

City of Gilroy

PERSONNEL COMMISSION

MINUTES

April 28, 2025, Regular Meeting – DRAFT MINUTES

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

Members Present

Linda Allen
Nita Edde-Mitchell
Marissa Haro

Members Absent

Catherine Cummins

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Vice Chair Edde-Mitchell called the meeting of April 28, 2025, to order at 5:32 p.m. Roll call was taken noting that Commissioners Allen, Edde-Mitchell and Haro were present. Commissioner Cummins was noted as absent. Human Resources Director McPhillips reported that the agenda for this meeting was posted on April 24, 2025, at 6:35 p.m.

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

III. APPROVAL OF MINUTES

- A. *For the meeting dated March 24, 2025 (date corrected from March 28, 2025) – on a motion from Commissioner Haro, seconded by Commissioner Allen, the minutes for the March 24, 2025, meeting were approved on 3-0 vote.*

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

- A. *Training Grant Program*
- B. *Santa Clara County Leadership Academy*
- C. *Human Resources support for community and recruitment events*

V. INFORMATIONAL ITEMS

- A. *Community Workshop Series: Visioning the Gilroy Civic Center Mast Plan – Project Manager Ryan Osenton provided a brief project update.*
- B. *Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; report received.*
- C. *Employee Referral Program – Human Resources Director McPhillips provided a report on the new employee referral program that is in place; information received.*

VI. UNFINISHED BUSINESS – None

VII. NEW BUSINESS

- A. *Updates to Senior Environmental Engineer – Wastewater Job Description – Human Resources Director McPhillips provided a staff report; questions were answered to include the salary range for the position \$135,803 - \$185,164; on a motion from Commissioner Haro, seconded by Commissioner Allen, the updates to the Senior Environmental Engineer – Wastewater job description were approved on a 3-0 vote.*
- B. *Updates to Code Enforcement Officer Job Description - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Haro, seconded by Commissioner Allen, the updates to the Code Enforcement Officer job description were approved on a 3-0 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 – Vice Chairperson Edde-Mitchell adjourned the meeting at 6:10 p.m.

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission