

City of Gilroy

PERSONNEL COMMISSION

MINUTES

January 9, 2023 Regular Meeting – DRAFT MINUTES

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

Members Present

Robin Bronze
Catherine Cummins
Marissa Haro

Members Absent

Nita Edde-Mitchell

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Commissioner Bronze called the meeting of January 9, 2023 to order at 5:39 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, and Haro were present. Commissioner Edde-Mitchell was absent. Human Resources Director McPhillips reported that the agenda for this meeting was posted on January 6, 2023 at 4:20 p.m.

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

III. APPROVAL OF MINUTES

- A. *For the regular meeting dated November 14, 2022 – on a motion from Commissioner Haro, seconded by Commissioner Cummins, the minutes for the November 14, 2022 meeting were approved on 3-0 vote.*

IV. HUMAN RESOURCES DIRECTOR'S REPORT – employees are disaster service workers; all in readiness position to serve in any capacity due to the flooding; Public Works crews have been excellent and have been out in the field assisting the community with flooding concerns.

V. INFORMATIONAL ITEMS

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

VI. NEW BUSINESS

- A. *Appointment of Chair and Vice Chair for 2023 – Human Resources Director provided report on the Chair and Vice Chair appointment process; questions answered; on a motion from Commissioner Cummins, seconded by Commissioner Bronze, Commissioner Edde-Mitchell was appointed as Chair for 2023 and Commissioner Haro as Vice Chair for 2023; motion passed 3-0.*
- B. *Correction to Recreation Supervisor Job Description– Human Resources Director McPhillips provided a report; questions answered; on a motion from Commissioner Cummins, seconded by Commissioner Haro the corrections to the Recreation Supervisor job description were approved; motion passed 3-0.*

VII. FUTURE PERSONNEL COMMISSION BUSINESS

- Police Cadet Program
- Welcome New Personnel Commissioners

VIII. ADJOURNMENT - *the meeting adjourned to a brief reception in honor of Commissioners Bronze and Nicholson; the City of Gilroy thanks them both for their volunteer service to the Personnel Commission; although the terms were scheduled to end on 12/31/22, there have not been new applications for the Commission as of yet; Commissioner Bronze agreed to continue to serve until there is a replacement; Commissioner Nicholson is no longer available to serve; the meeting was adjourned at 5:55 p.m. on motion from Commissioner Bronze, seconded by Commissioner Cummins; motion passed 3-0.*

Respectfully Submitted,



LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission