

City of Gilroy

PERSONNEL COMMISSION

MINUTES

January 26, 2026, Regular Meeting – MINUTES

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

Members Present

Catherine Cummins
Nita Edde-Mitchell
Marissa Haro

Members Absent

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Cummins called the meeting of January 26, 2026, to order at 5:32 p.m. Roll call was taken noting that Commissioners Cummins, Edde-Mitchell, and Haro were present. Human Resources Director McPhillips reported that the agenda for this meeting was posted on Friday, January 23, 2026.

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

III. APPROVAL OF MINUTES

- A. *For the special meeting dated November 6, 2025 – on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Haro, the minutes for the meeting of November 6, 2025, special meeting were approved on 3-0 vote.*

IV. HUMAN RESOURCES DIRECTOR'S REPORT – *The Human Resources Director reported on a few items: new City Administrator will begin work on February 9, 2026, and that a public reception to welcome him will take place beginning at 5 p.m. prior to the February 9th Council meeting; a new Economic Development Director will begin work on February 2, 2026 following Council consent of appointment on January 26, 2026; the City has provided Harassment, Discrimination & Retaliation Prevention training for managers/supervisor and employees on January 16 and January 21 with a third class planned for February 5; nine training grants were awarded to city staff following the application and review process; and updated organization charts for all departments are nearing completion and will be shared with the Personnel Commission once finalized.*

V. INFORMATIONAL ITEMS

- A. *2026 Personnel Commission Meeting Schedule – schedule provided; report received.*
- B. *Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; report received.*

VI. NEW BUSINESS

- A. *Selection of Personnel Commission Chair and Vice Chair – Interim Human Resources Director/Risk Manager McPhillips provided a staff report; item was discussed and questions*

answered; on a motion from Commissioner Cummins, seconded by Commissioner Haro, Commissioner Edde-Mitchell was selected as the Personnel Commission Chair for 2026 and Commissioner Haro was selected as the Vice Chair for 2026; approved on a 3-0 vote.

- B. Updates to Hourly Rates for Select Part-Time/Temporary/Seasonal Position to Comply with CA Minimum Wage Requirement Effective January 1, 2026 – Human Resources Director McPhillips provided a staff report; item was discussed and questions answered; on a motion from Commissioner Haro, seconded by Commissioner Edde-Mitchell, the updates to the hourly rate ranges for the classifications of Recreation Leader I, Student Worker, Bachelor's Intern, and Police Cadet (high school student) were updated to comply with the January 1, 2026 minimum wage requirements; approved on a 3-0 vote.*
- C. Updates to Job Description of Human Resources & Risk Management Technician II – Human Resources Director McPhillips provided a staff report; item was discussed and questions answered; on a motion from Commissioner Cummins, seconded by Commissioner Haro, updates to the job description for the position of Human Resources & Risk Management Technician II were 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 5:49 p.m.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Interim Human Resources Director/
Staff to the Personnel Commission