SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION

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

REGULAR MEETING
August 27, 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
Gary Pickavet, Vice Chair
Carmen Jaramillo, 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
Amy Ramos, Director, Human Resources
Wendy Garcia, Certificated Human Resources Technician
Tracie Cordero, Classified Human Resources Specialist
Gabriel Purvis, Classified Human Resources Analyst
Nicole Leick, Classified Human Resources Analyst
Jill Stevens, Director, Engagement and Support
Steve Torres, Associate Superintendent, Administrative Services
Josh Becerra, Administrator, School Business Advisory Services
Daisy Lazaer, Financial Analyst
Myron Porter, Payroll Systems Supervisor

6. Public Comment

Daisy Lazaer made a public comment about agenda item 12.

7. Approval of Minutes of Regular Meeting Held July 23, 2026

MOVED: Carmen Jaramillo SECONDED: Mike Ostini VOTE: 2-0 with one abstention

8. Communications

The Commissioners received a notification about new mandatory annual training requirements. Commissioner Jaramillo requested that the message with the link to the training platform be re-sent to her SBCEO email address.

9. Informational Items

a. Media Releases/Editorials — None

b. Legislative Update

The Director, Human Resources reported that the classified HR team continues to prepare to implement the new Paid Pregnancy Disability Leave that goes into effect on January 1. They are signed up to attend trainings conducted by law firms and other experts – one on September 10, and two more in October. She reported that the first meeting had taken place of SBCEO's HR and Payroll working group to begin planning implementation.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated September 10, 2026

c. Position Announcements

i. Administrative Assistant (Dual – Santa Barbara)

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

11. Action Items

a. Ratification of Eligibility Lists

i. Early Care and Education Case Worker (Bilingual, Dual – Multiple Locations)

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

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

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.

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

c. Job Descriptions — None

d. Abolition of Classification

The Director, Human Resources recommended the abolition of the Health Advocate classification, which is no longer in use. Abolition of this classification would have no impact on the separate classification of Health Advocate – Bilingual. This recommendation had the support of CSEA and the Associate Superintendent, Student and Community Services.

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

UNFINISHED BUSINESS

12. Revision of Merit System Rules – Presented for Third Reading and Approval

4464.4 Bereavement Leave

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

NEW BUSINESS

13. Discussion: Lateral Transfers

The Director, Human Resources noted that the current PC Rules define a transfer as a change in position within the same classification. She explained that our current practice in most cases is that employees must compete to move from one classification to another classification at the same salary range; she noted that even employees who had previously achieved permanency in the classification had been required to compete again when many years had passed since they had been in the previous classification. The Rules are silent on whether allowing movement between different classifications at the same salary range without examination is permissible. The Director cited some examples of situations where allowing such movement might be beneficial to the employee and the organization and asked for guidance from the Commissioners on whether to develop such a rule, with time limits, eligibility criteria, authority, and appeal rights for movement between classifications at the same salary range without examination.

The Commissioners directed that a proposed Rule be developed for their review. Considerations for allowing lateral movement between different classifications without examination could include:

- Time elapsed, e.g. 39 months as a guideline but not a fixed limit (if incumbent previously held permanency in the classification)
- Significant changes to duties and/or examination of the previously held classification
- Layoff

14. Discussion: Public Comment Procedures

After discussion, the Commissioners directed that the agenda language be revised further. This item was tabled until the September meeting.

REPORTS

15. PERSONNEL COMMISSIONER REPORTS

Commissioner Ostini welcomed Nicole Leick to the classified HR team and wished Gabriel Purvis the best in his future endeavors – sentiments echoed by the other Commissioners. Commissioner Ostini also requested a change to the October meeting date; after discussion, it was agreed that the October meeting would be held on Friday, October 23 at 12:30 instead of the original regularly scheduled meeting date.

Commissioner Pickavet had no other PC-related items to report.

Commissioner Jaramillo reported that she would be attending trainings on the new paid pregnancy disability leave.

16. DIRECTOR, HUMAN RESOURCES REPORT

The Director presented the Commissioners with copies of the revised Classified Handbook, and expressed her thanks to the Communications team for making it look so attractive.

The Director shared the revisions made to the Personnel Commission page on the SBCEO website, including the addition of Commissioner photos and the expiration date of each Commissioner's current term.

The Director concluded by taking the opportunity to bid a fond farewell to Gabriel Purvis, who's been such a valued member of our classified HR team and HR division for the past two years, and to welcome Nikki Leick into the role.

17. 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: 3-0

The meeting was adjourned at 1:59 p.m. The next regular meeting will be held on Thursday, September 24, 2026 (date corrected from original agenda), 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

Michael L Ostini

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

Mike Ostini
Chair, Personnel Commission