



**CITY OF GILROY
PERSONNEL COMMISSION
REGULAR MEETING AGENDA**



MONDAY, JANUARY 26, 2026 | 5:30 PM

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

Chair: Catherine Cummins

Vice Chair: Nita Edde-Mitchell

Commissioners: Marissa Haro, Vacant, Vacant

Staff Liaison: LeeAnn McPhillips, Interim Administrative Services & Human Resources Director/Risk Manager



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 the 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.



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is outlined as follows:

1. OPENING

1.1. Call to Order

1.2. Roll Call

1.3. Report on Posting the Agenda

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 the Minutes from the November 6, 2025 Special Meeting of the Personnel Commission.

4. HUMAN RESOURCES DIRECTORS REPORT

5. INFORMATIONAL ITEMS

5.1. 2026 Personnel Commission Meeting Schedule

5.2. Recruitment & Employment Status Report

6. UNFINISHED BUSINESS

7. NEW BUSINESS

7.1. Selection of Chair and Vice Chair for 2026

7.2. Approve Updates to the Hourly Rates for Select Part-Time/Temporary/Seasonal Positions to Comply with the January 1, 2026 California Minimum Wage Requirement

7.3. Approve Updates to Human Resources & Risk Management Technician II Job Description

8. FUTURE BUSINESS

8.1. Updates to the job description for the classification of Human Resources Director/Risk Manager.

8.2. Welcome newly appointed Personnel Commission members.

8.3. Updates to Sworn and Non-Sworn Police Department job descriptions

9. ADJOURNMENT

NEXT MEETING DATE

February 23, 2026 at 5:30 p.m.

MEETING SCHEDULE

The City of Gilroy Personnel Commission meets regularly on the fourth Monday of each month at 5:30 p.m. in the Administrative Services East Conference Room or City Council Chambers

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