

City of Gilroy

PERSONNEL COMMISSION

MINUTES

July 28, 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

Members Absent

Marissa Haro

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Cummins called the special meeting of July 28, 2025, to order at 5:32 p.m. Roll call was taken noting that Commissioners Allen, Cummins, and Edde-Mitchell were present. Commissioner Haro was noted as absent. Human Resources Director McPhillips reported that the agenda for this meeting was posted on July 25, 2025, at 10:12 a.m.

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

III. APPROVAL OF MINUTES

- A. *For the meeting dated June 24, 2025 – on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Cummins, the minutes for the meeting of June 24, 2025, meeting were approved on 3-0 vote.*

IV. HUMAN RESOURCES DIRECTOR'S REPORT – Human Resources Director McPhillips reported on the announcement of resignation/retirement of City Administrator Jimmy Forbis.

V. INFORMATIONAL ITEMS

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

VI. UNFINISHED BUSINESS - None

VII. NEW BUSINESS

- A. *Updates to Senior Maintenance Worker – Wastewater Job Description – Human Resources Director McPhillips provided a staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Allen, updates to the job description for the position of Senior Maintenance Worker - Wastewater were approved on a 3-0 vote.*
- B. *Updates to Senior Maintenance Worker – Streets/Stormwater & Drainage/Trees Job Description – Human Resources Director McPhillips provided a staff report; questions were answered; on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Cummins, updates to the job description for the position of Senior Maintenance Worker – Streets/Stormwater &*

Drainage/Trees were approved on a 3-0 vote.

VIII. FUTURE PERSONNEL COMMISSION BUSINESS

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

IX. ADJOURNMENT – *Chair Cummins adjourned the meeting at 5:48 p.m.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission