City of Gilroy
PERSONNEL COMMISSION
MINUTES

July 8, 2019 Regular Meeting – DRAFT MINUTES

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

Members Absent

I. REPORT ON POSTING THE AGENDA AND ROLL CALL
Vice Chairperson Cummins called the regular meeting of July 8, 2019 to order at 5:30 p.m. Human Resources Director McPhillips reported that the agenda was posted on Friday, July 5, 2019 at 8:20 a.m. Roll call was taken noting that Commissioners Bronze, Cummins, Nicholson, and Tomasello were present. Commissioner Edde-Mitchell was noted as absent, but later arrived @ 5:40 p.m. and was noted as present for the majority of the meeting.

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

III. APPROVAL OF MINUTES –
A. For the Special Meeting dated June 24, 2019 – On a motion from Commissioner Tomasello, seconded by Commissioner Nicholson, the June 24, 2019 Special Meeting minutes were approved on a 4-0 vote.

B. For the Special Meeting dated June 27, 2019 – On a motion from Commissioner Nicholson, seconded by Commissioner Tomasello, the June 27, 2019 Special Meeting minutes were approved on a 4-0 vote.

IV. HUMAN RESOURCES DIRECTOR’S REPORT- No report.

V. INFORMATIONAL ITEMS

VI. NEW BUSINESS
A. Approve Job Description and Salary Rate for the Temporary Classification of Firefighter Trainee (Licensed Paramedic) - staff report provided by Human Resources Director; Commission discussed the report; Interim Fire Chief Jeff Clet was present for questions; there was no public comment; Commissioner Cummins made a motion to approve the job description and pay rate for the temporary classification of Firefighter Trainee (Licensed Paramedic); Commissioner Tomasello seconded the motion; motion passed 5-0.

B. Approve New Job Description and Hourly Rate Range for the Part-Time Classification of Communication Assistant-staff report provided by Human Resources Director; Commission discussed the report; Community Engagement Coordinator Rachelle Bedell was present for questions; there was no public comment; Commissioner Tomasello made a motion to approve the
job description and hourly rate range for the part-time classification of Communication Assistant; Commissioner Cummins seconded the motion; motion passed 5-0.

VII. FUTURE PERSONNEL COMMISSION BUSINESS
A. Reclassification of Community Engagement Coordinator to Communication & Engagement Manager
B. Reclassification of Information Technology Manager to Information Technology Director

VIII. ADJOURNMENT - the meeting adjourned at 5:51 p.m. on motion from Commissioner Bronze, seconded by Commissioner Nicholson; motion passed 3-0.

Respectfully Submitted,

LeeAnn McPhillips
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Human Resources Director/
Staff to the Personnel Commission