

City of Gilroy

PERSONNEL COMMISSION

MINUTES

March 24, 2025 Regular Meeting – DRAFT MINUTES

Administrative Services Conference Room
Gilroy City Hall
7351 Rosanna Street
Gilroy, CA 95020

Members Present

Linda Allen
Catherine Cummins
Nita Edde-Mitchell
Marissa Haro

Members Absent

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Haro called the meeting of March 24, 2025, to order at 5:30 p.m. Roll call was taken noting that Commissioners Allen, Cummins, Edde-Mitchell and Haro were present. Human Resources Director McPhillips reported that the agenda for this meeting was posted on March 21, 2025 at 8:05 a.m. In addition, the Commission welcomed Commissioner Linda Allen to her first meeting following her appointment to the Commission. Human Resources Director McPhillips reported that she met with Commissioner Allen for a training/onboarding to the Personnel Commission.

II. COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA- None

III. APPROVAL OF MINUTES

- A. For the meeting dated January 28, 2025 (date corrected from January 27, 2025) – on a motion from Commissioner Cummins, seconded by Commissioner Haro, the minutes for the January 28, 2025, meeting were approved on 3-0-1 vote with Commissioner Allen abstaining.

IV. HUMAN RESOURCES DIRECTOR'S REPORT – Human Resources Director McPhillips provided an update on the following topics-

- A. Unexpected passing of Senior Environmental Engineer Saeid Vaziry
- B. Gilroy hosted the RGS Lead Worker/Supervisor Training Academy with the final session taking place on March 27, 2025. Training was in cooperation with four other agencies in the area and thirty employees across the five agencies are scheduled to complete the training.
- C. Employee Training Grant Program – program that allows employees to submit a grant request to human resources to attend training that will help them in their current job or next job they hope to hold. Approved grants to be awarded in April.
- D. Exempt Employee Performance Evaluation Form – implemented pilot program on updated form developed by a labor-management committee. May extended to other employee groups following the six month pilot program period.
- E. AB 2561 Position Vacancy Report – explained the new assembly bill and its reporting requirements.

V. INFORMATIONAL ITEMS

- A. *Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; report received. The Commission requested that staff include length of service for retired employees listed on the report.*
- B. *Community Workshop Series: Visioning the Gilroy Civic Center Mast Plan – flyer was reviewed with the Commission to include upcoming dates for community members, to include Commissioners, to provide input; report received.*
- C. *Informational Report on Senior Civil Engineer Recruitment Efforts – Human Resources Director McPhillips provided a report on the various recruitment efforts to fill the engineer vacancy in the Engineering Division of the Public Works Department; report received.*

VI. UNFINISHED BUSINESS – None

VII. NEW BUSINESS

- A. *Selection of Personnel Commission Chair and Vice Chair for 2025 – Human Resources Director McPhillips provided a staff report; questions were answered; on a motion from Commissioner Haro, seconded by Commissioner Edde-Mitchell, Commissioner Cummins was selected as Chair for 2025; on a motion from Commissioner Haro, seconded by Commissioner Allen, Commissioner Edde-Mitchell was selected as Vice Chair for 2025.*
- B. *Personnel Commission Work Plan for Fiscal Years 2026 and 2027 - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Edde-Mitchell, the recommended work plan for fiscal years 2026 and 2027 were recommended for forwarding to the City Council; motion passed on a 4-0 vote.*
- C. *Personnel Commission Budget Requests for Fiscal Years 206 and 2027 - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Allen, it was recommended to continue to include approximately \$3,000 per year in the Human Resources budget for Commission training with an emphasis on hearing procedures training for the upcoming year; motion passed on a 4-0 vote.*

VIII. FUTURE PERSONNEL COMMISSION BUSINESS

- A few items were noted for future Personnel Commission agendas. No action taken.

IX. ADJOURNMENT – Chairperson Haro adjourned the meeting was adjourned at 6:24 p.m.

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission