

City of Gilroy PERSONNEL COMMISSION MINUTES

March 8, 2021 Regular Meeting – DRAFT MINUTES

Members Present

Robin Bronze
Catherine Cummins
Nita Edde-Mitchell

Members Absent

Sholly Nicholson
Annie Tomasello

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Chairperson Edde-Mitchell called the meeting of March 8, 2021 to order at 5:49 p.m. Human Resources Director McPhillips reported that the agenda was posted on Friday, March 5, 2021 at 2:35 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, and Edde-Mitchell were present. Commissioners Nicholson and Tomasello were absent.

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

III. APPROVAL OF MINUTES

A. For the meeting dated December 14, 2020 – deferred to next meeting.

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. City Workforce Covid-19 Update – brief report provided on how the city is addressing the Covid-19 issues with employees.*

VI. NEW BUSINESS

- A. Selection of Personnel Commission Chair and Vice Chair for 2021; staff report provided by Human Resources Director; Commission discussed the report; there was no public comment; Commissioner Edde-Mitchell made a motion to select Vice Chair Cummins for the position of Chair for 2021; Commissioner Bronze seconded the motion; motion passed 3-0. Commissioner Bronze made a motion to select Commissioner Tomasello for the position of Vice Chair for 2021; Commissioner Cummins seconded the motion; motion passed 3-0.*
- B. Selection of Date for Personnel Commission Annual Presentation to City Council; staff report provided by Human Resources Director; Commission discussed the report; there was no public comment; Commissioner Edde-Mitchell made motion to select the date of December 6, 2021 as the first choice date and November 1, 2021 as the second choice date for the Personnel Commission Annual Presentation to City Council; Commissioner Bronze seconded the motion; motion passed 3-0.*
- C. Identification of Personnel Commission Budget Needs for FY 22 and FY 23; staff report provided by Human Resources Director; Commission discussed the report; there was not public comment;*

the Commission did not have any additional budget requests outside of the training already included in the annual budget for the Personnel Commission. It was noted that appeal/hearing process training is being planned for June, 2021.

VII. FUTURE PERSONNEL COMMISSION BUSINESS- *None.*

VIII. ADJOURNMENT - *the meeting adjourned at 6:13 p.m. on motion from Commissioner Bronze, seconded by Commissioner Nita Edde-Mitchell; motion passed 3-0.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission