acosta. Superintendent Salcido congratulated Ms. Jaramillo, expressed appreciation to Ms. Acosta for wanting to serve, thanked Commissioners Ostini and Pickavet for their leadership, and then swore in Ms. Jaramillo.

**NEW BUSINESS****13. Personnel Commission Budget**

The Director, Human Resources, presented as an informational item the final statement of expenditures for the 2019-20 fiscal year.

**REPORTS****14. PERSONNEL COMMISSIONER REPORTS**

Commissioners Pickavet and Ostini had no Commission-related items to report.

Commissioner Jaramillo said she looks forward to meeting SBCEO colleagues in person someday.

#### **15. DIRECTOR, HUMAN RESOURCES REPORT**

The Director reported that SBCEO and HR were working in an environment of rapid change, with new developments occurring in the areas of waivers for in-person instruction, required surveillance testing for COVID, and small group instruction. SBCEO is having to address all these issues for our own operations while at the same time supporting districts as they navigate these challenges. Assistant Superintendent Baptista has provided training to our own managers as well as district staff on the topics of administering FFCRA leaves and handling COVID exposure; her work with CSEA in drafting MOUs and facilitating a negotiators' roundtable for district leaders has also provided invaluable models and information for districts.

The Director reported that HR is supporting employees and managers as they face the impacts of the pandemic, including: accessing available leaves; understanding what to do if an employee tests positive for COVID; and addressing COVID exposure among staff. HR is providing this support even as we are grappling with the same issues ourselves. Operating in the pandemic environment means that we are constantly learning.

Because the workload of County Public Health has been so heavily impacted by the pandemic, SBCEO is playing a very active partnership role in facilitating the development of strategies and solutions for TK-12 education during COVID. Susan Klein-Rothschild, the designated liaison of the Santa Barbara County Public Health Department with the education community, has been an invaluable resource and partner for us.

The Director reported that she and Assistant Superintendent Baptista had been invited to make a presentation to managers in Educational Services about the hiring process, which was very well received. They plan to refine the presentation and record it as a resource for new and veteran managers.

The Director thanked Toni Gutierrez for having been such an excellent representative of Human Resources in the North County.

#### **16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION** — None

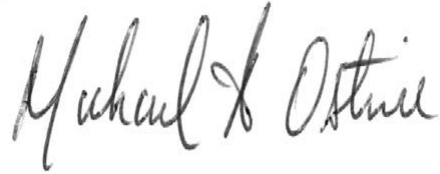
**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:44 p.m. The next regularly scheduled meeting will be held on September 24, 2020 at 12:30 p.m. by videoconference.



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



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Michael Ostini  
Chair, Personnel Commission