City of Gilroy  
PERSONNEL COMMISSION  
MINUTES  

March 9, 2020 Regular Meeting – DRAFT MINUTES  

Members Present  
Robin Bronze  
Nita Edde-Mitchell  
Sholly Nicholson  
Annie Tomasello  

Members Absent  
Catherine Cummins  

I. REPORT ON POSTING THE AGENDA AND ROLL CALL  
Chairperson Edde-Mitchell called the special meeting of March 9, 2020 to order at 5:34 p.m. Human Resources Director McPhillips reported that the agenda was posted on Friday, March 6, 2020 at 8:56 a.m. Roll call was taken noting that Commissioners Bronze, Edde-Mitchell, Nicholson, and Tomasello were present. Commissioner Cummins was absent with advance notification.  

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

III. APPROVAL OF MINUTES –  
A. For the Regular Meeting dated November 18, 2019 – On a motion from Commissioner Nicholson, seconded by Commissioner Bronze, the November 18, 2019 Regular Meeting minutes were approved on a 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. Updates to Hazardous Materials Inspector I and II job descriptions: staff report provided by Human Resources Director; Commission discussed the report; there was no public comment; Commissioner Tomasello made a motion to approve the updates to the job description for the classification of Hazardous Materials Inspector I and II; Commissioner Bronze seconded the motion; motion passed 4-0.  

B. Updates to Firefighter Trainee (Licensed Paramedic) job description: staff report provided by Human Resources Director; Commission discussed the report; there was no public comment; Commissioner Bronze made a motion to approve the updates to the job classification of Firefighter Trainee (Licensed Paramedic); Commissioner Nicholson seconded the motion; motion passed 4-0.  

C. Updates to Firefighter I and II and Firefighter I and II (Lateral) job descriptions: staff report provided by Human Resources Director; Commission discussed the report; there was no public comment; Commissioner Nicholson made a motion to approve the updates to the job classifications for the classification of Firefighter and Firefighter (Lateral); Commissioner Tomasello seconded the motion; motion passed 4-0. Commissioner Nicholson made a motion to approve the updates to
the job descriptions for the classification of Firefighter (60 college units) and Firefighter – Lateral (60 college units); Commissioner Bronze seconded the motion; motion passed 4-0.

D. Selection of Chair and Vice Chair for 2020: staff report provided by Human Resources Director; Commission discussed the report; there was no public comment; Commissioner Tomasello made a motion to appoint Commissioner Edde-Mitchell as Chair of the Personnel Commission for 2020; Commissioner Bronze seconded the motion; motion passed 4-0. Commissioner Bronze made a motion to appoint Commissioner Cummins as Vice-Chair of the Personnel Commission for 2020; Commissioner Nicholson seconded the motion; motion passed 4-0.

VII. FUTURE PERSONNEL COMMISSION BUSINESS

VIII. ADJOURNMENT - the meeting adjourned at 6:03 p.m. on motion from Commissioner Tomasello, seconded by Commissioner Bronze; motion passed 4-0.

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission