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.


   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