



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**

February 25, 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**

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**

**5. Introduction of Guests**

Staff present:

Amy Ramos, Director, Human Resources  
Tracie Cordero, Classified Human Resources Specialist  
Erika Fox-Benito, Classified Human Resources Technician  
Lettie Padilla, CSEA Chapter 817 President

**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 January 28, 2021**

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

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

These were made available from the County Superintendent of Schools – an update on vaccines for education workers and an announcement about the quarterly recipient of the Rotary Teacher Recognition Award.

**b. Legislative Update**

The Director reviewed for the Commission three proposed bills and their potential impact on SBCEO operations: SB/AB 86 (legislative plan for school re-openings), AB 95 (bereavement leave), and AB 289 (election process for merit system elections).

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated March 4, 2021****c. Position Announcements****11. Action Items****a. Ratification of Eligibility Lists**

- i. Manager, Health Linkages Programs (Dual – South)
- ii. Senior Software Engineer (Dual – South)
- iii. Office Assistant (Dual – South (part-time))

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

**b. Classification of Positions** — None

**c. Job Descriptions** — None

## **UNFINISHED BUSINESS**

### **12. Proposed Revision to 2020-21 Classification Plan**

The Personnel Commission approved the revised classification plan proposed by the Director, Human Resources and requested that the Director prioritize updating the job description for the Payroll and Benefits Assistant, as well as developing formal job descriptions for Data Entry Clerk and Administrator, Internal Services. It was also noted that the IMS Digital Resources Specialist classification (currently with no incumbents) should be either assigned to a series or deleted.

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo

VOTE: 3-0

## **NEW BUSINESS**

### **13. Personnel Commission Meeting Schedule**

- a. The Commissioners agreed to start the March 25 meeting at 10:00 a.m. to accommodate Commissioner Ostini's travel schedule.
- b. The Commissioners indicated that they are available on the meeting dates listed on the draft 2021-22 meeting schedule.

## **REPORTS**

### **13. PERSONNEL COMMISSIONER REPORTS**

Commissioner Jaramillo reported that she is recruiting extensively for Paraeducators in the district she works for. Commissioner Ostini reported that there may be a short football season in the 2021-22 school year, which he predicted approximately half of schools would attempt; he will be involved as an official at games. Commissioner Pickavet had no PC-related items to report but shared the good news that he and his wife had vaccine appointments.

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

The Director reported that CSPCA has announced the launch of their new website, which can be found at [meritsystem.org](http://meritsystem.org). She informed the Commissioners that they had all been registered as members of the new CSPCA Google Group for Commissioners and that they may need to set up a new registration for the website if they had not done so already.

The Director also reported that the CDE Awards Team had announced the 2021 Classified School Employees of the Year Program. They have made several changes to the program to align it with the national Recognizing Inspiring School Employees (RISE) Award, which is sponsored by the U.S. Department of Education.


**15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

Lettie Padilla had to leave the meeting at 12:55, but she informed Commissioner Ostini that CSEA has concerns about COVID leave, both paid and unpaid.

**CLOSED SESSION** — None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:40 p.m. The next regularly scheduled meeting will be held on March 25, 2021 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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Gary Pickavet  
Chair, Personnel Commission