

City of Gilroy PERSONNEL COMMISSION MINUTES

June 14, 2021 Regular Meeting – DRAFT MINUTES

Members Present

Catherine Cummins

Nita Edde-Mitchell

Sholly Nicholson

Annie Tomasello (left meeting at approximately 5:52 p.m.)

Members Absent

Robin Bronze

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chairperson Cummins called the meeting of June 14, 2021 to order at 5:33 p.m. Human Resources Director McPhillips reported that the agenda was posted on Friday, June 11, 2021 at 8:07 a.m. Roll call was taken noting that Commissioners Cummins, Edde-Mitchell, Nicholson, and Tomasello were present. Commissioner Bronze was absent.

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

III. APPROVAL OF MINUTES

- A. For the meeting dated December 14, 2020 – on a motion from Sholly Nicholson, seconded by Commissioner Tomasello, the minutes for the December 14, 2020 meeting were approved on 4-0 vote.
- B. For the meeting dated March 8, 2021 - on a motion from Annie Tomasello, seconded by Commissioner Edde-Mitchell, the minutes for the March 8, 2021 meeting were approved on 4-0 vote.

IV. HUMAN RESOURCES DIRECTOR'S REPORT – Human Resources Director McPhillips provided an update on the staffing in the Human Resources Department.

V. INFORMATIONAL ITEMS

- A. Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; questions answered; report received.
- B. City Workforce Covid-19 Update – brief report provided on how the city is addressing the Covid-19 issues with employees and our upcoming reopening plans.
- C. Annual Presentation to City Council – the date of December 6, 2021 was communicated as the date for the Personnel Commission annual presentation to the City Council.

VI. NEW BUSINESS

- A. Updates to the job description for the position of Fleet Superintendent; 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 Fleet Superintendent job description; Commissioner Tomasello seconded the motion; motion passed 4-0.
- B. Updates to the job description for the position of Engineer I; the Human Resources Director

communicated that this item was pulled from the agenda for further review.

VII. TRAINING – *A comprehensive training session entitled “Overview of the City of Gilroy Personnel System” was provided by Erin Kunze of the Liebert Cassidy Whitmore Public Sector Employment Law Firm.*

VIII. FUTURE PERSONNEL COMMISSION BUSINESS

- A. Employee Reclassifications*
- B. Updates to City Clerk Job Description*

IX. ADJOURNMENT - *the meeting adjourned at 7:23 p.m. on motion from Commissioner Nicholson, seconded by Commissioner Edde-Mitchell; motion passed 3-0.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission