



**TOWN OF LOS GATOS
PERSONNEL BOARD ANNUAL MEETING
MARCH 3, 2021
TELECONFERENCE
4:00 P.M.**

*Larry Maggio, Chair
Edward Matchak, Vice Chair
Steven Bakota, Commissioner
Jennifer Lewis, Commissioner
Vacant, Commissioner*

**IMPORTANT NOTICE REGARDING THE MARCH 3, 2021
PERSONNEL BOARD MEETING**

This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29- 20 dated March 17, 2020, regarding the COVID- 19 pandemic. **In accordance with Executive Order N-29- 20, the public may only view the meeting online and not in the Council Chamber.**

PARTICIPATION

If you are interested in providing oral comments real-time during the meeting, you must join the Zoom webinar:

- Join from a PC, Mac, iPad, iPhone or Android device: click this link <https://us02web.zoom.us/j/86420288731?pwd=RW82UXdsK0VDQ1IUTWdaY2lFcmh2Zz09>. Password: 313597. You can also type in 864 2028 8731 in the “Join a Meeting” page on the Zoom website at <https://zoom.us/join>.
- Join by telephone: Dial: USA 877 336 1839 US Toll-free or USA 636 651 0008 US Toll. Conference code: 969184

During the meeting:

- When the Chair announces the item for which you wish to speak, click the “raise hand” feature in Zoom. If you are participating by phone on the Zoom app, press *9 on your telephone keypad to raise your hand. If you are participating by calling in, press #2 on your telephone keypad to raise your hand.
- 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 Commission meeting.

If you are unable to participate in real-time, you may email HR@losgatosca.gov with the subject line “Public Comment Item #__” (insert the item number relevant to your comment) or “Verbal Communications – Non Agenda Item.” Comments will be reviewed and distributed before the meeting if received by 11:00 a.m. on the day of the meeting. All comments received will become part of the record.

**TOWN OF LOS GATOS
PERSONNEL BOARD ANNUAL MEETING
MARCH 3, 2021
TELECONFERENCE
4:00 P.M.**

REMOTE LOCATION PARTICIPANTS

The following Commissioners are listed to permit them to appear electronically at the Town Council meeting: CHAIR LARRY MAGGIO, VICE CHAIR EDWARD MATCHUK, COMMISSIONER STEVEN BAKOTA, COMMISSIONER JENNIFER LEWIS. All votes during the teleconferencing session will be conducted by roll call vote.

MEETING CALL TO ORDER

ROLL CALL

COMMISSIONER REPORTS

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

1. Approve Personnel Board Minutes of March 6, 2019.

VERBAL COMMUNICATIONS *(Members of the public are welcome to address the Personnel Board on any matter that is not listed on the agenda by following the Participation Instructions on page 1 of this agenda. To ensure all agenda items are heard and unless additional time is authorized by the Chair, this portion of the agenda is limited to 30 minutes and no more than three (3) minutes per speaker. 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.)*

OTHER BUSINESS *(Up to three minutes may be allotted to each speaker on any of the following items by following the Participation Instructions on page 1 of this agenda.)*

2. Election of Board Chair and Vice Chair.
3. Verbal Report from the Director of Human Resources.

ADJOURNMENT

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CLERK DEPARTMENT AT (408) 354-6834. NOTIFICATION 48 HOURS BEFORE THE MEETING 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
MEETING REPORT**

MEETING DATE: 03/06/2019

ITEM NO: 1

**DRAFT
MINUTES OF THE PERSONNEL BOARD MEETING
MARCH 6, 2019**

The PERSONNEL BOARD of the Town of Los Gatos conducted a Regular Meeting on WEDNESDAY, MARCH 6, 2019, at 4:00 PM.

ROLL CALL

Present: Chair Matchak, Vice Chair Maggio, Commissioner Lewis.

Absent: None

MEETING CALLED TO ORDER AT 4:00 PM

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

1. Approval of Minutes: August 16, 2018

MOTION: **Motion** by Vice Chair Maggio to approve the minutes of August 16, 2018.
Seconded by Commissioner Lewis.

VOTE: **Motion passed unanimously.**

VERBAL COMMUNICATIONS

None.

OTHER BUSINESS

2. Election of Board Chair and Vice Chair

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

VOTE: **Motion passed unanimously.**

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

VOTE: **Motion passed unanimously.**

3. Town of Los Gatos Budget Update

- Finance and Budget Manager Ungvari provided the Board with a mid-year budget update.

4. Verbal Report from the Director of Human Resources

- Introduction of Human Resources Analyst Erica Corona
- Status update of Human Resources (HR) activity provided by HR Director Velasco including labor negotiations activity, new requirements for harassment training, and new employee wellness program.

ADJOURNMENT

The meeting adjourned at 4:24 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the March 6, 2019 meeting as approved by the Personnel Board.

Lisa Velasco

Lisa Velasco, Human Resources Director