SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION

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

REGULAR MEETING
July 23, 2026 – 12:30 p.m.

MINUTES

GENERAL FUNCTIONS

1. Call to Order

Mike Ostini called the meeting to order at 12:30 p.m.

2. Roll Call

Members present:
Mike Ostini, Chair
Carmen Jaramillo, Commissioner

Vice Chair Gary Pickavet was absent.

3. Pledge of Allegiance

Carmen Jaramillo led the Pledge of Allegiance.

4. Changes to the Agenda

A correction was noted to item 7a. The minutes were for the meeting held on June 25.

5. Introduction of Staff and Guests

Staff and guests present:
Gina Branum, Associate Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Wendy Garcia, Certificated Human Resources Technician
Myron Porter, Payroll Systems Supervisor
Daisy Lazaer, Financial Analyst
Richard Weger, Payroll Specialist

6. Public Comment

Richard Weger commented on item 13, the proposed revision of Personnel Commission Rule 4464.4, Bereavement Leave, and on item 11b, the draft job description for the proposed new classification of Manager, Finance and Payroll Services.

7. Approval of Minutes

a. Minutes of Regular Meeting Held June 25, 2026
(Attachment)

Motion to approve with corrected date.

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

b. Minutes of Special Meeting Held July 2, 2026
(Attachment)

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

8. Communications — None

9. Informational Items

a. Media Releases/Editorials

The Director, Human Resources summarized a media release about this year's recipient of the Joe Howell Legacy Scholarship, which supports students and adults who are enrolled in or once attended one of SBCEO's juvenile court or community schools and who are pursuing college or career training.

This year's recipient, Juan Tello Salinas, graduated from Santa Maria High School with the support of staff at Dos Puertas School, which he briefly attended. He also expressed thanks to the Teaching Assistant at Dos Puertas who supported him and nominated him for the scholarship – an inspiring example of how our classified staff make a difference in the lives of students.

b. Legislative Update

The Director, Human Resources reported that Assembly Bill 65 (AB 65), known as the Pregnancy Leave for Educators Act, ended up going through not as legislation but as part of the state's 26-27 budget. The provision goes into effect on January 1 and mandates up to 14 weeks of fully paid leave for public school employees disabled by pregnancy, childbirth, or related medical conditions. Employees will be eligible for this

leave from their first day of employment and will not be required to exhaust their other paid leave balances before accessing this new leave. AALRR, the law firm that provides legal trainings every year for SBCEO and districts who are members of our consortium, will devote their October 8 session this year to this new leave entitlement.

The Director further reported that Tracie Cordero will be collecting a few years of data on employee leaves so we can develop projections of the cost to SBCEO of providing the new leave. In addition, SBCEO will be forming a working group to develop procedures for implementing the new leave.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated August 13, 2026

c. Position Announcements

i. Early Care and Education Lead (Promotional – Santa Barbara/Santa Maria)

ii. Alternative Payment Program Supervisor (Open and Promotional – Santa Maria)

11. Action Items

a. Ratification of Eligibility Lists

i. Software Engineer (Dual – Santa Barbara)

ii. Classified Human Resources Analyst (Dual – Santa Barbara)

iii. Manager, Fiscal Services (Dual – Santa Barbara)

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

b. Classification of Positions

The Director, Human Resources recommended establishing a new management classification of Manager, Finance and Payroll Services at management salary range 21. This recommendation had the support of the Associate Superintendent, Administrative Services.

This item was tabled until the August meeting.

c. Job Descriptions — None

UNFINISHED BUSINESS

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

4464.4 Bereavement Leave

There was a lengthy discussion of the wording of this rule. The Personnel Commission directed the Director, Human Resources to make additional revisions and bring it back for a third reading at the August meeting.

NEW BUSINESS

13. Quarterly Review of Personnel Commission Budget

This was presented as an information item.

14. Discussion: Lateral Transfers

This item was tabled until the August meeting.

15. Discussion: Public Comment Procedures

There was a discussion of the proposed new public comment form and proposed new agenda language regarding public comment. The Personnel Commission directed the Director, Human Resources to bring these items back in August as an action item. There will also be a further discussion of public comment procedures.

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

Commissioner Ostini inquired about the possibility of changing the date of the PC meeting currently scheduled for October 22. A final decision will be made at the August meeting after Commissioner Pickavet is able to give input.

Commissioner Jaramillo had no PC-related items to report.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director was pleased to announce that a major revision of the classified employee handbook is complete. Personnel Commissioners will each receive a copy.

The Director reported that on July 13, she, Gina, and Natalie Spevak met with two new coordinators in Special Education to give them a detailed overview for supervising classified and certificated staff. This was part of an ongoing effort by HR to help new managers with large teams get set up for success in their role. The session went very well, and they both expressed appreciation. They will also both attend the general orientation for all new hires.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

No report.

CLOSED SESSION — None scheduled

ADJOURNMENT

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

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

The meeting was adjourned at 1:52 p.m. The next regular meeting will be held on Thursday, August 27, 2026, 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