

City of Gilroy
PERSONNEL COMMISSION
MINUTES

September 12, 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 September 12, 2022 to order at 5:30 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, Haro and Nicholson were present. Human Resources Director McPhillips reported that the agenda for this meeting was posted on September 9, 2022 at 4:20 p.m. Commissioner Edde-Mitchell arrived at 5:32 p.m.

II. PRESENTATIONS

Mayor Marie Blankley attended the Personnel Commission meeting to review the updated attendance policy, role of the Commission, and noted that the Personnel Commission is one of five Commissions established by the City Charter. City Administrator Forbis also attended the presentation. Mayor Blankley and City Administrator Forbis thanked the Commissioners for their volunteer service.

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

IV. APPROVAL OF MINUTES

- A. *For the regular meeting dated June 13, 2022 – on a motion from Commissioner Cummins, seconded by Commissioner Edde-Mitchell, the minutes for the June 12, 2022, 2022 meeting were approved on 5-0 vote.*

V. HUMAN RESOURCES DIRECTOR'S REPORT –

VI. INFORMATIONAL ITEMS

- A. *Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; questions answered; report received.*

VII. NEW BUSINESS

- A. *Review Attendance Policy for City Boards, Commissions, and Committees - Reviewed revised Attendance Policy for City Boards, Commissions, and Committees; receive report; no action taken; revisions to the Personnel Commission Bylaws to conform to policy will be prepared for the next Personnel Commission meeting.*

VIII. FUTURE PERSONNEL COMMISSION BUSINESS

- Police Cadet Program
- Annual Presentation to City Council – December 5, 2022

IX. ADJOURNMENT - *the meeting adjourned at 6:04 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

DRAFT