

City of Gilroy
PERSONNEL COMMISSION
MINUTES

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