



**TOWN OF LOS GATOS
PERSONNEL BOARD: SPECIAL MEETING
MAY 06, 2026
110 EAST MAIN STREET
TOWN COUNCIL CHAMBERS
4:00 PM**

*Jennifer Lewis, Board Member
John Cleveland, Board Member
Martha Johnson, Board Member
David Sabes, Board Member
Vacant, Board Member*

IMPORTANT NOTICE

This meeting will be held in person at the location listed above. Members of the public may provide written or oral comments on agenda items by following the instructions listed at the end of the agenda.

CALL MEETING TO ORDER

ROLL CALL

CONSENT ITEMS *(Items appearing on the Consent Items are considered routine Town business and may be approved by one motion. Any member of the Board may request to have an item removed from the Consent Items for comment and action. Members of the public may provide input on any or multiple Consent Item(s) when the Chair asks for public comments on the Consent Items. Each speaker is limited to three minutes or such time as authorized by the Chair. If an item is removed, the Chair has the sole discretion to determine when the item will be heard.)*

1. Approve Minutes for the March 5, 2025, Personnel Board Meeting.

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Personnel Board on any matter that is not listed on the agenda and is within the subject matter jurisdiction of the Board. During special meetings, members of the public are welcome to address the Board only on items listed on the agenda. Town resources may not be used to facilitate audio or visual presentations. To ensure all agenda items are heard, this portion of the agenda is limited to 30 minutes. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications may be opened prior to adjournment. Each speaker is limited to three minutes or such time as authorized by the Chair.)*

OTHER BUSINESS *(Each speaker is limited to three minutes or such time as authorized by the Chair.)*

2. Appoint a Chair and Vice Chair.
3. Receive a Verbal Presentation from the Administrative Services Director.

ADJOURNMENT

ADA NOTICE - In compliance with the Americans with Disabilities Act, if you require special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. Please

notify the Clerk's Office at least two (2) business days prior to the meeting so that reasonable arrangements can be made to ensure accessibility in compliance with 28 CFR §35.102-35.104 and related provisions.

NOTICE REGARDING SUPPLEMENTAL MATERIALS - Materials related to an item on this agenda submitted to the Board after initial distribution of the agenda packets are available for public inspection in the Clerk's Office at Town Hall, 110 E. Main Street, Los Gatos, and on the Town's website at www.losgatosca.gov. Town Board agendas and related materials can be viewed online at <https://losgatos-ca.municodemeetings.com/>.

HOW TO PARTICIPATE

The Town of Los Gatos strongly encourages your active participation in the public process. If you are interested in providing oral comments during the meeting, you must attend in-person, complete a speaker's card, and return it to the staff. If you wish to speak to an item on the agenda, please list the item number on the speaker card. The time allocated to speakers may change to better facilitate the meeting. If you are unable to attend the meeting in-person, you are welcome to submit written comments via email to clerk@losgatosca.gov.

Public Comment During the Meeting:

When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for speakers at a Town meeting.

Speakers at public meetings may be asked to provide their name and to state whether they are a resident of the Town of Los Gatos. Providing this information is not required.

Deadlines to Submit Written Comments:

If you are unable to participate in person, you may email clerk@losgatosca.gov with the subject line "Public Comment Item #_" (insert the item number relevant to your comment). Persons wishing to submit written comments to be included in the materials provided to the Commission must provide the comments as follows:

-For inclusion in the agenda packet supplemental materials: by 3:00 p.m. the day before the Commission meeting.

-For inclusion in a desk item: by 11:00 a.m. the day of the Commission meeting.



**TOWN OF LOS GATOS
PERSONNEL BOARD AGENDA REPORT**

MEETING DATE: 05/06/2026

ITEM NO: 1

**DRAFT
Minutes of the Personnel Board Meeting
March 5, 2025**

The Personnel Board of the Town of Los Gatos conducted a regular meeting in person on Wednesday, March 5, 2025, at 4:00 p.m.

MEETING CALLED TO ORDER AT 4:06 P.M.

ROLL CALL

Present: Acting Chair Edward Matchak (Vice Chair), Jennifer Lewis, John Cleveland

Absent: David Sabes (Chair)

Also present: Cheryl Parkman, Human Resources Director; Vilcia Rodriguez, Human Resources Manager; and Edith Garcia, Human Resources Analyst.

COMMISSION REPORTS

None.

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

1. Approve Minutes from the March 1, 2023, Personnel Board Meeting.
2. Approve Minutes from the March 4, 2024, Personnel Board Meeting.

MOTION: Motion by Commissioner Cleveland to approve the consent items. Seconded by Commissioner Lewis.

VOTE: Motion passed unanimously. **Commissioner Sabes was absent.**

VERBAL COMMUNICATIONS

None.

OTHER BUSINESS

1. Appointment of Chair and Vice Chair

MOTION: Motion by Commissioner Lewis to nominate Commissioner Matchak as Chair. Seconded by Commissioner Cleveland.

VOTE: Motion passed unanimously. **Commissioner Sabes was absent.**

PAGE 2 OF 2

SUBJECT: Draft Minutes of the Personnel Board Meeting of March 5, 2025

DATE: March 5, 2025

MOTION: Motion by Commissioner Lewis to nominate Commissioner Cleveland as Vice Chair. Seconded by Commissioner Cleveland.

VOTE: Motion passed unanimously. **Commissioner Sabes was absent.**

Opened Public Comment.

No one spoke.

Closed Public Comment.

2. Verbal Report from the Director of Human Resources.

Cheryl Parkman, Human Resources Director, provided an overview of the role and responsibilities of the Personnel Board, new legislation, including AB 2561 Vacancy Reporting requirements, and State Bill 1100 which prohibits employers from requiring a driver's license in job advertisements, postings, applications, or related materials unless driving is an essential function of the job. Staff provided an update about the Town's new performance evaluation software and financial system, and recruitment activity.

Opened Public Comment.

No one spoke.

Closed Public Comment.

The Board discussed the item and received the report.

ADJOURNMENT

The meeting adjourned at 4:41 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the March 5, 2025, meeting as approved by the Personnel Board

Vilcia Rodrigez, Human Resources Analyst



Personnel Board Meeting

- May 6, 2026
- Presenter:

Kristina Alfaro, Administrative Services Director

Small Town Service, Community Stewardship, Future Focus

Agenda

1. Welcome and Introductions
2. FY 2026-2027 Budget
3. New Legislation
4. Update on HR Initiatives
5. Recruitment Activity / Vacancy Report
6. Annual Employee Satisfaction Survey

New Legislation - Assembly Bill 339 (AB 339)

- Effective January 1, 2026
- 45-Day Notice Requirement to Unions before contracting
- Notice must include:
 - Anticipate contract duration
 - Scope of Work
 - Anticipated cost
 - Draft contract solicitation
 - Justification for contracting the work

HR Initiatives

1. Tyler Munis ERP System Implementation Update
2. Online Open Enrollment
3. Performance Evaluation Software, NEOGOV Perform Update

Recruitment Activity

Fiscal Year (July 1 – June 30)	Total Number of Recruitments Conducted	Total Number of Applications Received
FY 24-25	30	1910
FY 25-26 (July 1 – Feb 14)	15	1086

Highlights

- Created/updated job classifications to help with recruitment efforts.
- Phone Screening for Officer Trainees
- New Hire and Employee Referral Program

AB 2561 Vacancy Reporting

Table 1: Historical Vacancy Rates

Fiscal Year (July 1 – June 30)	Benefitted Budgeted Full Time Equivalents (FTE)	Vacancy Rate
FY 2020-2021	150	11%
FY 2021-2022	150.25	12%
FY 2022-2023	153.25	9%
FY 2023-2024	152.50	7%
FY 2024-2025	153.50	7.47%
FY 2025-2026*	153.50	6.73%

*** Data as of March 2026**

Recruitment Efforts

1. Process Improvements for Police Officer Recruitment
2. Recruitment Timeline & Improved Candidate Experience
3. Review of Job Classifications
4. Advertising on Job Boards and Social Media
5. New Hire and Employee Referral Program
6. Competitive Wages and Benefits

Annual Employee Satisfaction Survey Results

- 98% of employees rate satisfaction with Town-sponsored benefits as neutral to very satisfied.
- 90% of employees rate communication of benefit program information as neutral to excellent.
- 81% of employee rate the availability and timeliness of HR staff response to inquiries as neutral to excellent

QUESTIONS?

Thank you for joining us today!