



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
April 27, 2023 – 12:30 p.m.

**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, Vice Chair

Carmen Jaramillo, Commissioner

**3. Pledge of Allegiance**

Carmen Jaramillo led the Pledge of Allegiance.

**4. Changes to the Agenda — None**

**5. Introduction of Staff and Guests**

Staff present:

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Kaitelyn Kelly, Benefits and Employee Relations Analyst

Wendy Garcia, Certificated Human Resources Technician

**6. Public Comment — None**

**7. Approval of Minutes of Regular Meeting Held March 23, 2023**

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

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

The Director, Human Resources reported that Eduardo Gonzales-Ramos of the Santa Maria Joint Union High School District would be recognized with the SBCEO Bill Cirone Heart of Education Award.

The Director also highlighted a few items from the Superintendent's newsletter, including: SBCEO's significant participation in the upcoming State of Education event put on by the Santa Maria Valley Chamber of Commerce; Poetry Slam competition being hosted by SBCEO on May 4; the I Madonnari chalk painting festival hosted by SBCEO's Children's Creative Project over Memorial Day weekend as their major annual fundraiser; County Board of Education member Joe Howell being honored as a Santa Barbara Person of the Year by the Santa Barbara Foundation; and the Superintendent's Student Advisory Council members advocacy for increased support for student mental health.

**b. Legislative Update**

The Director, Human Resources had no legislative updates to share.

**REGULAR BUSINESS****10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated May 4, 2023****c. Position Announcements**

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

- i. Accounting Assistant (Dual – Santa Barbara)
- ii. Administrative Assistant (Dual – Santa Barbara)
- iii. Computer/Network Technician II (Dual – SY Valley)
- iv. Paraeducator (Open Continuous – North)
- v. Paraeducator (Open Continuous – Santa Barbara)
- vi. School Occupational Therapist (Open Continuous – multiple locations)

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

**b. Classification of Position — None****c. Job Descriptions — None****UNFINISHED BUSINESS****12. Revision of Merit System Rules – Presented for Second Reading**

## 4441.2 Job Announcement Bulletin

The Director, Human Resources presented additional proposed revisions made since the first reading. She presented this item in conjunction with item 13, which she proposed for deletion, the text of the rule having been incorporated into the proposed revision of PC Rule 4441.2.

There was a motion to vote on the revision of PC Rule 4441.2 and the deletion of PC Rule 4432.5 at the Personnel Commission's May meeting.

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

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

4432.5 Position Announcements

**14. Quarterly Review of Personnel Commission Budget**

This was presented as an information item.

**15. Review Draft Personnel Commission Meeting Dates for 2023-24**

There was discussion about the possibility of moving the December meeting a week earlier.

**16. Classified School Employees of the Year Update**

The Commissioners reviewed the draft of the letter to CSEY honorees and approved it.

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

**REPORTS****15. PERSONNEL COMMISSIONER REPORTS**

Commissioners Jaramillo, Pickavet, and Ostini had no PC-related items to report.

**16. DIRECTOR, HUMAN RESOURCES REPORT**

The Director reported that she and Mari Baptista had attended a conference put on by law firm AALRR. They attended different tracks – the Director went to the sessions on general HR management, which emphasized reasonable accommodation, discipline, and leave management. The Associate Superintendent attended the track on negotiations, since we're preparing for contract negotiations next year.

The Director reported that Human Resources is still working out some of the nuances of NeoEd, but we're very pleased with the system overall. Melissa Rodriguez finds that she is able to work much more efficiently and focus on high-value tasks like exam development.

Work has now begun on implementation of the Onboarding module, which we also purchased from NeoEd. The Director reported that the team is very excited about the possibilities this presents. Similar to how NeoEd improves the applicant experience, the Director predicted the Onboarding module will dramatically

improve the new hire experience and help set up our new hires for success from their first day, as well as a feeling of belonging.

**17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION** — None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:35 p.m. The next regular meeting will be held on Thursday, May 25, 2023, at 12:30 p.m. The meeting will be held in the Santa Barbara County Education Office Board Room, Santa Barbara and will also be available via videoconference at the Santa Barbara County Education Office Board Room, Santa Maria.



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



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Mike Ostini  
Chair, Personnel Commission