



**TOWN OF LOS GATOS
PERSONNEL BOARD**

**ANNUAL PERSONNEL BOARD MEETING
FEBRUARY 25, 2015
12:00 P.M.**

**Town of Los Gatos Library
100 Villa Avenue
Library Conference Room
Los Gatos, California**

PARTICIPATION IN THE PUBLIC PROCESS

The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you wish to speak to an item NOT on the agenda, you may do so during the Verbal Communications period. The time allocated to speakers may change to better facilitate the Personnel Board meeting.

The purpose of the Personnel Board meeting is to conduct the business of the community in an effective and efficient manner. This is done by following meeting guidelines set forth in State law and in the Town Code. Conduct which is considered disruptive during Personnel Board meetings include, but is not limited to:

1. Addressing the Personnel Board without first being recognized;
2. Interrupting speakers, Personnel Board members, and Town staff;
3. Continuing to speak after the allotted time has expired;
4. Failing to relinquish the podium when directed to do so; and
5. Repetitiously addressing the same subject.

For the benefit of the community, the Town of Los Gatos asks that you follow the Town's meeting guidelines while attending Personnel Board meetings and treat everyone with respect and dignity.

Writings related to an item on the Personnel Board meeting agenda distributed to members of the Board within 72 hours of the meeting are available for public review at the front desk of the Los Gatos Public Library, located at 100 Villa Avenue and are also published on the official Town of Los Gatos website.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Human Resources Department at (408) 399-5718. Notification 48 Hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to the meeting. [28 CFR 35, 102-35.104]

**PERSONNEL BOARD
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- 1. ROLL CALL**
- 2. MINUTES**
 - 2.1 Approval of February 12, 2014 Draft Minutes **(Attachment 1)**
- 3. COMMUNICATIONS**

(Three minute time limit per speaker for subjects not on agenda.)

 - 3.1 Verbal
 - 3.2 Written
- 4. LIAISON REPORTS:** Informational Reports
- 5. OTHER BUSINESS**
 - 5.1 Budget Update – Jennifer Callaway, Budget Manager
 - 5.2 Human Resources Update – Rumi Portillo, Human Resources Director
- 6. ADJOURNMENT**

ATTACHMENTS:

1. February 12, 2014 Draft Minutes

ATTENDANCE: Please contact the Commission Chair or the Human Resources Department at (408) 399-5718 if you are unable to attend. The current Town Attendance Resolution states that any commissioner who is absent from four regular meetings held in a twelve month period, shall surrender his or her office on the Commission.