



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
October 24, 2024 – 12:30 p.m.

MINUTES

GENERAL FUNCTIONS

1. Call to Order

Carmen Jaramillo called the meeting to order at 12:30 p.m.

2. Roll Call

Members present:

Carmen Jaramillo, Vice Chair
Mike Ostini, Commissioner

Member absent:

Gary Pickavet (due to illness)

3. Pledge of Allegiance

Carmen Jaramillo led the Pledge of Allegiance.

4. Changes to the Agenda

It was agreed to defer agenda item 12 to the next month's meeting so that all the Commissioners could participate in the discussion.

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
Gabriel Purvis, Classified Human Resources Analyst

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held September 26, 2024

MOVED: Mike Ostini SECONDED: Carmen Jaramillo VOTE: 2-0

8. Communications

The Commissioners received a memo from Superintendent Salcido formally notifying them of the action taken by the County Board of Education related to Commissioner Pickavet's term on the Commission (*see item 13*).

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

The Director, Human Resources summarized media releases from the County Superintendent's Office about a workforce housing panel discussion hosted by SBCEO on September 23, and about an award SBCEO's Partners in Education non-profit won from the California School Boards Association for their Job Readiness & Internship Program, which connects high school students from across our county with hands-on job training and internship opportunities, helping them develop essential skills for their future careers. HR supports this program by making presentations to participating students informing them of their rights in the workplace.

b. Legislative Update

The Director, Human Resources provided the Commissioners with a summary of AB 2561, which the Governor signed into law in September. This will require all public agencies to present on the status of their vacancies in a public hearing before their governing body at least once per fiscal year. The Director noted that she and the Associate Superintendent of Human Resources had made presentations to the County Board the last few years about the state of the education workforce.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated November 14, 2024**

c. Position Announcement

- i. Payroll Supervisor (Dual – Santa Barbara)

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

- i. Early Care and Education Case Worker, Mixteco Required (Dual – Santa Maria)
- ii. Office Assistant (Promotional – Santa Maria)
- iii. Paraeducator (Open Continuous – North)
- iv. Paraeducator (Open Continuous – South)

MOVED: Mike Ostini

SECONDED: Carmen Jaramillo

VOTE: 2-0

c. Classification of Positions — None**d. Job Descriptions — None****UNFINISHED BUSINESS****12. Discussion of Open Continuous Eligibility Lists** (deferred from September meeting)

This was deferred until the November meeting.

13. Organization of the Personnel Commission

In accordance with Education Code 45246, a public hearing was held at the October 10 County Board of Education meeting, and the Board reappointed Commissioner Pickavet to another three-year term, beginning December 1, 2024.

NEW BUSINESS**14. Quarterly Review of Personnel Commission Budget**

The Director, Human Resources presented a statement of expenditures for the first quarter of the 2024-25 fiscal year, from July 1, 2024 through September 30, 2024, as an information item.

15. Revision of Merit System Rules – Presented for First Reading

- a. 4441.5 Disqualification of Applicants, Candidates and Eligibles
- b. 4441.6 Disqualification and Appeal from Disqualification
- c. 4451.8 Removal of Names from Eligibility List

Because the proposed revisions to these rules are related to item 12, it was agreed to defer discussion to the November meeting so that all the Commissioners could participate in the discussion

REPORTS**16. PERSONNEL COMMISSIONER REPORTS**

Commissioner Ostini had no PC-related items to report.

Commissioner Jaramillo had no PC-related items to report.

17. DIRECTOR, HUMAN RESOURCES REPORT

The Director reported that:

- SBCEO has implemented a new orientation process for all new hires that includes a departmental orientation on the new hire's first day (with instructional staff receiving a departmental overview first instead of reporting directly to their classroom) and an in-person orientation at Cathedral Oaks. The in-person sessions at Cathedral Oaks are scheduled to take place approximately monthly and will feature a general presentation made by either the County Superintendent or an Associate Superintendent, followed by breakout sessions for classified, certificated, and managers. The breakout sessions will be conducted by HR staff. The inaugural session took place October 9, with a small group of new managers. It is expected that future sessions will be a mix of mostly classified, with some certificated staff and managers. The intent of the new orientation process is to provide a standardized orientation experience for all new hires, set them up for success, help them understand SBCEO organization and culture, and foster a sense of connection.
- Santa Maria Joint Union High School District has withdrawn their notice of intent to take back a DHH classroom. That program, and its staff, will stay with SBCEO. At this time, it is anticipated that the Lompoc preschool transfer will move forward.
- She and Tracie Cordero had attended an online meeting with California Department of Education Awards and Communications staff to prepare for the Classified School Employee of the Year process. They informed us that they will open up the nomination period in January, which we hope will give districts more time to submit nominations. CDE appears to be providing a much higher level of

support to CSEY coordinators than in past years, which is appreciated.

- She had completed Title IX compliance training on the new regulations that went into effect August 1.
- She had attended a CASBO leadership workshop on October 22, put on by a new chapter serving the Tri-Counties. The presentations were excellent.
- SBCEO is implementing an employee badge policy. All SBCEO employees, as well as SBCEO-affiliated individuals providing services, will be issued photo ID badges and will be required to wear them at all times while at work.

18. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

The Director, Human Resources reported that Labor Relations Representative Carlos Lopez was leaving for another position within CSEA and that Mitchell Stewart had been appointed as the new representative on a temporary basis.

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:12 p.m. The next regular meeting will be held on Thursday, November 21, 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



Carmen Jaramillo
Vice Chair, Personnel Commission
(presiding in the absence of the Chair)