

**CITY OF GILROY
PERSONNEL COMMISSION AGENDA**

Monday, June 14, 2021 at 5:30 p.m. – Regular Meeting

Catherine Cummins, Chair

Annie Tomasello, Vice Chair

Robin Bronze, Commissioner

Nita Edde-Mitchell, Commissioner

Sholly Nicholson, Commissioner

Public comment will be taken on any agenda item before action is taken by the Personnel Commission. Persons speaking on any matter are requested, but not required to state their name. Public testimony is subject to reasonable regulations, including, but not limited to, time restrictions for each individual speaker.

PUBLIC PARTICIPATION IN THIS MEETING WILL BE LIMITED.

**THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S
EXECUTIVE ORDER N-29-20**

MEETING MATERIAL IS AVAILABLE ON THE CITY WEBSITE www.cityofgilroy.org.

In order to minimize the spread of the COVID 19 virus, the City will be offering telephone and email options for public comments at this meeting. The public is encouraged to participate in this meeting by as follows:

***VIEW THE MEETING LIVE ON FACEBOOK
<https://www.facebook.com/GilroyCityHallMeetings>***

PUBLIC COMMENTS WILL BE TAKEN ON AGENDA ITEMS BEFORE ACTION IS TAKEN BY THE PERSONNEL COMMISSION. *COMMENTS MAY BE EMAILED PRIOR TO OR DURING THE MEETING TO LEEANN MCPHILLIPS AT LeeAnn.McPhillips@cityofgilroy.org AND MUST BE RECEIVED BEFORE THE CHAIRPERSON OPENS PUBLIC COMMENT FOR THE ITEM. ADDITIONALLY, COMMENTS MAY BE MADE BY LEAVING A VOICE MESSAGE AT 408-846-0205, PRIOR TO 5:00 P.M. on Monday, June 14, 2021. IMPORTANT: identify the Agenda Item Number or PUBLIC COMMENT in the subject line of your email. The Clerk will read the first three minutes of each email into the public record.*

In compliance with the Americans with Disabilities Act, and Governors Order N-29-20, 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 a minimum of 2 hours prior to the meeting at (408) 846-0205.

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/shawna.freels@cityofgilroy.org.

Materials related to an item on this agenda submitted to the Personnel Commission after distribution of the agenda packet are available for public inspection with the agenda packet on the City website at www.cityofgilroy.org/AgendaCenter

1) OPENING

- A) Call Meeting to order (Chairperson Cummins)
- B) Roll Call (HR Director, LeeAnn McPhillips)
- C) Report on Posting of the Agenda (HR Director, LeeAnn McPhillips)

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

- A) Approval of Minutes for the Meeting of December 14, 2020 (report attached)
- B) Approval of Minutes for the Meeting of March 8, 2021 (report attached)

4) HUMAN RESOURCES DIRECTOR'S REPORT

5) INFORMATIONAL ITEMS

- A) Recruitment and Employment Status Report (report attached)
- B) City Workforce COVID-19 Update
- C) Annual Presentation to City Council – December 6, 2021

6) NEW BUSINESS

- A) Updates to the Job Description for the Position of Fleet Superintendent (report attached)
- B) Updates to the Job Description for the Position of Engineer I (report attached)

7) TRAINING

- A) Overview of the City of Gilroy Personnel System – Presentation by Erin Kunze, Liebert Cassidy Whitmore Public Employment Law Firm (report attached)

8) FUTURE PERSONNEL COMMISSION BUSINESS

- A) Employee Reclassifications
- B) Updates to City Clerk Job Description

9) MEETING ADJOURNMENT

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is **Monday, July 12, 2021 at 5:30 p.m.**

MEETING SCHEDULE

The City of Gilroy Personnel Commission meets regularly on the second Monday of each month at 5:30 p.m.
If a holiday should fall on the regular meeting date, the meeting will be rescheduled to the following Monday.