



SANTA BARBARA COUNTY EDUCATION OFFICE PERSONNEL COMMISSION

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

REGULAR MEETING

March 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 12:34 p.m.

2. Roll Call

Members Present

Gary Pickavet, Chair
Carmen Jaramillo, Vice Chair
Mike Ostini, 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 Baptista, Assistant Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Erika Fox-Benito, Classified Human Resources Technician
Valerie Cantella, Director, Communications
Joseph Ledoux, member of the public

6. **Public Comment** — None

7. **Approval of Minutes of Meeting Held February 25, 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 vaccine administration and availability for education workers in Santa Barbara County and an announcement about the winners of SBCEO’s Remote Instruction Innovation Grants.

b. **Legislative Update**

The Director reviewed for the Commission AB 86 (legislative plan for school re-openings) and SB 95 (supplemental paid sick leave), state bills recently signed into law, and their potential impacts on SBCEO operations.

REGULAR BUSINESS

10. **Informational Items**

a. **List of New Positions**

b. **Classified Personnel Report dated April 1, 2021**

c. **Position Announcements**

11. Action Items

a. Ratification of Eligibility Lists

- i. Health Advocate – Bilingual (Dual – North/South)
- ii. Student Information Specialist (Promotional – North)
- iii. Program Services Manager (Promotional – South)
- iv. Program Associate (Dual – South)

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

b. Classification of Position

Revision of the job description and salary range for Communications Administrative Assistant, with new title of Communications Specialist – Bilingual.

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

c. Job Description

Revision of the job description for Children’s Creative Project Manager, with a new title of Director, Children’s Creative Project.

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

UNFINISHED BUSINESS

12. 2021-22 Personnel Commission Meeting Schedule

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

NEW BUSINESS

13. Resolution for Classified School Employee Week, 2021

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

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

Commissioner Jaramillo reported that her district office, similar to SBCEO, is storing large quantities of personal protective equipment for distribution; she is fully vaccinated as of today. Commissioner Ostini had no PC-related items to report. Commissioner Pickavet reported that he will be fully vaccinated in a week.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that SBCEO's surveillance testing cadence has changed from all employees being tested every other month to every two weeks. The testing method has also changed to an observed, self-administered nasal swab test. She recognized the SBCEO employees, including members of the HR staff, who have been staffing these outdoor testing events (in often challenging weather conditions) and noted that HR had hired a short-term worker to support the testing process. She shared a message sent by an SBCEO employee expressing gratitude for the regular COVID testing, plentiful PPE, and availability of vaccines for our staff.

The Director reported that coordination of vaccination events has transitioned to our local health systems and our county's Public Health Department, and that SBCEO continues to support vaccination efforts by communicating with our staff and posting information on our website.

The Director reported that in future years, she will be exploring establishing a timeline and process for Classified School Employees of the Year that's independent of CDE's timeline and done in greater coordination with the Crystal Apple Award process overseen by Steve Keithley and his team, which includes recognition for a classified employee.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:33 p.m. The next regularly scheduled meeting will be held on April 22, 2021 at 12:30 p.m. by videoconference.



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



Gary Pickavet
Chair, Personnel Commission