

**City of Gilroy**  
**PERSONNEL COMMISSION**  
**MINUTES**

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**June 24, 2025, Special Meeting – DRAFT MINUTES**

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

***Members Present***

*Linda Allen*  
*Catherine Cummins*  
*Marissa Haro*

***Members Absent***

*Nita Edde-Mitchell*

**I. REPORT ON POSTING THE AGENDA AND ROLL CALL**

*Chair Cummins called the special meeting of June 24, 2025, to order at 5:37 p.m. Roll call was taken noting that Commissioners Allen, Cummins and Haro were present. Commissioner Edde-Mitchell was noted as absent. Human Resources Director McPhillips reported that the agenda for this meeting was posted on June 20, 2025, at 7:31 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 April 28, 2025 – on a motion from Commissioner Haro, seconded by Commissioner Allen, the minutes for the meeting of April 28, 2025, meeting were approved on 3-0 vote.*

**IV. PERSONNEL COMMISSION TRAINING – Attorney Gage Dungy of the Liebert Cassidy Whitmore Public Employment Law Firm provided training to the Personnel Commission on the topic of Hearing Procedures.**

**V. INFORMATIONAL ITEMS**

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

**VI. NEW BUSINESS**

- A. *Job Description and Hourly Rate Range for the New Part-Time Job Description of Environmental Programs Analyst – Human Resources Director McPhillips provided a staff report; questions were answered; on a motion from Commissioner Haro, seconded by Commissioner Allen, the job description and hourly rate range for the part-time position of Environmental Programs Analyst were approved on a 3-0 vote.*
- B. *Approve Reclassification of Management Analyst Monica Sendejas to the Classification of Senior Management Analyst - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Allen, the reclassification of Monica Sendejas to the classification of Senior Management Analyst was approved on a 3-0 vote.*

C. *Approve Reclassification of Office Assistant II Zinnia Menchaca-Navarro to the Classification of Management Assistant - Human Resources Director provided staff report; questions were answered; on a motion from Commissioner Cummins, seconded by Commissioner Haro, the reclassification of Zinnia Menchaca-Navarro to the classification of Management Assistant was approved on a 3-0 vote.*

**VII. FUTURE PERSONNEL COMMISSION BUSINESS**

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

**VIII. ADJOURNMENT** – *Chair Cummins adjourned the meeting at 7:19 p.m.*

Respectfully Submitted,

*LeeAnn McPhillips*

LeeAnn McPhillips  
Human Resources Director/  
Staff to the Personnel Commission