



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

October 22, 2020 – 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

Mike Ostini called the meeting to order at 12:30 p.m.

2. Roll Call

Members Present

Mike Ostini, Chair
Gary Pickavet, Commissioner
Carmen Jaramillo, 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 — None

5. Introduction of Guests

Staff present:

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

6. Public Comment — None

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

7. Approval of Minutes of Meeting Held September 24, 2020

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

8. Communication

CSEA Chapter 817 sent a letter dated October 12 stating that their screening committee had recommended Mike Ostini for a third term as Personnel Commissioner, to commence December 1, 2020, and that an election of the membership on this recommendation would be held on October 15. The Director, Human Resources explained that she had subsequently been informed that the chapter election would not be held until November. It is anticipated that Commissioner Ostini can be reappointed at the December 11 meeting of the County Board of Education.

9. Informational Items**a. Media Release/Column**

This was made available from the County Superintendent of Schools.

b. Legislative Update

No update at this time

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated November 5, 2020****c. Position Announcements**

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

- i. Child Care Services Technician (Dual – South)
- ii. Child Care Services Technician (Dual – North)
- iii. Custodian (Dual – South)
- iv. Paraprofessional (Dual – South)
- v. Paraprofessional (Dual – North)

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

b. Classification of Position

The Director, Human Resources recommended establishing a new classified management position of Director, Children and Family Resource Services and clarified that the recommendation had the support of the County Superintendent of Schools as well as the Assistant Superintendent, Educational Services.

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

c. Job Description

The Director, Human Resources recommended a revision of the job description for Health Advocate – Bilingual.

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

UNFINISHED BUSINESS**12. Revision of Merit System Rule – Presented for Second Reading**

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

The Director presented a second revision of the rule, reflecting the discussion at the September meeting. The Commission reviewed the rule but – as previously agreed – deferred voting on it until November, when it will be considered for approval along with the two related rules proposed for revision under New Business.

NEW BUSINESS**13. Revision of Merit System Rules – Presented for First Reading**

- a. 4461.2 Rights of Probationary Employees
- b. 4465.1 Procedure Regarding Layoff or Reduction

The discussion included a suggestion to reorder some of the paragraphs of the two rules, as well as some additional wording changes and corrections. It was also recommended that a search of the rules be done to check whether there are references to these two rules by specific paragraph (to avoid confusion if paragraphs are reordered).

REPORTS**14. PERSONNEL COMMISSIONER REPORTS**

Commissioners Pickavet and Ostini had no Commission-related items to report; all present sent good wishes to Commissioner Pickavet, who celebrated his birthday the previous day. Commissioner Jaramillo stated that her employer, Lompoc Unified, was getting ready for possible reopening in January.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that — as required by County Public Health — SBCEO has already begun surveillance testing instructional staff, with employees being directed to get tested by nasal swab method at sites operated by County Public Health or the state. HR has now identified a laboratory that can do on-site testing for SBCEO using their own mobile units; the method used will be an oral swab observed by a trained person. We anticipate transitioning to this test provider so that SBCEO can begin surveillance testing our entire workforce. The Director reported that we are planning to test our workforce every two months, noting that some employees are subject to other testing requirements depending on their assigned site.

The Director briefly highlighted some of the data points of the draft 2019-20 annual report.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

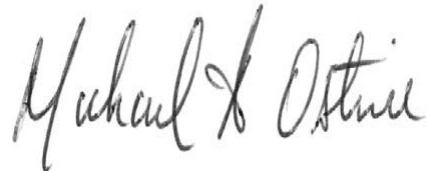
CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:02 p.m. The next regularly scheduled meeting will be held on November 19, 2020 at 12:30 p.m. by videoconference.



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



Michael Ostini
Chair, Personnel Commission