



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
July 25, 2024 – 12:30 p.m.

MINUTES

GENERAL FUNCTIONS

1. Call to Order

Gary Pickavet called the meeting to order at 12:30 p.m.

2. Roll Call

Members present:

Gary Pickavet, Chair
Carmen Jaramillo, Vice Chair
Mike Ostini, 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 Gonzales, Associate Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Wendy Garcia, Certificated Human Resources Technician
Gabriel Purvis, Temporary Classified Human Resources Analyst

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held June 24, 2024

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo

VOTE: 3-0

8. Communications — None

9. Informational Items**a. Media Releases/Editorials**

The Director, Human Resources summarized a media release about a partnership between Lompoc Unified School District and SBCEO's Partners in Education to provide a free, six-week computer basics training course for adults in both English and Spanish. The course was a resounding success, and there are plans to offer similar courses in Carpinteria, Guadalupe, and Cuyama.

b. Legislative Update

The Director, Human Resources provided a copy of a notice of opposition to AB 2494 that was signed by Superintendent Salcido, along with ACSA and Riverside COE. This proposed legislation would create new requirements for employers to hand-deliver COBRA notices to employees upon separation. The requirements would be impractical for school employers, which is why SBCEO has joined other advocacy groups and COEs in opposing it.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated August 8, 2024****c. Position Announcements**

- i. Human Resources Specialist (Open and Promotional – Santa Barbara)

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

- i. Accounting Technician (Dual – Santa Barbara)
- ii. Director, Facilities (Dual – Santa Barbara)
- iii. Educational Interpreter, ASL, Waiver (Dual – Santa Maria)
- iv. Paraeducator (Open Continuous – North)
- v. Paraeducator (Open Continuous – Santa Barbara)
- vi. Technology Support Administrative Assistant (Dual – Santa Barbara)

The Commission asked the Director, Human Resources to place corrected eligibility lists for items iii, iv, and v above on the agenda for ratification at the next regular meeting. There was a motion to ratify the eligibility lists for items i, ii, and vi above as presented.

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

b. Classification of Positions — None**c. Job Descriptions — None****UNFINISHED BUSINESS — None****NEW BUSINESS — None****12. Quarterly Review of Personnel Commission Budget**

This was presented as an information item.

13. Schedule Special Meeting Date

In accordance with Government Code Section 54957, the Personnel Commission, Associate Superintendent of Human Resources, and Director of Human Resources will meet in closed session at a special meeting to interview candidates for the position of Classified Human Resources Analyst. There was a motion to conduct the special meeting on Friday, August 9, at 10:30 a.m., with all Commissioners attending in person in Santa Barbara.

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

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

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

15. DIRECTOR, HUMAN RESOURCES REPORT

- The Director formally introduced Gabriel Purvis, who has been working in HR as a temporary through a staffing agency since the departure of the previous incumbent, Melissa Rodriguez. Gabriel has been of invaluable assistance during this time.
- The Director was also pleased to report that there was an excellent applicant pool for the Classified HR Analyst position: 27 applicants, of whom 15 were screened in. A written exercise was used to determine which candidates to invite to the oral exam. At this time, four candidates are scheduled for the oral exam.
- The Director reported that as part of ongoing efforts to build capacity for new leaders in SBCEO as well as districts, she and the Associate Superintendent of Human Resources had recently met with the new HR Manager at Carpinteria Unified, Jaqueline Lopez, to welcome her to the countywide HR Network. Ms. Lopez also met with some members of the SBCEO HR staff to get guidance on leaves and credentials issues.

The Director and the Associate Superintendent also met with a new manager on the Special Education administration team, Joe Isaacson, to give him an orientation to a variety of HR matters.

- The Director reminded Commissioners to set up their multi-factor authentication for accessing the SBCEO network if they hadn't done so already.

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 1:47 p.m. The next regular meeting will be held on Thursday, August 22, 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.



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



Gary Pickavet
Chair, Personnel Commission