



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING

January 26, 2023 – 12:30 p.m.

LOCATION

As authorized by Assembly Bill 361 allowing local agencies flexibility in conducting public meetings virtually during an active state of emergency issued by the Governor pursuant to the California Emergency Services Act, the meeting was conducted by videoconference only. Login information for the meeting was included in the publicly posted agenda for any members of the public who wished to attend.

MINUTES

GENERAL FUNCTIONS

1. Call to Order

Mike Ostini called the meeting to order at 12:31 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 while Mike Ostini held up a U.S. flag for attendees to see.

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

Melissa Rodriguez, Classified Human Resources Analyst

6. Public Comment — None

7. Approval of Minutes**a. Minutes of Regular Meeting Held December 15, 2022**

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

b. Minutes of Special Meeting Held January 13, 2023

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

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

The Director, Human Resources summarized several media releases issued by the Superintendent's Office:

- Announcement of an Education Spotlight event; the Director reported that some SBCEO Cabinet members were working on a program to have naloxone (the drug that can counteract an opioid overdose) at all SBCEO offices and school-based sites. As part of the program, interested employees would volunteer to be trained in the administration of naloxone and would be indemnified against liability. The SBCEO team is also developing templates that districts can use if they want to participate in this program.
- All schools were closed on January 10 due to the winter storm. There was extensive coordination by SBCEO in convening meetings of school district officials and providing the most up-to-date information possible so that individual districts could make appropriate decisions. In the end, all districts decided to close schools for the day.
- Five elementary schools in southern Santa Barbara County were named California Distinguished Schools, a title they will each hold for two years. The Distinguished Schools recognition is based on a school's performance and progress on various indicators such as test scores, suspension rates, and conditions and climate.
- The Rotary Club of Santa Barbara honored science teacher Nicole Gee of La Colina Junior High as part of its quarterly program to recognize outstanding teachers.

b. Legislative Update

The Director, Human Resources reported that she didn't have anything to add to the legislative update provided by attorney Kristine Kwong at the recent CSPCA annual conference. The Director noted that, effective July 1, 2022, the California Department of Fair Employment and Housing had been renamed the Civil Rights Department. Their website states that their mission "is to protect the people of California from unlawful discrimination in employment, housing, businesses, and state-funded programs, and from bias-motivated violence and human trafficking."

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated February 2, 2023****c. Position Announcements****11. Action Items****a. Ratification of Eligibility Lists**

- i. Accounting Assistant (Dual – South)
- ii. Accounting Technician, Senior (Dual – South)
- iii. Computer/Network Technician II, ITS (Dual – South)
- iv. Custodian/Maintenance Worker (Open and Promotional – South)
- v. Director, Facilities (Dual – South)
- vi. Paraeducator (Open Continuous – North)
- vii. Paraeducator (Open Continuous – North)
- viii. Paraeducator (Open Continuous – South)
- ix. Program Associate (Dual – South)
- x. Student Information Specialist (Dual – South)

MOVED: Gary Pickavet

SECONDED: Carmen Jaramillo VOTE: 3-0

b. Classification of Positions — None

c. Job Descriptions — None

UNFINISHED BUSINESS — None

NEW BUSINESS

12. Personnel Commission Budget

The Director, Human Resources presented a statement of expenditures for the second quarter of the 2022-23 fiscal year, from October 1, 2022 through December 31, 2022. This was an information item.

13. Consideration of Adoption of Resolution Recognizing a State of Emergency and Authorizing Teleconferenced Meetings

Pursuant to AB 361, the Personnel Commission adopted PC Resolution 2023-9 recognizing the ongoing state of emergency and authorizing teleconferenced PC meetings for a period of thirty (30) days.

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

REPORTS

13. PERSONNEL COMMISSIONER REPORTS

Commissioner Jaramillo reported that she had a great experience at the CSPCA conference, where she learned a lot, networked a lot, and also got to meet Commissioner Pickavet in real life for the first time.

Commissioner Pickavet shared that the highlights of the CSPCA conference were the workshops he attended on difficult discussions and score banding, and the legal update by Kristine Kwong.

Commissioner Ostini reported that he attended the Education Spotlight event on January 19, the focus of which was the youth opioid and fentanyl epidemic. He said it was a very good event, and that the scope of the problem is shocking. He noted that his wife, a high school teacher, is certified to administer naloxone; he also estimates that the EMTs at the casino where he works have to administer it weekly. With regard to the CSPCA conference, he thought the workshop on quiet quitters was a highlight.

14. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that the whole HR Department had been busy preparing to host the Countywide Job Fairs – two Saturdays in February, one in the North and one in the South, the purpose of the events being to attract applicants for both classified and certificated jobs. Due to the pandemic, SBCEO has not been able to host this event in three years. Thirteen school districts are participating, along with several institutions of higher education that offer credential programs. The Director thanked the Communications team for providing extensive support for these events. In addition to placing information on the HR webpage, Communications has also developed a variety of tools that can be used by all participating districts. The Director reported that after the PC meeting, she would be recording public service announcements in English and Spanish that might be heard on the radio in the next few weeks.

The Director reported her takeaways from CSPCA:

- Offering hiring managers the option of pre-recording hiring interview questions and having candidates record their responses. If we were to try this, we'd most likely start in Special Education with Paraeducators.
- Connected with a representative of a vendor we already use (eSkill) to get more functionality from the system.
- Got some ideas about how we might modify some of our testing procedures to speed up the process and also be able to provide more eligibles for hiring managers to choose from.

The Director also gave Melissa Rodriguez an opportunity to discuss the highlights of her CSPCA conference experience – her first. Melissa shared some action items she identified for herself as a result of workshops she attended:

- Team up with Communications to create an eye-catching internal recruitment flyer that SBCEO employees can share with friends and family members
- Conduct detailed item analysis of our written exams, starting with Paraeducator proficiency exam
- Consult with subject matter experts in hiring departments to validate exams

Melissa stated that she learned a lot and was grateful for the opportunity to attend.

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION — None

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:24 p.m. The next regular meeting will be held on Thursday, February 23, 2023, at 12:30 p.m. The meeting may be held via videoconference, pursuant to Assembly Bill 361. If conducted in person, 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.



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



Mike Ostini
Chair, Personnel Commission