



**TOWN OF LOS GATOS
PERSONNEL BOARD
MARCH 05, 2025
110 EAST MAIN STREET
TOWN COUNCIL CHAMBERS
4:00 PM**

*Jennifer Lewis, Board Member
Edward Matchak, Board Member
David Sabes, Board Member
Vacant, Board Member
Vacant, Board Member*

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

Persons wishing to make an audio/visual presentation on any agenda item must submit the presentation electronically, either in person or via email to clerk@losgatosca.gov by 1:00 p.m. the day of the meeting.

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. If you wish to comment, please follow the Participation Instructions contained on Page 1 of this agenda. If an item is removed, the Chair has the sole discretion to determine when the item will be heard.)*

- [1.](#) Approve Minutes from the March 1, 2023 Personnel Board Meeting
- [2.](#) Approve Minutes from the March 4, 2024 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. 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 will be opened prior to adjournment. Each speaker is limited to three minutes or such time as authorized by the Chair.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items.)*

3. Appointment of Chair and Vice Chair
- [4.](#) Verbal Report from Human Resources Director

ADJOURNMENT

ADA NOTICE In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk's Office at (408) 354-6834. Notification at least two (2) business days prior to the meeting date will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104].



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

MEETING DATE: 03/05/2024

**DRAFT
Minutes of the Personnel Board Meeting
March 1, 2023**

The Personnel Board of the Town of Los Gatos conducted a regular meeting in-person on Wednesday, March 1, 2023, at 4:00 p.m.

MEETING CALLED TO ORDER AT 4:43 P.M.

ROLL CALL

Present: Chair Larry Maggio, Jennifer Lewis (arrived 4:43 p.m.), Edward Matchak.
Absent: Vice Chair Steve Bakota.

Also present: Human Resources Director Salina Flores, Town Manager Laurel Prevetti, Senior Management Analyst Holly Young, Human Resources Analyst Erica Corona.

COMMISSION REPORTS

None.

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

1. Approve Special Meeting Personnel Board Minutes of December 7, 2022.

MOTION: Motion by Commissioner Lewis to approve the consent item. **Seconded** by Commissioner Matchak.

VOTE: Motion passed 3-0-1. Commissioner Bakota absent.

VERBAL COMMUNICATIONS

None.

OTHER BUSINESS

2. Update from the Town Manager.

Laurel Prevetti, Town Manager, presented an update.

Opened Public Comment.

No one spoke.

Closed Public Comment.

The Board received the update.

3. Provide input for the draft Justice, Equity, and Diversity, ad Inclusion (JEDI) Plan.

Laurel Prevetti, Town Manager, presented the item.

Opened Public Comment.

No one spoke.

Closed Public Comment.

The Board discussed the item and provided direction including discuss community engagement with different ethnicities, invite existing commissioners to new commission orientation, benchmark DEI effort with other municipalities and conduct a case study, engagement survey with staff, formal training with Council policies and administrative procedures.

4. Verbal Report from the Director of Human Resources.

Salina Flores, Human Resources Director, presented the item.

Opened Public Comment.

No one spoke.

Closed Public Comment.

The Board discussed the item and received the report.

ADJOURNMENT

The meeting adjourned at 5:25 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the March 1, 2023, meeting as approved by the Personnel Board

Jenna De Long, Deputy Town Clerk



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

MEETING DATE: 03/06/2024

**DRAFT
Minutes of the Personnel Board Meeting
March 6, 2024**

The Personnel Board of the Town of Los Gatos conducted a regular meeting in-person on Wednesday, March 6, 2024, at 4:00 p.m.

MEETING CALLED TO ORDER AT 4:43 P.M.

ROLL CALL

Present: Larry Maggio, Edward Matchak, David Sabes

Absent: Jennifer Lewis

Also present: Assistant Town Manager Katy Nomura, Administrative Analyst Vilcia Rodriguez, Administrative Analyst Peggy Beeuwsaert

COMMISSION REPORTS

None.

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

None.

VERBAL COMMUNICATIONS

None.

OTHER BUSINESS

1. Appointment of Chair and Vice Chair.

MOTION: Motion by Commissioner Matchak to nominate Commissioner Sabes as Chair.

VOTE: Motion passed unanimously.

MOTION: Motion by Commissioner Maggio to nominate Commissioner Matchak as Vice Chair.

VOTE: Motion passed unanimously.

2. Verbal Report from Town Staff

Katy Nomura, Assistant Town Manager, presented the item.

Opened Public Comment.

No one spoke.

Closed Public Comment.

The Board discussed the item and received the report.

ERBAL 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. 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 will be opened prior to adjournment. Each speaker is limited to three minutes or such time as authorized by the Chair.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items.)*

- 1) 1
- 2) 2. Verbal Report from Town Staff.

ADJOURNMENT

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ADJOURNMENT

The meeting adjourned at 5:25 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the March 6, 2024, meeting as approved by the Personnel Board

Cheryl Parkman, Human Resources Director



Personnel Board Meeting

- March 5, 2025
- Presenter:

Cheryl Parkman, Human Resources Director

Small Town Service, Community Stewardship, Future Focus

Agenda

Discussion Item Topic

1. Welcome and Introductions
2. Personnel Board Orientation
3. New Legislation and HR Initiatives
4. Recruitment Activity

Personnel Board Orientation

- **Personnel Board annual meetings**
- **Disciplinary Decision Hearings:** Employees and Department heads can seek review of disciplinary action by the Personnel Board including examining witnesses if appealed first to the Town Manager
- **Meetings Upon Request:** Town Manager or Town Council can request the Personnel Board hold hearings and make recommendations within the limits of the request

New Legislation & HR Initiatives

- **AB 2561 Vacancy Reporting:** Public agencies must present information about their job vacancies, including recruitment efforts and staffing levels, at a public hearing before their governing body.
- **State Bill 1100:** 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.
- **New Performance Evaluation Software**

Recruitment Activity

Fiscal Year (July 1 – June 30)	Total Number of Recruitments Conducted	Total Number of Applications Received
FY 23-24	35	1349
FY 24-25 (July 1 – Feb 14)	21	1038

Highlights

- Expecting as many recruitments as last fiscal year.
- Increase in applications received per recruitment than in prior years.
- Expanded use of Neogov (human capital management)
- Added and revised some job classifications

Human Resources Information System



Purpose

- To address; inefficiencies, minimize errors, reduce fiscal impacts, compliance risks, and limitations with current HRIS.

Key Functions

- In line with organizational goals to improve automation and productivity by eliminating manual processes for HR and Payroll.
- Analytics and data driven system will improve employee tracking in performance, employee turnover and will aid in forecasting and planning.
- Will reduce legal risks with maintaining accurate employee records.
- Employee self service experience features for time & attendance and Open Enrollment.

Project phase

- Testing HRIS and will be training in May with expected deployment of HRIS system in June 2025.

QUESTIONS?

Thank you for joining us today!