

CITY OF GILROY PERSONNEL COMMISSION AGENDA

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

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

Catherine Cummins, Chair

Robin Bronze, Commissioner

Nita Edde-Mitchell, Commissioner

Marissa Haro, 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.

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 in the lobby of Administration at City Hall, 7351 Rosanna Street during normal business hours. These materials are also available with the agenda packet on the City website at www.cityofgilroy.org

A Closed Session may be called during this meeting pursuant to Government Code Section 54956.9(b)(1) if a point has been reached where, in the opinion of the Personnel Commission of the City on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the City.

Public comments will be taken at the beginning of the meeting for items not on the agenda and on agenda items before action is taken by the Personnel Commission. Comments may be provided in-person at the meeting or may be emailed by no later than 1:00 p.m. on the day of the meeting to LeeAnn.McPhillips@cityofgilroy.org. **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.**

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/cityclerk@cityofgilroy.org.

In compliance with the American Disabilities Act (ADA), 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 Human Resources Director 72 hours prior to the meeting at (408) 846-0228.

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) Welcome and Introduction of New Personnel Commissioner Marissa Haro
- C) Roll Call (HR Director, LeeAnn McPhillips)
- D) 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 January 13, 2022 (report attached)

4) HUMAN RESOURCES DIRECTOR'S REPORT

5) INFORMATIONAL ITEMS

- A) Recruitment and Employment Status Report (report attached)
- B) Updated Police and Complaint Procedure Against Harassment, Discrimination, & Retaliation (report attached)
- C) City Workforce COVID-19 Update
- D) Presentation and Review of Personnel Commission Bylaws and Core Resource Documents

6) NEW BUSINESS

- A) Selection of Chair and Vice Chair for 2022 (report attached)

7) FUTURE PERSONNEL COMMISSION BUSINESS

- A) Updates to the Job Description of GIS Coordinator
- B) Updates to the Job Description of Code Enforcement Technician
- C) Recognition for Outgoing Personnel Commissioner Annie Tomasello (April 11 meeting)

8) MEETING ADJOURNMENT

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is **Monday, April 11, 2022 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.

City of Gilroy
PERSONNEL COMMISSION
MINUTES

January 13, 2021 Special Meeting – DRAFT MINUTES

Virtual Meeting on Zoom

Members Present

Catherine Cummins
Nita Edde-Mitchell
Annie Tomasello

Members Absent

Robin Bronze
Sholly Nicholson

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chairperson Cummins called the meeting of January 13, 2022 to order at 5:33 p.m. Roll call was taken noting that Commissioners Cummins, Edde-Mitchell, and Tomasello were present. Commissioners Bronze and Nicholson were noted as absent. Human Resources Director McPhillips reported that the agenda for this special meeting was posted on January 12, 2022 at 11:30 a.m.

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

III. APPROVAL OF MINUTES

- A. For the meeting dated November 8, 2021 – on a motion from Commissioner Tomasello, seconded by Commissioner Edde-Mitchell, the minutes for the November 8, 2021 meeting were approved on 3-0 vote.*

IV. HUMAN RESOURCES DIRECTOR’S REPORT – *no report.*

V. INFORMATIONAL ITEMS

- A. Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; questions answered; report received.*
- B. City Workforce Covid-19 Update – brief report provided on how the city is addressing the Covid-19 issues with employees and the overall organization.*

VI. NEW BUSINESS

- A. Update to the Salary Range for the Classification of Public Safety Communicator. Staff report provided by Human Resources Director; questions answered, Commissioner Tomasello made a motion to approve the update to the salary range for the position of Public Safety Communicator; Commissioner Edde-Mitchell seconded the motion; motion passed 3-0.*
- B. Updates to the Hourly Rates for Select Part-Time/Temporary/Seasonal Positions to Comply with the January 1, 2022 Minimum Wage Requirements. Staff report provided by the Human Resources Director; questions answered; Commissioner Tomasello made a motion to approve the updates to the hourly rates for select Part-Time/Temporary/Seasonal positions to comply with the January 1, 2022 minimum wage requirements; seconded by Commissioner Edde-Mitchell; motion passed 3-0.*
- C. Appointment of Personnel Commission Chair and Vice Chair for 2022. Staff report provided by Human Resources Director; Commissioners decided to table this item until final appointments to*

the Personnel Commission are known. Human Resources Director will place this item on the next agenda.

VII. FUTURE PERSONNEL COMMISSION BUSINESS

- A. Updates to the Job Description for GIS Coordinator/Analyst.*
- B. Updates to the Job Description for Code Enforcement Technician.*

VIII. ADJOURNMENT - *the meeting adjourned at 6:03 p.m. on motion from Commissioner Tomasello, seconded by Commissioner Edde-Mitchell; motion passed 3-0.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission

**CITY OF GILROY
RECRUITMENT AND EMPLOYMENT STATUS REPORT**

Recruitments Posted as of March, 2022	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 3/11/22
Lateral Firefighter (Licensed Paramedic)	2/22/21	Continuous	5 total (can hire at any level)	Accepting & screening applications	7
Firefighter Trainee (Licensed Paramedic)	3/11/22	Open Until Filled	5 total (can hire at any level)	Accepting applications from FCTC list	0
Police Officer – Lateral	10/10/21	Continuous	5 total (can hire at any level)	Accepting applications; screening applications; scheduling interviews	6
Police Officer – Academy Graduate	10/15/21	Continuous	5 total (can hire at any level)	Accepting applications; screening applications; scheduling interviews	10
Police Officer – Current Academy Cadet	10/15/21	Continuous	5 total (can hire at any level)	Accepting applications; screening applications; scheduling interviews	2
Police Officer Trainee	10/15/21	Continuous	5 total (can hire at any level)	Accepting applications; screening applications; scheduling interviews	26
Public Safety Communicator – Lateral	1/18/22	Continuous	2	Accepting applications; screening applications	2
PT Recreation Leader (various programs)	12/17/21	Open Until Filled	2	Accepting applications; scheduling interviews	15
Accountant	2/15/22	3/13/22	1	Accepting applications	9
Fleet Superintendent/ Manager	1/5/22	Open Until Filled	1	Avery & Associates – accepting and screening applications; scheduling interview	6
Police Records Supervisor	3/13/22	Open Until Filled	1	Accepting and screening applications	0
Summer College Internships	n/a	n/a	4	Finalizing job flyers for summer internships	n/a
Financial Analyst	n/a	n/a	1	Finalizing job flyer for posting	n/a

Recruitments in Process – March, 2022	Status
Police Officer Trainee	1 candidate graduated Academy on 3/11/22; 1 in Academy
Public Safety Communicator Trainee	1 candidate in final pre-hire steps; tentative start date 4/4/22
Public Safety Communicator Lateral	1 candidate in final pre-hires steps; tentative start date 3/28/22
Firefighter Trainee (Licensed Paramedic)	4 candidates in background check
Part-Time Office Assistant I	1 in background check; 1 PT hired; 1 temp hired; 1 temp in final pre-hire steps
High School Work Experience Student (PT)	Candidate in final pre-hire steps; tentative start date 4/4/22

Recruitments in Process – March, 2022	Status
Community Services Officer	2 candidates in background check
Sergeant/Corporal Promotional Process	Assessment Center scheduled for April
Recreation Leaders – various programs	Interviewing
Maintenance Worker I	Hired 5; one in pre-hire steps
Fleet Superintendent	Scheduling interview
Water Conservation Officer (PT)	Interviews 3/16/22
Recreation Leader (PT)	1 candidate in background check
Deputy Director of Public Works – Operations	Screening applications (Avery & Associates)
Community Development Director	Screening applications (Avery & Associates)

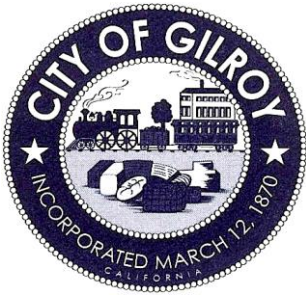
Hiring/Promotion/Separation Information (January 8, 2022 – March 14, 2022)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE
JESSICA CANELAS	P/T OFFICE ASSISTANT I – FLEET & FACILITIES	1/10/2022
MICHAEL LEWIS	MANAGEMENT ANALYST – PUBLIC WORKS	1/18/2022
JON BIGGS	INTERIM – COMMUNITY DEVELOPMENT DIRECTOR	2/8/2022
NATALIA BECERRA-BATIZ	ACCOUNTING ASSISTANT I	2/14/2022
LUCAS HELLING	MAINTENANCE WORKER I – PARK & LANDSCAPE SECTION	2/22/2022
VINCE BAUTISTA	RECREATION COORDINATOR	
ISAAC MUNOZ	MAINTENANCE WORKER I – WATER SECTION	2/27/2022
STEVEN HAYES	FIRE CAPTAIN – <i>PROMOTION</i>	2/28/2022
CAROLINA HUDSON	P/T/TEMP OFFICE ASSISTANT I – PUBLIC WORKS	2/28/2022
MATTHEW JIMENEZ	MAINTENANCE WORKER I – PARK & LANDSCAPE SECTION	2/28/2022
VICTORIA RAHMAN	FINANCE MANAGER	3/1/2022
CARLOS HERNANDEZ	FIRE ENGINEER – <i>PROMOTION</i>	3/2/2022
STEPHEN WILSON	MAINTENANCE WORKER I – STREET/WASTEWATER/TREE SECTION	3/6/2022
JOSEPH GARCIA	MAINTENANCE WORKER I – PARK & LANDSCAPE SECTION	3/7/2022
AVEY GONZALEZ	SENIOR MAINTENANCE WORKER – WATER SECTION – <i>PROMOTION</i>	3/14/2022
MARIA PORTILLO	ACCOUNTING ASSISTANT I	3/14/2022

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
BIANCA BARBOUR	ACCOUNTING ASSISTANT I	1/20/2022
PATRICK TYLER HEENAN	MAINTENANCE WORKER I – WATER SECTION	1/28/2022
CHRISTOPHER MACIAS	MAINTENANCE WORKER I – PARK & LANDSCAPE SECTION	2/18/2021
BAILEY BOYD-PITTS	PT RECREATION LEADER	3/1/2022
CANDACE WILSON	DETENTION SERVICES OFFICER	3/5/2022



CITY OF GILROY POLICY & COMPLAINT PROCEDURE AGAINST HARASSMENT, DISCRIMINATION, & RETALIATION

Updated: March 11, 2022

I. Purpose

The City has a strong commitment to prohibiting and preventing discrimination, harassment, and retaliation in the workplace. The City has zero tolerance for any conduct that violates this Policy. Conduct need not arise to the level of a violation of state or federal law to violate this Policy. Instead a single act can violate this Policy and provide grounds for discipline or other appropriate sanctions. This Policy establishes a complaint procedure for investigating and resolving internal complaints of discrimination, harassment and retaliation. The City encourages all covered individuals to report any conduct they believe violates this Policy as soon as possible. Any retaliation against an employee because they filed or supported a complaint or because they participated in the complaint resolution process is prohibited. Individuals found to have retaliated in violation of this Policy will be subject to appropriate sanction or disciplinary action, up to and including termination.

II. Statement of Policy

Harassment against an applicant, unpaid intern, volunteer, or employee by a supervisor, management employee, elected or appointed official, co-worker, member of the public, or contractor on the basis of race, religion, color, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military or veteran status, or any other protected classification as defined below, will not be tolerated.

Discrimination in the hiring of or in the terms, conditions, or privileges of employment of an applicant or employee by a supervisor, management employee, elected or appointed official, on the basis of race, religion, color, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military or veteran status, or any other protected classification as defined below, will not be tolerated. This Policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

Disciplinary action or other appropriate sanction up to and including termination will be instituted for prohibited behavior as defined below.

III. Definitions

- A. Protected Classifications: This Policy prohibits harassment or discrimination because of an individual's protected classification. "Protected Classification" includes race, religious creed, color, national origin, ancestry, citizenship status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identify, gender

expression, age (over 40), sexual orientation, or military or veteran status or any other basis protected by law. This Policy prohibits harassment or discrimination because:

- Of an individual's protected classification;
 - The perception that an individual has a protected classification; or
 - The individual associates with a person who has or is perceived to have a protected classification.
- B. Protected Activity: This Policy prohibits retaliation because of an individual's protected activity. "Protected Activity" includes:
- Making a request for or receiving an accommodation for a disability;
 - Making a request for or receiving accommodation for religious beliefs or practices;
 - Making or supporting a complaint under this Policy;
 - Opposing violations of this Policy; or
 - Participating in an investigation pursuant to this Policy.
- C. Discrimination: This policy prohibits taking an adverse employment action in the terms and conditions of employment against an applicant or employee because of the individual's protected classification, actual or perceived; because the individual associates with a person who is member of a protected classification, actual or perceived.
- D. Harassment: Includes, but is not limited to, the following types of behavior that are taken because of a covered individual's actual or perceived protected classification.
- Speech: Such as epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification. This might include inappropriate comments on appearance, dress, physical features, gender identification, or race, ethnic or sexually-oriented stories and jokes.
 - Physical acts: Such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement. This includes pinching, grabbing, patting, or making explicit or implied job threats or promises in return for submission to physical acts.
 - Visual acts: Such as derogatory posters, cartoons, emails, pictures, or drawings related to a protected classification.
 - Sexual advances: Requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

- E. Relationships: Romantic or sexual relationships between supervisors and subordinate employees are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. The relationship may create an appearance of impropriety and lead to charges of favoritism by other employees. A welcome sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing.
- F. Guidelines for Identifying Harassment: Harassment includes any conduct which would be unwelcome or unwanted to an individual of the recipient's same protected classification. The following guidelines to determine if conduct is unwelcome or unwanted should be followed:
- It is no defense that the recipient "appears" to have consented to the conduct at issue by failing to protest about the conduct. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized or subjected to retaliation.
 - Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one has yet complained does not preclude someone from complaining if the conduct is repeated in the future.
 - Even visual, verbal, or physical conduct between two individuals who appear to welcome the conduct can constitute harassment of a third individual who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.
 - Conduct can constitute harassment even if the individual has no intention to harass. Even well-intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual of the recipient's same protected classification would find it offensive (*e.g.*, gifts, over attention, endearing nicknames, hugs).
- G. Retaliation: Retaliation occurs when an adverse conduct is taken against a covered individual because of the individual's protected activity as defined in this Policy. "Adverse conduct" may include but is not limited to: disciplinary action, counseling, taking sides because an individual has reported harassment or discrimination, spreading rumors about a complaint or someone who supports or assists the complainant, shunning and avoiding an individual who reports harassment or discrimination, or making real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination.

IV. Complaint Procedure

The City takes a proactive approach to potential Policy violations and will conduct an investigation if its supervisory or management employees become aware that harassment, discrimination or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

Covered individuals who believe they have been subjected to discrimination, harassment or retaliation may make a complaint – orally or in writing – to any supervisor, manager, department head, the Human Resources Director, or the City Administrator without regard to any chain of command. For example, if a covered individual does not feel comfortable making a complaint to their immediate supervisor, they are

welcome to direct their complaint to another supervisor or manager, including the Human Resources Director or the City Administrator.

Any supervisory or management employee who receives a complaint should immediately notify the Human Resources Director.

Upon receiving notification of a complaint, the Human Resources Director will complete and/or delegate the following steps. If the Human Resources Director is accused, or a witness to the events at issue, the City Administrator or their designee will complete and/or delegate the following steps:

1. Authorize and supervise a fair, timely, and thorough investigation of the complaint by impartial and qualified personnel and/or to investigate the complaint in such a manner. The investigation will usually include interviews with:
 - The complainant;
 - The accused; and
 - Other persons who have relevant knowledge concerning the allegations in the complaint.
2. Review the factual information gathered through the investigation to determine whether the alleged conduct occurred, and whether it violates the Policy giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
3. Report a summary of the determination as to whether the Policy has been violated to appropriate persons.
4. If conduct in violation of this Policy occurred, take or recommend to the appointing authority prompt and effective remedial action, including disciplinary action in accordance with the City's applicable policies and procedures. The remedial action will be commensurate with the severity of the offense. If discipline is imposed, the level of discipline will not be communicated to the complainant.
5. Take reasonable steps to protect the complainant from further harassment, discrimination, or retaliation.

V. Confidentiality

Every possible effort will be made to assure the confidentiality of complaints made under this Policy to the greatest extent allowed by law. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. An employee who is interviewed during the course of an investigation is prohibited from attempting to influence any potential witness while the investigation is ongoing. However, an employee may discuss the interview with their bargaining unit representative who is not otherwise a party to the complaint. The City will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

VI. Option to Report to Outside Administrative Agencies

An individual has the option to report harassment, discrimination, or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These administrative agencies offer legal remedies and a complaint process. The nearest offices are listed on the Internet, in the government section of the telephone book or employees can check the posters that are located on City bulletin boards for office locations and telephone numbers.

VII. Obligations and Responsibilities of City Employees

All City employees shall receive a copy of this Policy when they are hired and all employee will be notified of any updates or changes to the policy. In addition, all City employees – both non-supervisory and supervisory employees – and elected and appointed officials will be provided harassment prevention training in accordance with California law.

All City employees are responsible for:

1. Knowing the City's policy on nondiscrimination;
2. Conducting themselves in a manner reflecting the City's values;
3. Treating all individuals in the workplace and on worksites with respect;
4. Participating in periodic training on non-discrimination and non-harassment;
5. Reporting incidents of discrimination in a timely fashion;
6. Cooperating in any investigation concerning allegations of discrimination; and
7. Maintaining confidentiality concerning any investigation that is conducted.

In addition, managers and supervisors are responsible for:

1. Informing employees of this Policy.
2. Taking all steps necessary to prevent harassment, discrimination and, retaliation from occurring, including monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language;
3. Receiving complaints in a fair and serious manner, and documenting steps taken to resolve complaints;
4. Reporting potential violations of this Policy of which he or she becomes aware to the Human Resources Director regardless of whether a complaint has been submitted;
5. Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals;

6. Assisting in the investigation of complaints involving employee(s) in their departments and, when appropriate, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with these Policies, up to and including termination;
7. Implementing appropriate disciplinary and remedial actions;
8. Assisting, advising, or consulting with employees and the Human Resources Director regarding this Policy; and
9. Participating in periodic training and scheduling employees for training.

**CITY OF GILROY
PERSONNEL COMMISSION
STAFF REPORT**

Date: March 14, 2022

To: Personnel Commission

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

Subject: Appointment of Personnel Commission Chair and Vice Chair for 2022

SUMMARY:

Once per year, the Personnel Commission must take action to appoint a Commissioner to the position of Chair and another Commissioner to the position of Vice Chair. Currently, Commissioner Cummins is the Personnel Commission Chair. Commissioner Tomasello's term was up on December 31, 2021 and she decided not to reapply after serving multiple terms. As a result, currently, there is not a Vice Chair.

Any Commissioner may be selected for either of these positions. Although there is no requirement to do so, in the past, the Vice Chair has been appointed to the position of Chair provided the Commissioner is willing to serve in the new capacity. In addition, one of the Commissioners who was not most recently the Chair is typically selected to fill the Vice Chair position.

Give the departure of Commissioner Tomasello, there is not currently a Commissioner in the Vice Chair role to rotate to the Chair position. Therefore, the Commission needs to appoint both a Chair and Vice Chair for 2022. Commissioners Bronze and Nicholson have not yet served as Chair or Vice Chair. Commissioner Edde-Mitchell served as Vice Chair in 2019 and Chair in 2020. Commissioner Cummins served as Vice Chair in 2020 and Chair in 2021. Commissioner Haro is new to the Commission.

Also, Commissioners Bronze and Nicholson have terms ending 12/31/22, therefore, both have the same seniority on the Commission.

RECOMMENDED ACTIONS:

1. Appoint a Commissioner to the position of Chair.
2. Appoint a Commissioner to the position of Vice Chair.

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/Risk Manager