REGULAR MEETING
September 24, 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 12:34 p.m.

2. **Roll Call**
   Members Present
   Mike Ostini, Chair
   Gary Pickavet, Commissioner
   Carmen Jaramillo, 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

   Staff and guests present:
   Mari Minjarez Baptista, Assistant Superintendent, Human Resources
   Amy Ramos, Director, Human Resources
   Magaly Vazquez, Transitional Youth Education Advocate
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 August 27, 2020**
   
   MOVED: Carmen Jaramillo      SECONDED: Gary Pickavet      VOTE: 3-0

8. **Communications** — None

9. **Informational Items**
   a. **Media Releases**
      This was made available from the County Superintendent of Schools.
   
   b. **Legislative Update**
      This was made available from the Director, Human Resources.

10. **REGULAR BUSINESS**

11. **Action Items**
   a. **Ratification of Eligibility List**
      i. Administrative Assistant (Dual – South)
      
      MOVED: Gary Pickavet      SECONDED: Carmen Jaramillo      VOTE: 3-0
   
   b. **Classification of Positions**
      The Director recommended that a single position currently classified as a Transitional Youth Education Advocate – Bilingual in the Instructional Series be reclassified to Program Associate in the Administrative Support Series.
      
      MOVED: Gary Pickavet      SECONDED: Carmen Jaramillo      VOTE: 3-0
   
   c. **Job Descriptions** — None
UNFINISHED BUSINESS — None

NEW BUSINESS

12. Revision of Merit System Rule – Presented for First Reading

4465.2 Rights of Employees Laid Off or Reduced for Lack of Work or Lack of Funds

The discussion included a suggestion to add language referring to promotional as well as initial probationary periods. It was also suggested that the Commission review all rules related to the rights of probationary employees in layoffs as a package.

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

Commissioners Pickavet and Ostini had no Commission-related items to report. Commissioner Jaramillo stated that she appreciated the orientation she received from SBCEO HR, and is using the various resources, such as the organization chart, to learn about SBCEO.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that members of the classified HR team had been taking intermittent FFCRA leave due to child care/distance learning issues.

She also reported that recruiting activity has picked up. In addition, there has been a lot of classification activity, for a variety of reasons including new grants, impending retirements, and other circumstances.

Finally, she reported that HR – in particular, the Assistant Superintendent – has taken a lead role in implementing surveillance testing of employees, as required by the County Public Health Department.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None
ADJOURNMENT

There being no further business, the meeting was adjourned at 1:57 p.m. The next regularly scheduled meeting will be held on October 22, 2020 at 12:30 p.m. by videoconference.

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

Michael Ostini
Chair, Personnel Commission