

CITY OF GILROY PERSONNEL COMMISSION AGENDA

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

Monday, September 12, 2022 at 5:30 p.m. – Regular Meeting

Sholly Nicholson, Chair

Robin Bronze, Vice Chair

Catherin Cummins, Commissioner

Nita Edde-Mitchell, Commissioner

Marissa Haro, 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 at (408) 846-0228. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28CFR 35.102-35.104 ADA Title II)

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 Nicholson)
- B) Roll Call (HR Director, LeeAnn McPhillips)
- C) Report on Posting of the Agenda (HR Director, LeeAnn McPhillips)

2) PRESENTATION

- A) Presentation to the Personnel Commission from Mayor Marie Blankley

3) 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.)

4) APPROVAL OF MINUTES

- A) Approval of Minutes for the Meeting of June 13, 2022 (report attached)

5) HUMAN RESOURCES DIRECTOR'S REPORT

6) INFORMATIONAL ITEMS

- A) Recruitment and Employment Status Report (report attached)

7) NEW BUSINESS

- A) Attendance Policy for City Boards, Commissions and Committees

8) FUTURE PERSONNEL COMMISSION BUSINESS

- A) Cadet Program
- B) Annual Presentation to City Council – December 5, 2022

9) MEETING ADJOURNMENT

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is **Monday, October 10, 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

June 13, 2022 Regular Meeting – DRAFT MINUTES

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

Members Present

Robin Bronze
Catherine Cummins
Nita Edde-Mitchell (arrived 5:42 p.m.)
Marissa Haro
Sholly Nicholson

Members Absent

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Commissioner Nicholson called the meeting of June 13, 2022 to order at 5:37 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, Edde-Mitchell, Haro and Nicholson were present. Human Resources Director McPhillips reported that the agenda for this meeting was posted on June 10, 2022 at 4:37 p.m.

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

III. APPROVAL OF MINUTES

- A. *For the regular meeting dated April 11, 2022 – on a motion from Commissioner Nicholson, seconded by Commissioner Bronze, the minutes for the April 11, 2022, 2022 meeting were approved on 4-0 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.*

VI. NEW BUSINESS

- A. *Review and Approve Job Description and Salary Range for Full-Time Position of Geographic Information Systems Analyst. Staff report provided by Human Resources Director McPhillips; questions answered; a motion was made by Commission Cummins to Approve the Job Description and Salary Range for the Full-Time Position of Geographic Information Systems Analyst; seconded by Commissioner Nicholson; motion passed 5-0.*
- B. *Abolish the Eligibility List for the Position of Maintenance Worker I. Staff report provided by Human Resources Director McPhillips; questions answered; a motion was made by Commission Nicholson to Approve the Job Description and Salary Range for the Full-Time Position of Geographic Information Systems Analyst; seconded by Commissioner Bronze; motion passed 5-0.*

VII. FUTURE PERSONNEL COMMISSION BUSINESS – None Noted

VIII. ADJOURNMENT - *the meeting adjourned at 5:52 p.m. on motion from Commissioner Nicholson, seconded by Commissioner Edde-Mitchell; motion passed 5-0.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission

DRAFT

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

Recruitments Posted as of September, 2022	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 9/9/22
Lateral Firefighter (Licensed Paramedic)	2/22/21	9/7/22	5 (at either level)	Screening applications; one in background check; reposting	9
Firefighter Trainee (Licensed Paramedic)	8/30/22	9/18/22 (first review)	5 (at either level)	Accepting applications via FCTC List	0
Police Officer – Lateral	5/30/22	Continuous	7 total (can hire at any level)	Accepting applications	2
Police Officer – Academy Graduate	5/30/22	Continuous	7 total (can hire at any level)	Accepting applications	4
Police Officer – Current Academy Cadet	5/30/22	Continuous	7 total (can hire at any level)	Accepting applications	2
Police Officer Trainee	5/30/22	Continuous	7 total (can hire at any level)	Accepting applications; interviews on 6/13/22	6
Public Safety Communicator – Lateral	5/30/22	Continuous	3	Accepting applications; screening applications	4
Public Safety Communicator Trainee	7/28/22	Continuous	3	Accepting applications; screening applications; one in background	7
PT Recreation Leader (various programs)	11/24/21	Open Until Filled	4	Accepting applications; scheduling interviews; 2 in final pre-hire steps	38
PT Recreation Specialist	4/22/22	Open Until Filled	1	Accepting applications; scheduling interviews	13
Senior Civil Engineer	8/8/22	Open Until Filled	1	Accepting applications; screening applications; scheduling interviews	5
Youth Task Force Internship (Part-Time/Year-Round)	4/18/22	Open Until Filled	1	Accepting applications; screening applications	6
PT Network Administrator	6/2/22	Open Until Filled	1	Accepting applications; screening applications; scheduling interviews	6
Engineering Technician/Inspector I/II	8/18/22	9/18/22	1	Accepting applications	2
Planning Technician	8/29/22	10/2/22	1	Accepting applications	7
Hazardous Materials Inspector I/II	n/a	n/a	n/a	Job Flyer Under Development	n/a
GIS Analyst	n/a	n/a	n/a	Job Flyer Under Development	n/a
Records Supervisor	n/a	n/a	n/a	Job Flyer Under Development	n/a
Public Safety Communications Supervisor	n/a	n/a	n/a	Job Flyer Under Development	n/a

Recruitments in Process – June, 2022	Status
Police Officer (All Levels)	4 candidates in background check; interviews 9/15/22.
Public Safety Communicator (Lateral and Trainee)	1 candidate in background check; interviews 9/15/22.
Recreation Leaders – various programs	Interviewing and 2 candidates in final pre-hire steps
Fleet Superintendent	1 candidate in final pre-hire steps.
PT Network Administrator	Department interview and practical 9/14/22
Planner I/II	Screening applications; interviews scheduled for 10/5/22
PT/Temp/Extra Help Senior Planner	Candidate in pre-hire steps
Community Services Officer	1 candidate in final pre-hire steps; 2 candidates in background check
Detention Services Officer	1 candidate in final pre-hire steps
Lateral Firefighter (Licensed Paramedic)	1 candidate in background check
PT Human Resources Assistant I	1 candidate in background check
Senior Human Resources Analyst/Human Resources Analyst	1 candidate in background check
Maintenance Worker I	3 candidates in background check
Engineer I	1 candidate in final pre-hire steps
PT Office Assistant	Scheduling department interviews

Hiring/Promotion/Separation Information (June 10, 2022 – September 9, 2022)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE
JAMES WIGHT	MAINTENANCE WORKER I – WATER SECTION	6/15/2022
CAMILLA AGUILAR-HERNANDEZ	YOUTH TASK FORCE SUMMER COLLEGE INTERN	6/24/2022
EDWIN PEREZ	RECREATION LEADER I – AFTER SCHOOL PROGRAM	6/24/2022
ANDREW YOUNG	EMERGENCY SERVICES & VOLUNTEER COORDINATOR	7/1/2022
CHRISTINA RUIZ	DEPUTY CITY CLERK	7/5/2022
CHRISTOPHER MADRID	RECREATION LEADER III – ADAPTIVE PROGRAM	7/11/2022
JUSTIN RHODES	POLICE OFFICER TRAINEE	7/25/2022
LUIS GONZALEZ	POLICE OFFICER TRAINEE	7/25/2022
SHARON GOEI	COMMUNITY DEVELOPMENT DIRECTOR	7/25/2022
DAWN ALLEN	FINANCIAL ANALYST	8/1/2022
GADGE FARRIS	POLICE OFFICER	8/1/2022
CASSANDRA SNOW	PUBLIC SAFETY COMMUNICATOR TRAINEE - TEMPORARY	8/1/2022

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
CHERYL KOURETAS	SENIOR HUMAN RESOURCES ANALYST	6/24/2022

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
PHILLIP MCPEEK	POLICE OFFICER – RETIRED	6/26/2022
IQBAL RAI	ENGINEERING TECHNICIAN/INSPECTOR II	7/1/2022
MICHAEL BLUNDO	SENIOR EQUIPMENT MECHANIC – RETIRED	7/1/2022
MIGUEL CONTRERAS	PLANNER I	7/15/2002
THOMAS SMITH	HAZARD MATERIALS INSPECTOR I	7/25/2022
HONORA EJE	RECREATION LEADER I – AFTER SCHOOL PROGRAM	8/10/2022
JACOB LUNN	MAINTENANCE WORKER I – WATER SECTION	8/18/2022
MARISA HUNTLEY	PUBLIC SAFETY COMMUNICATOR SUPERVISOR	8/21/2022
MARIA MARIN	SENIOR CUSTODIAN	8/24/2022

**CITY OF GILROY
PERSONNEL COMMISSION
STAFF REPORT**

Date: September 12, 2022

To: Personnel Commission

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

Subject: **Attendance Policy for City Boards, Commissions, and Committees**

SUMMARY:

In 2018, the City Council adopted an attendance policy to institute standards for all Boards, Commissions, and Committees, stemming from concerns about excessive absences and inability to achieve a quorum to hold a meeting. Since the creation of the policy, there have been some questions about the interpretation of the policy. In addition, some additional flexibility was needed as circumstances for each Board, Commission, and Committee was a bit different.

On August 1, 2022, the Council adopted a revised Attendance Policy for Boards, Commissions and Committees that provides further clarity and allows for absences based on percentage per calendar year and creates specific steps for reporting absences. This policy will be implemented uniformly for all Boards, Commissions and Committees of the City of Gilroy and will assist in maintaining a quorum at meetings. Please see attached resolution.

The new policy language addresses the following:

- Resets absences every calendar year (January 1 – December 31)
- Creates a percentage of missed absences for regular meetings instead of a set number to make exceptions for committees that do not meet monthly. Committees that meet monthly, would permit four (4) total absences before removal if all 12 scheduled meetings were held. Removal could occur after the fifth absence (42%).
- Removes the terms of excused, unexcused, and emergency absences and standardizes that any types of absences from a regular meeting would be counted.
- Designates the Council take action in an open meeting in order to remove a member of a Board, Commission, or Committee.

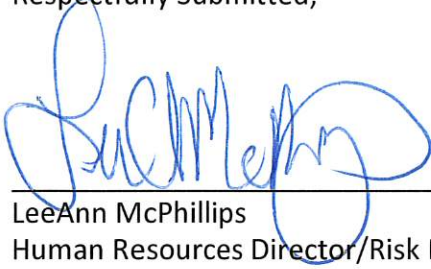
NEXT STEPS:

Staff will return to the Personnel Commission with an amendment to the Personnel Commission Bylaws to ensure the bylaws reflect these revised attendance standards.

RECOMMENDED ACTION:

Receive Report.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "LeeAnn McPhillips", is written over a horizontal line. The signature is stylized and cursive.

LeeAnn McPhillips
Human Resources Director/Risk Manager

RESOLUTION 2022-58

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GILROY AMENDING A POLICY GOVERNING BOARD, COMMISSION AND COMMITTEE ATTENDANCE, AS PREVIOUSLY ADOPTED BY RESOLUTION NO. 2018-41

WHEREAS, the City’s Boards, Commissions and Committees are established in order to provide advice and recommendations to the City Council and City Administrator and play an important role of providing broad representation of ideas into the processes of the City; and

WHEREAS, the City Council of the City of Gilroy wishes to establish attendance standards for these Boards, Commissions and Committees and to create a systematic procedure for reporting absences which applies to all members who are appointed by the City Council or City Administrator; and

WHEREAS, the City Council of the City of Gilroy adopted Resolution 2018-41 that approved a policy governing Board, Commission, and Committee attendance; and

WHEREAS, the City Council wish to amend the attendance policy for these Boards, Commissions, and Committees.


NOW, THEREFORE, BE IT RESOLVED THAT

1. Resolution No. 2018-41 be rescinded in its entirety.
2. The City Council of the City of Gilroy adopts the attached policy governing Board, Commission and Committee attendance, which is incorporated by this reference.

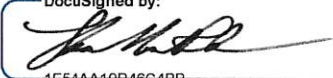
PASSED AND ADOPTED by the City Council of the City of Gilroy at a regular meeting duly held on the 1st day of August, 2022 by the following roll call vote:

AYES:	COUNCIL MEMBERS:	BRACCO, HILTON, LEROE-MUÑOZ, MARQUES, TOVAR, BLANKLEY
NOES:	COUNCIL MEMBERS:	ARMENDARIZ
ABSTAIN:	COUNCIL MEMBERS:	NONE
ABSENT:	COUNCIL MEMBERS:	NONE

APPROVED:

DocuSigned by:

 9EE7CEC2F0D8427...
 Marie Blankley, Mayor

ATTEST:

DocuSigned by:

 1E54AA19D46G4BB...
 Thai Nam Pham, City Clerk

City of Gilroy Policy Governing Board, Commission and Committee Attendance

BACKGROUND

The City of Gilroy's Boards, Commissions and Committees are established in order to provide advice and recommendations to the City Council and City Administrator, and in the context of quasi-judicial Boards and Commissions such as the Planning Commission and Building Board of Appeals, to make independent decisions and take administrative actions. The Boards, Commissions and Committees of the City play an important role of providing broad representation of ideas into the processes of the City.

The City Charter provides that, in addition to those Boards and Commissions established by the City Charter, the Council may create by ordinance such advisory boards and commissions as in its judgment are required, and may grant them such powers and duties as are consistent with the provisions of the City Charter. In addition, the Charter allows the Council by motion or the City Administrator with Council consent to appoint temporary committees to render counsel and advice. The City Charter describes that if a member absents themselves from three consecutive regular meetings without permission of such board or commission expressed in its official minutes, their office shall become vacant.

PURPOSE AND APPLICATION

In addition to the Charter provision described above, this policy establishes attendance standards for these Boards, Commissions and Committees for regular meetings and creates a systematic procedure for reporting absences which applies to all Boards, Commissions and Committees of the City whose members are appointed by the City Council or City Administrator.

SECTIONS

- I. Definitions**
- II. Absences**
- III. Reporting Absences**
- IV. Removal**

SECTION I. DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Body – City Boards, Commissions and Committees (including City-created task forces).

Member – An individual who has been appointed by the City Council or City Administrator to a Body.

Absence – The failure of a Member to attend a scheduled meeting.

Regular Meeting – A routinely scheduled meeting of the body.

Staff Liaison – The City staff member responsible for the coordination of meetings of the Body and facilitation of communications with the Members thereof.

SECTION II. ABSENCES

Each Member of a Body is expected to attend every Regular and special Meeting of the Body.

Any Member who is absent in a calendar year for more than 33% of the total Regular Meetings scheduled to be held in that calendar year will be subject to potential termination of membership from the Body, upon action of the City Council. Where applying a 33% calculation creates other than a whole number, normal number rounding to the nearest whole number will be used.

SECTION III. REPORTING ABSENCES

Absences are to be reported through the Staff Liaison to the Body. Such reporting shall be made by email, in person, or by phone, and shall be made no less than 72 hours before a meeting if possible.

SECTION IV. REMOVAL

If a Member exceeds the number of allowed absences described in this policy, the City Administrator shall report this fact to the City Council, which may decide in its discretion that such absences warrant a declaration that the Member's office shall become vacant.



CERTIFICATE OF THE CLERK

I, THAI NAM PHAM, City Clerk of the City of Gilroy, do hereby certify that the attached **Resolution No. 2022-58** is an original resolution, or true and correct copy of a city Resolution, duly adopted by the Council of the City of Gilroy at a Regular Meeting of said held on Council held **Monday, August 1, 2022**, at which meeting a quorum was present.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of the City of Gilroy this **Monday, August 1, 2022**.

DocuSigned by:

A handwritten signature in black ink, appearing to read "Thai Nam Pham", is written over a white rectangular background.

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Thai Nam Pham, CMC, CPMC
City Clerk of the City of Gilroy

DocuSigned by:

(Seal)

