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City of Gilroy PERSONNEL COMMISSION MINUTES

June 26, 2023 Regular Meeting – DRAFT MINUTES

Administrative Services Conference Room

Gilroy City Hall

7351 Rosanna Street

Gilroy, CA 95020

Members Present

Robin Bronze

Catherine Cummins

Nita Edde-Mitchell

Marissa Haro

Members Absent

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Edde-Mitchell called the meeting of June 26, 2023 to order at 5:37 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, Edde-Mitchell and Haro were present. Human Resources Director McPhillips reported that the agenda for this special meeting was posted on June 23, 2023 at 4:55 p.m.

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

III. APPROVAL OF MINUTES

- A. For the special meeting dated May 30, 2023 – on a motion from Commissioner Bronze, seconded by Commissioner Cummins, the minutes for the May 30, 2023 meeting were approved on 4-0 vote.*

IV. HUMAN RESOURCES DIRECTOR'S REPORT – *Human Resources Director McPhillips provided an update on the following item:*

- The Human Resources Department hired a summer college intern for the summer of 2023. The intern is a student from Gilroy who is attending Cal Poly in San Luis Obispo. She will be assisting with various tasks/projects and learning about the Human Resources profession.*

V. INFORMATIONAL ITEMS

- A. Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; questions answered; report received.*

VI. NEW BUSINESS

- A. Review and Approve of New Job Description and Salary Range for the Classification of Housing & Community Services Manager the Community Development Department – Human Resources Director provided staff report; questions were answered; one correction to the staff reported was noted as the July, 2023 salary range for the position is recommended to be \$128,384 - \$171,210; with this correction noted, on a motion from Commissioner Cummins, seconded by Commissioner Haro, the job description and salary range placement for the classification of Housing & Community Services Manager was recommended for approval; motion passed on a 4-0 vote.*
- B. Extension of Fire Engineer Eligibility List – Human Resources Director McPhillips noted that this item did not need to proceed before the Personnel Commission and was no longer necessary. A new selection process for Fire Engineer will be scheduled for FY 24.*

VII. FUTURE PERSONNEL COMMISSION BUSINESS

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

- VIII. ADJOURNMENT** - *the meeting adjourned at 6.03 p.m. on motion from Commissioner Cummins, seconded by Commissioner Bronze; motion passed 4-0. The next regular meeting was noted as scheduled for July 24, 2023 at 5:30 p.m.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel
Commission