



**SANTA BARBARA COUNTY EDUCATION OFFICE  
PERSONNEL COMMISSION**

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

**REGULAR MEETING**  
December 14, 2023 – 12:30 p.m.

**MINUTES**

**GENERAL FUNCTIONS**

**1. Call to Order**

Mike Ostini called the meeting to order at 12:34 p.m.

**2. Roll Call**

Members present:

Mike Ostini, Chair  
Gary Pickavet, Vice Chair  
Carmen Jaramillo, Commissioner

**3. Pledge of Allegiance**

Gary Pickavet 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  
Wendy Garcia, Certificated Human Resources Technician

**6. Public Comment — None**

**7. Approval of Minutes of Regular Meeting Held November 16, 2023**

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

**8. Communications — None**

## 9. Informational Items

### a. Media Releases/Editorials

The Director, Human Resources noted that she had provided Commissioners with a media release announcing the passing of County Board of Education Trustee Maggi Daane. She reported that the Board, at their December 8 meeting, made the decision to appoint an interim board member to represent Trustee Area 7 until the next Board election in November 2024. They are currently accepting applications for the interim trustee appointment.

### b. Legislative Update

The Director, Human Resources reported on the following:

#### State minimum wage increases going into effect in 2024

- General minimum wage for California workers: \$16.00 per hour (effective January 1). The first step of SBCEO's lowest salary range is currently \$17.01 per hour.
- Minimum wage for California fast food workers: \$20.00 per hour (effective April 1)
- SB 525, signed by the Governor in October, sets a minimum wage for healthcare workers in California, effective June 1, ranging from \$18 per hour for hospitals with a high Medicare/Medi-Cal patient population to \$23 per hour for large health systems, with a catch-all minimum for other types of health facilities set at \$21 per hour. The Director reported that this law is not expected to significantly impact SBCEO, because "A covered healthcare employee does not include ... work performed in the public sector where the primary duties are not healthcare services." This would seem to exclude, for example, Paraeducators who perform specialized health care procedures as a small part of their duties. The jobs that do perform healthcare services as a primary duty tend to be higher-paid classifications (School Occupational Therapist, Licensed Vocational Nurse) that are already well above the new minimum wage.

#### SB 848

Provides a new leave entitlement for California workers for reproductive loss, which includes five days of leave for such events as a failed adopted, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. We have already updated our language on sick leave to reflect this change, which will take effect January 1.

AB 557

Enables public bodies subject to the Brown Act to allow a member of the body to join an in-person public meeting virtually in “emergency circumstances” or for “just cause” through the end of calendar year 2025. This option will sunset as of January 1, 2026.

If the Governor proclaims a state of emergency in our area (such as due to a flood or wildfire) or statewide, the public body (e.g. Personnel Commission) can hold virtual meetings pursuant to AB 361. AB 557 amends that law so that the Commission would have to pass a resolution that teleconferencing is still necessary every 45 days instead of every 30 days. There is no longer a sunset date for AB 361.

AB 1273

Requires the State Department of Education to convene a Classified Employee Staffing Ratio Workgroup on or before December 31, 2024. The workgroup will be charged with grouping classified assignments and recommending reasonable staffing ratios per grouping. Recommendations due to Legislature by December 31, 2025.

**REGULAR BUSINESS**

**10. Informational Items**

**a. List of New Positions**

**b. Classified Personnel Report dated January 4, 2024**

**c. Position Announcements**

- i. Custodian (Dual – Santa Barbara)
- ii. Custodian/Delivery Driver (Dual – Santa Barbara)
- iii. Manager, Program Services (Dual – Santa Barbara)

**11. Action Items**

**a. Ratification of Eligibility Lists**

- i. Paraeducator (Open Continuous – North)
- ii. Paraeducator (Open Continuous – South)
- iii. School Occupational Therapist (Open Continuous – Santa Barbara)

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

**b. Classification of Position**

The Director, Human Resources recommended establishing the new classification of Manager, Alternative Payment Program at management salary range 14. This recommendation had the support of the Associate Superintendent, Student and Community Services.

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

**c. Job Descriptions**

The Director recommended the approval of revisions to the job descriptions for the following classifications:

- i. Alternative Payment Program Supervisor
- ii. Child Development Technician (proposed new title of Early Care and Education Lead)
- iii. Child Care Services Technician (proposed new title of Early Care and Education Case Worker)

All proposed revisions had the support of the Associate Superintendent, Student and Community Services. The proposed revisions to the Child Care Services Technician title and job description had the support of CSEA.

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

**UNFINISHED BUSINESS — None**

## **NEW BUSINESS**

### **12. Proposed Revision to 2023-24 Classification Plan**

The Director, Human Resources proposed to modify the classification plan by creating a new Early Care and Education series and reassigning existing classifications as appropriate.

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

### **13. Organization of the Personnel Commission**

Nomination and election of officers for calendar year 2024 was held in accordance with Personnel Commission Rule 4422.2.

The nominated slate was Gary Pickavet for Chair and Carmen Jaramillo for Vice Chair, effective January 2024.

MOVED: Mike Ostini      SECONDED: Carmen Jaramillo      VOTE: 3-0

## **REPORTS**

### **14. PERSONNEL COMMISSIONER REPORTS**

Commissioner Jaramillo had no PC-related items to report.

Commissioner Pickavet had no PC-related items to report.

Commissioner Ostini reported that the celebration of life for the late County Board of Education Trustee Maggi Daane will take place at Orcutt Presbyterian Church on January 20 at 10:00 a.m.

### **15. DIRECTOR, HUMAN RESOURCES REPORT**

The Director, Human Resources reported that the process of transitioning the Child Care Assistant classification and current incumbents from classified to certificated was continuing, with an effective date of January 1 for the transition. HR and Fiscal staff, along with the SBCEA president and CTA labor relations representative, met with current incumbents on November 27 to provide information and answer questions.

She also recognized Tracie Cordero for completing 20 years of service with SBCEO. Tracie and other service award recipients will be recognized at a Zoom awards ceremony on February 28, 2024 at 3:30. Commissioners were asked to save the date and time on their calendars.

The Director reported that the HR Department held its winter luncheon on December 6, which was very enjoyable.

She closed her report by wishing everyone a restful and joyful holiday season and winter break.

**16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT**

No report from CSEA.

**CLOSED SESSION** — None scheduled

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:28 p.m. The next regular meeting will be held on Thursday, January 25, 2024, 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