

City of Gilroy
PERSONNEL COMMISSION
MINUTES

July 15, 2021 Special 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

Chairperson Cummins called the meeting of July 15, 2021 to order at 6:03 p.m. Human Resources Director McPhillips reported that the agenda was posted on July 12, 2021 at 5:28 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, Edde-Mitchell, Nicholson, and Tomasello were present.

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

III. APPROVAL OF MINUTES

A. For the meeting dated June 14, 2021 – on a motion from Sholly Nicholson, seconded by Commissioner Tomasello, the minutes for the June 14, 2021 meeting were approved on 5-0 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.*

VI. NEW BUSINESS

- A. Reclassification of Mike Blundo to the position of Senior Equipment Mechanic. Staff report provided by Human Resources Director; questions answered; Commissioner Bronze made the following combined motion:
 - a. Motion to approve the job description of Senior Equipment Mechanic*
 - b. Motion to add the classification of Senior Equipment Mechanic to the AFSCME General Unit Salary Schedule at Range 51*
 - c. Motion to reclassify Mike Blundo to the position of Senior Equipment Mechanic effective July 1, 2021**

Commissioner Nicholson seconded the motion; motion passed 5-0.

B. Reclassification of Carina Baksa to the position of Senior Management Analyst. Staff report provided by Human Resources Director; questions answered; Commissioner Tomasello made the following combined motion:

- a. Motion to add the position of Senior Management Analyst to the Gilroy Management Association salary schedule with the annual salary range of \$91,236 - \$121,668*
- b. Motion to reclassify Carina Baksa to the position of Senior Management Analyst effective July 1, 2021*

Commissioner Bronze seconded the motion; motion passed 5-0.

C. Reclassification of Denise King to the position of Management Analyst. Staff report provided by the Human Resources Director; questions answered; Commissioner Nicholson made the following motion:

- a. Motion to reclassify Denise King to the confidential, unrepresented position of Management Assistant for the Administrative Services & Human Resources/Risk Management Department effective July 1, 2021.*

Commissioner Tomasello seconded the motion; motion passed 5-0.

D. Updates to the job description for the position of Police Crime Analyst. Staff report provided by the Human Resources Director; questions answered; Commissioner Edde-Mitchell made a motion to approve the updates to the job description for the position of Police Crime Analyst; seconded by Commissioner Bronze; motion passed 5-0.

VII. FUTURE PERSONNEL COMMISSION BUSINESS

VIII. ADJOURNMENT - *the meeting adjourned at 6:42 p.m. on motion from Commissioner Tomasello, seconded by Commissioner Nicholson; motion passed 5-0.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission