



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
July 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:

Susan Salcido, County Superintendent of Schools

Mari Baptista, Associate Superintendent, Human Resources

Amy Ramos, Director, Human Resources

Tracie Cordero, Classified Human Resources Specialist

Wendy Garcia, Certificated Human Resources Technician

Melissa Rodriguez, Classified Human Resources Analyst

Mary-Beth Gallas, Director, Facilities

Sheryl Pognant, Manager, Information Technology Services

6. Public Comment

Superintendent Salcido wished everyone a happy summer and expressed her appreciation to the HR team for the extraordinary volume of work it is handling and to the Personnel Commission for its work, support, and participation in employee events as SBCEO faces significant workforce challenges.

7. Approval of Minutes of Regular Meeting Held June 22, 2023

MOVED: Gary Pickavet SECONDED: Mike Ostini VOTE: 3-0

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

The Director, Human Resources summarized a media release about the inaugural session of the Teacher Externship Program SBCEO has launched for Career Technical Education teachers in our county that is taking place this summer.

b. Legislative Update

The Director, Human Resources reported on the status of AB1699, which among other provisions would require school employers to give priority to current regular non-probationary classified employees for vacant part-time and full-time positions if the employees could meet the minimum qualifications with 10 or fewer hours of training paid for by the employer. She noted that the Association of California School Administrators (ACSA) had sent a letter to the chair of the State Senate Appropriations Committee expressing opposition to the legislation and enumerating numerous concerns about its impact on school employers; many school districts and other organizations, including SBCEO, were co-signatories to the letter. The bill was heard in the Senate Labor, Public Employment, and Retirement Committee during the week of July 10. Despite opposition expressed by numerous groups in addition to ACSA, the bill passed and will next be heard in the Senate Appropriations Committee.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated August 3, 2023****c. Position Announcements**

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

- i. Administrator, School Business Advisory Services (Senior Management – Santa Barbara)
- ii. Benefits and Employee Relations Analyst (Dual – Santa Barbara)
- iii. Office Assistant (Dual – Lompoc)
- iv. Program Associate (Dual – Santa Barbara)

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

b. Classification of Positions

- i. The Director, Human Resources recommended the establishment of the new classification of Audiovisual Services Supervisor at classified salary range 92. This recommendation had the support of the Associate Superintendent, Administrative Services.

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

- ii. The Director, Human Resources recommended the establishment of the new classification of School Safety Liaison at management salary range 28. This recommendation had the support of the Associate Superintendent, Student and Community Services and County Superintendent of Schools.

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

- iii. The Director, Human Resources recommended that a single position in the Children's Creative Project currently classified as Program Associate be reclassified to Administrative Assistant, with an effective date of 8/1/2023. The recommendation had the support of the Associate Superintendent, Student and Community Services.

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

- iv. The Associate Superintendent, Human Resources recommended an adjustment to the salary for the classification of Director, Human Resources, from management salary range 28 to range 31, with an effective date of 8/1/2023. This recommendation had the support of the County Superintendent of Schools.

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

c. Job Descriptions

- i. The Director, Human Resources recommended a revision to the job description for Teaching Assistant to reflect the requirement for some positions in the classification to participate in the DMV Government Employer Pull Notice Program and other minor updates. This revision had the support of the Associate Superintendent, Student and Community Services and CSEA.

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

UNFINISHED BUSINESS — None

NEW BUSINESS

12. Revision of Merit System Rule – Presented for First Reading

4464.1 Vacation

In the discussion, there was a question about where the internal SBCEO vacation payout and carryover policy referenced in the revised language of the rule would be published.

13. Quarterly Review of Personnel Commission Budget

The Director, Human Resources presented a statement of expenditures through the fourth quarter of the 2022-23 fiscal year, from April 1, 2023 through June 30, 2023. This was an information item.

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

Commissioner Jaramillo noted that the hotel for the March 2024 CSPCA conference is booking up quickly and recommended that all who are planning to attend book soon.

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

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported the following:

- As a result of rethinking how HR conducts new hire orientation for classified employees, the Director has been developing a script for a recorded presentation that new hires could watch even before their first day of work, that would provide them with the information that will help them be successful. This would not replace the live orientation that HR conducts but it means that the live session could be more interactive, giving participants an opportunity to engage more with each other and to ask questions they may still have after watching the recorded orientation. Once the script is complete, HR will partner with Communications to produce additional visuals and do the actual recording.
- She and the Associate Superintendent have been revisiting SBCEO's performance evaluation processes – schedules, forms, procedures – to determine what changes we might make and what guidance we can provide to supervisors to ensure that employees are receiving meaningful feedback and development. Research shows that regular constructive feedback is a major factor in employee engagement and retention.
- She has also been collaborating with the Associate Superintendent on another important initiative that the Associate Superintendent is developing for presentation to Cabinet, which is a facilitated discussion for how SBCEO wants to approach employee wellness.
- She closed by giving kudos to the classified HR team:
 - Tracie Cordero for preparing and sending the annual compensation notices that go to classified staff every year (including classified managers starting last year), providing a detailed estimate of their pay and deductions/reductions for the coming year. The compensation notices have proved to be so successful that HR will be implementing them for certificated staff as well.
 - Melissa Rodriguez for her skillful facilitation of a meeting of a recruitment working group that formed as part of our HR Needs Assessment work, joining forces with Erin Kerrutt-Dent, the leader of the certificated recruitment working group.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA.

CLOSED SESSION

The Commission went into closed session at 1:40 p.m. with the Associate Superintendent, Human Resources to conduct the annual performance evaluation for the Director, Human Resources. No action was taken. Closed session ended at 2:28 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:28 p.m. The next regular meeting will be held on Thursday, August 24, 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.



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



Mike Ostini
Chair, Personnel Commission