City of Gilroy
PERSONNEL COMMISSION
MINUTES

January 14, 2019 Regular Meeting – DRAFT MINUTES

Members Present
Nita Edde-Mitchell
Annie Tomasello
Catherine Cummins
Linda Wieck

Members Absent
Thomas Brewer

I. REPORT ON POSTING THE AGENDA AND ROLL CALL
Chairperson Wieck called the regular meeting of January 14, 2019 to order at 5:33 p.m. Human Resources Director McPhillips reported that the agenda was posted on Friday, January 11, 2019 at 4:09 p.m. Roll call was taken noting that Commissioners Edde-Mitchell, Tomasello, Wieck, and Cummins were present. Commissioner Brewer's absence was excused; Commissioner Brewer's term ended 12/31/2018, but he agreed to remain on commission until a new commissioner is selected.

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

III. APPROVAL OF MINUTES FOR THE MEETING – dated November 19, 2018 – On a motion from Commissioner Tomasello, seconded by Commissioner Edde-Mitchell, the November 19, 2018 minutes were approved on a 4-0 vote.

IV. HUMAN RESOURCES DIRECTOR’S REPORT – no report

V. INFORMATIONAL ITEMS

VI. NEW BUSINESS
A. Approve Updates to the Operations Services Supervisor- Water Section Job Description- staff report provided by Human Resources Director; Commission discussed report; there was no public comment; Commissioner Cummins made a motion to approve the updated job description for Operations Services Supervisor- Water Section; Commissioner Tomasello seconded the motion; motion passed 4-0.

B. Extend Fire Captain Eligibility List- report provided by Human Resources Director; Commission discussed report; there was no public comment; Commissioner Edde-Mitchell made a motion to extend the Fire Captain Eligibility List; Commissioner Tomasello seconded the motion; motion passed 4-0.

C. Appoint Chair and Vice Chair for Personnel Commission- report provided by Human Resources Director; Commission discussed report; Commissioner Tomasello made a motion to appoint Commissioner Wieck as the Chair; Commissioner Edde-Mitchell seconded the motion; motion passed 4-0. Commissioner Tomasello made a motion to appoint Commissioner Edde-Mitchell as the Vice Chair; Commissioner Wieck seconded the motion; motion passed 4-0.
VII. FUTURE PERSONNEL COMMISSION BUSINESS – none

VIII. ADJOURNMENT - the meeting was adjourned at 5:49 p.m. on motion from Commissioner Wieck, seconded by Commissioner Edde-Mitchell; motion passed 4-0.

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission