



**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.**

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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