

City of Gilroy PERSONNEL COMMISSION MINUTES

November 14, 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

Members Absent

Marissa Haro
Sholly Nicholson

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Commissioner Bronze called the meeting of November 14, 2022 to order at 5:32 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, and Edde-Mitchell were present. Commissioners Haro and Nicholson were absent. Human Resources Director McPhillips reported that the agenda for this meeting was posted on November 10, 2022 at 9:17 a.m.

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

III. APPROVAL OF MINUTES

- A. *For the regular meeting dated September 12, 2022 – note: minutes were revised to include a notation on three items shared during HR Director’s report; on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Cummins, the minutes for the September 12, 2022 meeting were approved on 3-0 vote.*

IV. HUMAN RESOURCES DIRECTOR’S REPORT – *no report.*

V. INFORMATIONAL ITEMS

- A. *Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; questions answered; report received.*
- B. *2023 Personnel Commission Meeting Schedule – reviewed scheduled; report received.*
- C. *Annual Presentation to City Council – December 5, 2022 – draft report was reviewed; no additional changes; Commissioner Edde-Mitchell indicated she would deliver the report if Commissioner Nicholson was out of town.*

VI. NEW BUSINESS

- A. *Update to Personnel Commission Bylaws regarding Attendance – Human Resources Director provided report on updates to the bylaws; questions answered; on a motion from Commissioner Cummins, seconded by Commissioner Edde-Mitchell, the Personnel Commission Bylaws were approved on a 3-0 vote.*
- B. *Approve Updates to Hourly Rates for Select Part-Time/Temporary/Seasonal Positions to Comply with the January 1, 2023 Minimum Wage Requirements – Human Resources Director McPhillips*

provided a report; questions answered; on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Cummins the updates to select changes to hourly rates to comply with the January 1, 2023 minimum wage requirements was approved on a 3-0 vote.

C. Approval of Assistant to the City Administrator Job Description and Salary Range, and Reclassification of Bryce Atkins to the Position of Assistant to the City Administrator – Human Resources Director McPhillips provided the staff report; questions answered; on a motion from Commissioner Bronze, seconded by Commissioner Cummins, the job description, salary range and reclassification were approved on a 3-0 vote. Further it was requested that for future reclassification report that an organization chart be provided to show where the new position fits within the organization.

D. Review and Approve Job Description and Salary Range for the New Position of Community Resilience Coordinator – Human Resources Director McPhillips provided the staff report describing the new grant funded position; questions answered; on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Bronze, the job description and salary range were approved on a 3-0 vote.

VII. FUTURE PERSONNEL COMMISSION BUSINESS

- Recognition of Outgoing Personnel Commissioners Bronze and Nicholson
- Appointment of Chair and Vice Chair for 2023
- Welcome New Personnel Commissioners
- Police Cadet Program

VIII. ADJOURNMENT - *the meeting adjourned at 6:12 p.m. on motion from Commissioner Bronze, seconded by Commissioner Edde-Mitchell; motion passed 3-0.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission