The Seabrook Civil Service Commission held a meeting on Monday, January 9, 2012 at Seabrook City Hall, 1700 First Street, Seabrook, Texas to discuss, and if appropriate take action on the items listed below.

THOSE PRESENT WERE:

JOE WINTER	CHAIR
NATALIE PICHA	VICE-CHAIR
JOHN CHISLER	*(excused absence)*
GAYLE COOK	CIVIL SERVICE DIRECTOR
CONNIE ACOSTA	CIVIL SERVICE ATTORNEY
JOYCE BICE	CIVIL SERVICE SECRETARY

ALSO PRESENT WERE:

NONA HOLOMON	POLICE CHIEF

Chairman Joe Winter convened the meeting at 6:00 p.m.

1. Consider and take action to approve the minutes of the October 27, 2011 Civil Service Commission meeting.

   Motion was made by Natalie Picha and seconded by Joe Winter, to approve the minutes of the October 27, 2011 Civil Service Meeting as written.

   MOTION CARRIED BY UNANIMOUS CONSENT.

2. Consider and take action on the annual process of electing a Chair and Vice-Chair of the Civil Service Commission as per Section 14.3006.

   Motion was made by Natalie Picha and seconded by Joe Winter, to re-elect Joe Winter as the Chair for the 2012 Civil Service Commission.

   MOTION CARRIED BY UNANIMOUS CONSENT.

   Motion was made by Joe Winter and seconded by Natalie Picha, to re-elect Natalie Picha as the Vice-Chair for the 2012 Civil Service Commission.

   MOTION CARRIED BY UNANIMOUS CONSENT.

3. Consider and take action to canvass the Ballots for the Alternate Promotional System for the election conducted December 14, 2011 6:00 A.M. to December 15, 2011 6:00 A.M.

   Motion was made by Natalie Picha and seconded by Joe Winter, to approve and accept the results of the canvas.

   MOTION CARRIED BY UNANIMOUS CONSENT.

4. Consider and take action to approve revising chapters 143.011, 143.023, 143.024, 143.025, 143.0251, 143.028, 143.035, 143.051, 143.052, 143.075, and 143.082 of the City of Seabrook Police Officers' Civil Service Commission Rules and Regulations.

   Motion was made by Natalie Picha and seconded by Joe Winter, to accept the revisions as presented.

   MOTION CARRIED BY UNANIMOUS CONSENT.

5. Consider and take action to approve ordering and posting a Promotional Exam Notice for the position of Sergeant.

   Motion was made by Natalie Picha and seconded by Joe Winter, to approve the Promotional Exam Reading List as written.

   MOTION CARRIED BY UNANIMOUS CONSENT.

   There was some discussion concerning the Promotional Exam Notice and Connie Acosta suggested adding the following revisions: add the address where the exam will be given, add a statement that candidates must pass the written examination with a raw score of 70 or better, and add the last possible date and time that the "Notice of Intent to Test" form must be submitted by.

   Motion was made by Natalie Picha and seconded by Joe Winter, to approve the Promotional Exam Notice with the revisions suggested by Connie Acosta.

   MOTION CARRIED BY UNANIMOUS CONSENT.

6. Consider future meeting dates and agenda items.

   Gayle Cook stated the next meeting would be to approve the eligibility list, sometime in April or May, unless something comes up prior that would require the Commission to meet. She stated she will email a proposed date at a later time.

   Motion was made by Natalie Picha and seconded by Joe Winter to adjourn.

   MOTION CARRIED BY UNANIMOUS CONSENT.

The meeting was adjourned at 6:28 p.m.

APPROVED THIS 18TH DAY OF APRIL, 2012

Joe Winter, Chairman

Joyce Bice, Secretary