REGULAR MEETING
January 28, 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 12:31 p.m.

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

3. Pledge of Allegiance
   Mike Ostini led the Pledge of Allegiance while he 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 December 17, 2020**

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

8. **Communications** — None

9. **Informational Items**

   a. **Media Release/Column**
      This was made available from the County Superintendent of Schools, along with the Employee Service Awards booklet.

   b. **Legislative Update**
      The Director reviewed for the Commission the impact on Santa Barbara County schools of the lifting of the Governor’s stay-at-home order, noting that our county remains in the purple, or most restrictive, tier in the state’s Blueprint for a Safer Economy. She noted that the emergency paid sick leave that was available under FFCRA expired on December 31, 2020; HR is monitoring new legislation at the state and federal levels that may extend that leave or create a new leave entitlement for employees affected by COVID.

REGULAR BUSINESS

10. **Informational Items**

    a. **List of New Positions**

    b. **Classified Personnel Report dated February 4, 2021**

    c. **Position Announcement**

11. **Action Items**

    a. **Ratification of Eligibility List**

       Office Assistant (Dual – South)

       MOVED: Mike Ostini    SECONDED: Carmen Jaramillo  VOTE: 3-0
b. Classification of Position

Establishment of a new classified position of Educational Data Analyst, as amended (assigned to Administrative Support series).

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

c. Job Descriptions — None

UNFINISHED BUSINESS — None

NEW BUSINESS

12. Personnel Commission Budget

The Director, Human Resources, presented as an informational item a statement of expenditures through the second quarter of the 2020-21 fiscal year, from September 1, 2020 through December 31, 2020.

REPORTS

13. PERSONNEL COMMISSIONER REPORTS

Commissioner Jaramillo reported that she will be attending the CSPCA Merit Academy through her district. She noted that CSPCA is reorganizing and she looks forward to being in two of their new Google Groups (one for staff and one for commissioners). Her district office is currently closed due to positive COVID cases. Commissioner Pickavet announced that he will be speaking briefly at the employee service awards ceremony at the February 4 Board meeting in his capacity as PC chair. Commissioner Ostini had no PC-related items to report.

14. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that CSPCA is starting a Google Group for Personnel Commissioners, for which CSPCA has asked that directors register commissioners. She requested their consent to do so and confirmed the contact information they want entered on the registration form.

The Director informed the Commission that the Human Resources South County office is going to be mostly closed for construction for at least the next 4-6 weeks. During the closure, the classified HR team will be working primarily remotely and the best way to reach team members will be by email.

The Director welcomed Erika Fox-Benito back from her recent leave and thanked Tracie Cordero for stepping in and covering much of the recruiting and testing activity in Erika’s absence while still doing her own assignments.
15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT  
No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT  
There being no further business, the meeting was adjourned at 1:45 p.m. The next regularly scheduled meeting will be held on February 25, 2021 at 12:30 p.m. by videoconference.

________________________________________  ______________________________________
Amy R. Ramos                                Gary Pickavet
Director, Human Resources                   Chair, Personnel Commission
Secretary to the Personnel Commission