



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
November 16, 2023 – 12:30 p.m.

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

Mike Ostini led the Pledge of Allegiance.

4. Changes to the Agenda — None

5. Introduction of Staff and Guests

Staff present:

Mari Minjarez Gonzales, Associate Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Melissa Rodriguez, Classified Human Resources Analyst
Wendy Garcia, Certificated Human Resources Technician

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held October 26, 2023

Approved as amended (correction of one typographical error). The Commissioners also requested that future minutes include the list of position announcements.

MOVED: Gary Pickavet

SECONDED: Carmen Jaramillo

VOTE: 3-0

8. Communications

The Commission received a memo from Superintendent Salcido confirming that the County Board of Education reappointed Commissioner Ostini for another three-year term at their November 2 meeting.

9. Informational Items

a. Media Releases/Editorials

The Director, Human Resources summarized a media release about the annual Salute to Teachers gala that took place this year on November 4, honoring several educators in our county.

b. Legislative Update — None

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated December 8, 2023

c. Position Announcement

- i. Educational Data Analyst (Dual – Santa Barbara)

11. Action Items

a. Ratification of Eligibility Lists

- i. Accounting Technician (Dual – Santa Barbara)
- ii. Accounting Technician, Senior (Dual – Santa Barbara)
- iii. Paraeducator (Open Continuous – North)
- iv. School Occupational Therapist (Open Continuous – Santa Barbara)

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

b. Classification of Positions — None

c. Job Descriptions — None

UNFINISHED BUSINESS

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

4411 Definitions. Proposed revisions to the definitions of:

- Class Description
- Commission
- Director
- Job Description
- Personnel Commission
- Personnel Commission Staff
- Personnel Director

Approved with one minor amendment to the definition of Personnel Director.

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

NEW BUSINESS

13. Quarterly Review of Personnel Commission Budget

This was an information item.

14. Personnel Commission Annual Report, 2022-23

This was an information item.

REPORTS

15. PERSONNEL COMMISSIONER REPORTS

Commissioner Jaramillo reported that she attended a Día de los Muertos celebration at Lompoc High School.

Commissioner Pickavet had no PC-related items to report.

Commissioner Ostini had no PC-related items to report.

16. DIRECTOR, HUMAN RESOURCES REPORT

The Director, Human Resources made a presentation highlighting some of the data from the 2022-23 annual report.

Additionally, she reported the following:

- There have been two negotiations sessions with CSEA, which have been cordial and productive. There are new members on each negotiating team. The Director expressed special appreciation for the contributions of Rob Locke, who is participating in SBCEO negotiations for the first time in his new role of Benefits and Employee Relations Analyst.
- She and Melissa Rodriguez met with a representative of the Workforce Development Board about partnering with them to promote attendance at our countywide education job fairs and to reach job-seekers in general.
- She reminded the Commissioners that they would be electing new officers at the December meeting.

17. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report from CSEA. The Director, Human Resources noted that Benefits Manager Summer Ellis had made a presentation at the November 15 CSEA chapter meeting highlighting the value-added benefits available to unit members enrolled in SBCEO's health insurance plans, with an emphasis on those benefits supporting mental health. Commissioner Ostini stated that the presentation was excellent.

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:53 p.m. The next regular meeting will be held on Thursday, December 14, 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