

City of Gilroy
PERSONNEL COMMISSION
MINUTES

April 11, 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
Marissa Haro
Sholly Nicholson

Members Absent

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Commissioner Nicholson called the meeting of April 11, 2022 to order at 5:34 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 April 8, 2022 at 2:28 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 March 14, 2022 – on a motion from Commissioner Bronze, seconded by Commissioner Nicholson, the minutes for the March 14, 2022, 2022 meeting were approved on 5-0 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.*
- B. *LCW Human Resources Academy I Training Webinar – report on the Human Resources Academy I webinar that is available to staff and commission; materials will be shared with Commission at next meeting with a link to recording.*

VI. NEW BUSINESS

- A. *Review and Approve Job Description and Salary Range for Full-Time Position of Emergency Services & Volunteer Coordinator. 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 Emergency Services & Volunteer Coordinator; seconded by Commissioner Nicholson; motion passed 5-0.*

VII. FUTURE PERSONNEL COMMISSION BUSINESS

- A. *Approve job description and salary range for GIS Analyst.*
- B. *Updates to the Job Description for Code Enforcement Technician.*

VIII. ADJOURNMENT - *the meeting adjourned at 6:05 p.m. on motion from Commissioner Nicholson, seconded by Commissioner Bronze; motion passed 5-0.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission