

City of Gilroy
PERSONNEL COMMISSION
MINUTES

October 11, 2021 Regular Meeting – DRAFT MINUTES

Members Present

Robin Bronze
Catherine Cummins
Sholly Nicholson

Members Absent

Nita Edde-Mitchell
Annie Tomasello

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chairperson Cummins called the meeting of October 11, 2021 to order at 5:31 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, and Nicholson were present. Commissioners Edde-Mitchel and Tomasello were noted as excused absence. Human Resources Director McPhillips reported that the agenda was posted on October 8, 2021 at 2:15 p.m.

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

III. APPROVAL OF MINUTES

- A. For the meeting dated July 15, 2021 – on a motion from Sholly Nicholson, seconded by Commissioner Bronze, the minutes for the July 15, 2021 meeting were approved on 3-0 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. Personnel Commission Annual Presentation to City Council – staff noted that the presentation is currently scheduled for December 6, 2021 at 6 p.m.*

VI. NEW BUSINESS

- A. Updates to the Job Description of Finance Manager. Staff report provided by Human Resources Director; questions answered; Commissioner Nicholson made a motion to approve the updates to the job description for the position of Finance Manager; Commissioner Bronze seconded the motion; motion passed 3-0.*
- B. Updates to the job description for the position of Financial Analyst. Staff report provided by the Human Resources Director; questions answered; Commissioner Bronze made a motion to approve the updates to the job description for the position of Financial Analyst; seconded by Commissioner Nicholson; motion passed 3-0.*
- C. Updates to the job description for the position of Deputy Director of Public Works. Staff report provided by the Human Resources Director; questions answered; Commissioner Nicholson made*

a motion to approve the updates to the job description for the position of Deputy Director of Public Works; seconded by Commissioner Bronze; motion passed 3-0.

VII. FUTURE PERSONNEL COMMISSION BUSINESS

A. *Updates to the Job Description for Police Records Supervisor.*

VIII. ADJOURNMENT - *the meeting adjourned at 5:53 p.m. on motion from Commissioner Bronze, seconded by Commissioner Nicholson; motion passed 3-0.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission