March 14, 2022 Regular Meeting – DRAFT MINUTES
Administrative Services Conference Room
Gilroy City Hall
7351 Rosanna Street
Gilroy, CA 95020

Members Present
Robin Bronze
Nita Edde-Mitchell
Marissa Haro
Sholly Nicholson

Members Absent
Catherine Cummins

I. REPORT ON POSTING THE AGENDA AND ROLL CALL
Commissioner Edde-Mitchell called the meeting of March 14, 2022 to order at 5:37 p.m. Commissioner Marissa Haro was welcomed to her first meeting and introduced herself. Roll call was taken noting that Commissioners Bronze, Edde-Mitchell, Haro and Nicholson were present. Commissioner Cummins was noted as absent. Human Resources Director McPhillips reported that the agenda for this meeting was posted on March 11, 2022 at 2:03 p.m.

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

III. APPROVAL OF MINUTES
A. For the special meeting dated January 13, 2022 – on a motion from Commissioner Bronze, seconded by Commissioner Nicholson, the minutes for the January 13, 2022 special meeting were approved on 3-0-1 vote with newly appointed Commissioner Haro abstaining as the meeting was prior to her appointment.

IV. HUMAN RESOURCES DIRECTOR’S REPORT – Human Resources Director McPhillips provided an update on the implementation of the new Human Capital Management module of the Tyler Munis ERP System.

V. INFORMATIONAL ITEMS
A. Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; questions answered; report received.

B. Updated Policy and Complaint Procedure Against Harassment, Discrimination, & Retaliation – verbal update provided by Human Resources Director McPhillips.

C. City Workforce Covid-19 Update – brief report provided by Human Resources Director McPhillips on how the city is addressing the Covid-19 issues with employees and the overall organization.

D. Presentation and Review of Personnel Commission Bylaws and Core Resource Documents – Human Resources Director McPhillips reviewed the Personnel Commission Bylaws and
provided a brief review of the various resource documents of importance to the work of the Personnel Commission. Each Commissioner was provided with a flash drive containing the bylaws and resource documents.

VI. NEW BUSINESS
A. Selection of Chair and Vice Chair for the Personnel Commission for 2022. Staff report provided by Human Resources Director McPhillips; questions answered.

- Commissioner Edde-Mitchell made a motion to appoint Commissioner Nicholson as Chair for 2022; Commissioner Haro seconded the motion; motion passed 4-0.

- Commissioner Edde-Mitchell made a motion to appoint Commissioner Bronze as Vice Chair for 2022; Commissioner Nicholson seconded the motion; motion passed 4-0.

VII. FUTURE PERSONNEL COMMISSION BUSINESS

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

VIII. ADJOURNMENT - the meeting adjourned at 6:40 p.m. on motion from Commissioner Bronze, seconded by Commissioner Edde-Mitchell; motion passed 4-0.

Respectfully Submitted,

LeeAnn McPhillips
LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission