

City of Gilroy

PERSONNEL COMMISSION

MINUTES

February 23, 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
Danny Mitchell
Sharpy Sandhu

Members Absent

I. WELCOME AND INTRODUCTION OF NEW PERSONNEL COMMISSION MEMBERS

The Commission welcomed Danny Mitchell and Sharpy Sandhu to the Personnel Commission.

II. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chair Edde-Mitchell called the meeting of February 23, 2026, to order at 5:34 p.m. Roll call was taken noting that Commissioners Cummins, Edde-Mitchell, Haro, Mitchell, and Sandhu were present. Human Resources Director McPhillips reported that the agenda for this meeting was posted on Friday, February 20, 2026.

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

IV. APPROVAL OF MINUTES

- A. *For the meeting dated January 26, 2026 – on a motion from Commissioner Cummins, seconded by Commissioner Haro, the minutes for the meeting of January 26, 2026, meeting were approved on 5-0 vote.*

V. HUMAN RESOURCES DIRECTOR'S REPORT – *The Human Resources Director reported that updated organization charts for all departments are nearing completion and will be shared with the Personnel Commission once finalized.*

VI. INFORMATIONAL ITEMS

- A. *Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; report received.*
- B. *Harassment, Discrimination, Retaliation Prevention Training Materials – the materials from recent training provided for all city employees was shared with the Personnel Commission.*

VII. NEW BUSINESS

- A. *Updates to the Job Description for Human Resources Director/Risk Manager – Interim Human Resources Director/Risk Manager McPhillips provided a staff report; item was discussed and*

questions answered; on a motion from Commissioner Haro, seconded by Commissioner Mitchell, the updated job description for Human Resources Director/Risk Manager was approved; approved on a 5-0 vote.

- B. Updates to Job Description for the Part-Time Position of Assistant Fleet Technician – Human Resources Director McPhillips provided a staff report; item was discussed and questions answered; on a motion from Commissioner Mitchell, seconded by Commissioner Cummins, updates to the job description for the part-time position of Assistant Fleet Technician were approved on a 5-0 vote.*

VIII. FUTURE PERSONNEL COMMISSION BUSINESS

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

- IX. ADJOURNMENT** – *On a motion from Commission Cummins, seconded by Commissioner Mitchell, Chair Edde-Mitchell adjourned the meeting at 6:05 p.m.*

Respectfully Submitted,

LeeAnn McPhillips

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