



**CITY OF GILROY
PERSONNEL COMMISSION AGENDA
REGULAR MEETING | 5:30 PM
MONDAY, JANUARY 9, 2023**



GILROY CITY HALL – ADMINISTRATIVE
SERVICES CONFERENCE ROOM
7351 ROSANNA STREET, GILROY, CA
95020

Sholly Nicholson
Chair

Robin Bronze
Vice Chair

Catherin Cummins
Commissioner

Nita Edde-Mitchell
Commissioner

Marissa Haro
Commissioner



In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk's Office at least 72 hours prior to the meeting at (408) 846-0204 or cityclerk@cityofgilroy.org to help ensure that reasonable arrangements can be made.



Materials related to an item on this agenda submitted to the City of Gilroy Personnel Commission after distribution of the agenda packet are available with the agenda packet on the City website at www.cityofgilroy.org subject to Staff's ability to post the documents before the meeting.

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE OPEN GOVERNMENT ORDINANCE, TO RECEIVE A FREE COPY OF THE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION STAFF AT (408) 846-0204

PUBLIC COMMENT GUIDELINES:

During the **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** portion of the meeting, each person wishing to speak should prepare a presentation of not more than three (3) minutes. Persons wishing to address the Commission are requested, but not required, to complete a Speaker's Card located at the entrances. Completion of this speaker's card is voluntary. All persons may attend this meeting and speak, regardless if a card is completed or not. Speaker's slips should be submitted to the Secretary **BEFORE** this portion of the meeting begins. Anyone wishing to address the Commission on any other item on this **AGENDA** is requested, but not required, to fill out a speaker's slip as well and submit it to the Secretary **BEFORE** the Commission takes action on the item.

The agenda for this regular meeting is as follows:

1. **OPENING**

- 1.1. Call Meeting to Order (Vice Chairperson Bronze)
Welcome and Introductions
Roll Call
Report on Posting the Agenda (Administrative Services & Human Resources
Director LeeAnn McPhillips)

2. **COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

Public comment by members of the public on items NOT on the agenda, but within the subject matter jurisdiction of the Personnel Commission. Please limit your comments to three (3) minutes. (This portion of the meeting is reserved for person desiring to address the commission on matters not on the agenda. The law does not permit Commission action or extended discussion of any item not on the agenda except under special circumstances. If Commission action is requested, the Commission may place the matter on a future agenda.)

3. **APPROVAL OF MINUTES**

- 3.1. Approval of Minutes for the Meeting of November 14, 2022.

4. **HUMAN RESOURCES DIRECTORS REPORT**

5. **INFORMATIONAL ITEMS**

- 5.1. Recruitment & Employment Status Report

6. **NEW BUSINESS**

- 6.1. Appointment of Chair and Vice Chair for 2023
- 6.2. Correction to Recreation Supervisor Job Description

7. **FUTURE PERSONNEL COMMISSION BUSINESS**

- 7.1. Police Department Cadet Program
- 7.2. Welcome of New Personnel Commissioners

8. **ADJOURNMENT**

- 8.1. Adjournment to a brief reception in honor of Commissioners Bronze and Nicholson for their dedicated volunteer service to the Personnel Commission.

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is Monday, February 13, 2023.

MEETING SCHEDULE

The City of Gilroy Personnel Commission meets regularly on the second Monday of each month at 5:30 p.m.

If a holiday should fall on the regular meeting date, the meeting will be rescheduled to the following Monday.