



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

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

REGULAR MEETING
October 23, 2025 – 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, Chair

Mike Ostini, Vice Chair

Gary Pickavet, 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 and guests present:

Gina Branum, Associate Superintendent, Human Resources

Wendy Garcia, Certificated Human Resources Technician

Tracie Cordero, Classified Human Resources Specialist

Daisy Lazaer, Financial Analyst

Richard Weger, Payroll Specialist

6. Public Comment — None

7. Approval of Minutes of Regular Meeting Held September 25, 2025

MOVED: Gary Pickavet

SECONDED: Mike Ostini

VOTE: 3-0

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

The Associate Superintendent, Human Resources summarized three media releases. The first was about the annual Breakfast with the Authors event, held on October 11, where students, educators, and community members had the opportunity to meet authors and discuss the writing process. The second was about the School Safety Symposium put on by SBCEO on October 14, at which the topics included student mental health, opioid response, school safety plans, and threat management. The third was about the inaugural recipient of the Joe Howell Legacy Scholarship; a recent graduate of the JCCS program received this honor at the October 9 Board meeting. Commissioners were also provided with a copy of SBCEO's newly revised Mission, Vision, and Values, as well as the 25-26 schools directory and the 2025 Report to the Community.

b. Legislative Update — None

The Associate Superintendent, Human Resources advised the Commissioners that the Director would provide them an update on SB 848 at the November meeting.

REGULAR BUSINESS**10. Informational Items****a. List of New Positions****b. Classified Personnel Report dated November 13, 2025****c. Position Announcements**

- i. Administrative Assistant (Bilingual) (Dual – Santa Barbara)
- ii. Administrative Assistant, Senior (Dual – Santa Barbara)
- iii. Early Care and Education Case Worker (Dual – Santa Barbara, Lompoc)
- iv. Accounting Technician (Promotional – Santa Barbara)

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

- i. Teaching Assistant (Bilingual) (Dual – Santa Maria)

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

b. Classification of Positions — None**c. Job Description**

The Associate Superintendent, Human Resources recommended a minor title change and revision to the job description for the existing classification of Senior Software Engineer as part of a reorganization of the Information Technology Services Department. These recommendations had the support of the Associate Superintendent, Administrative Services.

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

UNFINISHED BUSINESS**12. Organization of the Personnel Commission**

In accordance with Education Code 45246, Commissioner Pickavet, the appointee of the governing board, and Commissioner Ostini, the appointee of the classified employees, publicly announced at the September 25, 2025 meeting their intent to reappoint Commissioner Jaramillo to the jointly appointed seat on the Personnel Commission (her current term will expire on December 1, 2025). Commissioner Jaramillo stated that she was willing to serve another term if reappointed. This item was to finalize the reappointment.

MOVED: Mike Ostini SECONDED: Gary Pickavet VOTE: 2-0
(one abstention)

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

4493.1 Paid Holidays

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

NEW BUSINESS

14. Quarterly Review of Personnel Commission Budget

This was presented as an information item.

15. Draft Annual Personnel Commission Report, 2024-25

This item was for review and discussion. The final version of the 2024-25 Annual Report will be presented at the November PC meeting.

REPORTS

13. PERSONNEL COMMISSIONER REPORTS

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

Commissioner Jaramillo reported that she attended the second annual symposium of the Tri-Counties section of CASBO, which took place on October 21. She was part of a panel discussion on classified evaluations and noted that she had the opportunity to see Natalie Spevak and Gabriel Purvis of the SBCEO HR team, who attended. She also attended the NeoEd Ignite conference in Las Vegas and a training at CalPERS headquarters in Glendale.

14. DIRECTOR, HUMAN RESOURCES REPORT

The Associate Superintendent, Human Resources relayed that the Director expressed her gratitude to the HR team for stepping in for her in her absence due to a death in her family.

15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report.

CLOSED SESSION — None scheduled

ADJOURNMENT

There being no further business, there was a motion to adjourn.

MOVED: Mike Ostini

SECONDED: Gary Pickavet

VOTE: 3-0

The meeting was adjourned at 1:09 p.m. The next regular meeting will be held on Thursday, November 20, 2025, 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
Chair, Personnel Commission