



**SEABROOK CIVIL SERVICE COMMISSION
NOTICE OF CIVIL SERVICE COMMISSION MEETING
MONDAY, AUGUST 5, 2024 - 6:00 PM**

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For Agenda Center visit www.seabrooktx.gov/agendacenter

NOTICE IS HEREBY GIVEN THAT THE SEABROOK CIVIL SERVICE COMMISSION WILL HOLD A MEETING ON MONDAY, AUGUST 5, 2024 AT 6:00 P.M. AT **CITY HALL, 1700 1ST STREET, SEABROOK, TEXAS**, TO DISCUSS, CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT TO THE ITEMS LISTED BELOW.

ALTHOUGH THIS IS NOT AN OFFICIAL COUNCIL MEETING, A QUORUM OF COUNCIL MEMBERS MAY BE PRESENT.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

At this time the Commission will listen to any member of the audience on any subject matter whether or not that item is on the agenda. All comments are limited to a maximum of four minutes for each speaker. In accordance with the Open Meetings Act, Commission Members may not discuss or take action on any item that has not been posted on the agenda. When your name is called, please state your name and address clearly before making your comments. Thank you.

2. NEW BUSINESS

2.1 Consider and, if appropriate, take action to set the date for the Police Officer - Entry Level Exam. The proposed test date is September 21, 2024.

3. ROUTINE BUSINESS

3.1 Approve the June 08, 2024 Civil Service Commission Meeting minutes.

4. ADJOURN

THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO HEAR ANY OF THE ABOVE DESCRIBED AGENDA ITEMS THAT QUALIFY FOR AN EXECUTIVE SESSION IN AN EXECUTIVE SESSION BY PUBLICLY ANNOUNCING THE APPLICABLE SECTION NUMBER OF THE OPEN MEETINGS ACT, (CHAPTER 551 OF THE TEXAS GOVERNMENT CODE) THAT JUSTIFIES EXECUTIVE SESSION TREATMENT.

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE

AVAILABLE. REQUESTS FOR OTHER ACCOMMODATIONS OR INTERPRETIVE SERVICES, MUST BE MADE, 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE HUMAN RESOURCE OFFICE AT (281) 291-5680 OR HR@SEABROOKTX.GOV FOR FURTHER INFORMATION.

I certify that this notice was posted on the bulletin board on or before Friday, August 2, 2024 no later than 5:00 p.m. and that this notice will remain posted until the meeting has ended.

Yesenia Garza-Spires,
HR/Civil Service Director



Agenda Briefing

Date of Meeting: August 5, 2024

Responsible Department: Human Resources

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Consider and, if appropriate, take action to set the date for the Police Officer - Entry Level Exam. The proposed test date is September 21, 2024.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:



Agenda Briefing

Date of Meeting: August 5, 2024

Responsible Department: Human Resources

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Approve the June 08, 2024 Civil Service Commission Meeting minutes.

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached:

1. 06-08-2024 - MINUTES

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

1 The Seabrook Civil Service Commission held a meeting on Monday, June 10, 2024, at Seabrook
2 City Hall, 1700 First Street, Seabrook, Texas to discuss, and if appropriate take action on the
3 items listed below.
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5

6 **THOSE PRESENT WERE:**
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8 BYRON HANSSEN	CHAIR
9 STEVEN DEAN	CIVIL SERVICE COMMISSIONER
10 KYLIE WILSON	VICE-CHAIR
11 YESENIA GARZA-SPIRES	CIVIL SERVICE DIRECTOR

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15 Byron Hanssen, Chair, called the meeting to order at 6:02 p.m.
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17

18 **1. PUBLIC COMMENTS AND ANNOUNCEMENTS**
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20 Civil Service Director, Yesenia Garza-Spires, informed the Civil Service Commission that there
21 were no scheduled public comments.
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24 **2. PRESENTATIONS**
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26 **2.1 Administer the Oath of Office to all newly appointed Civil Service Commission members**
27 **and review the state-mandated training requirements.**
28

29 City Secretary, Rachel Lewis, administered the oaths of office to re-appointed Civil Service
30 Commission members Kylie Wilson and Steve Dean.
31

32 City Secretary, Rachel Lewis, also provided training information regarding OMA and PIA training
33 as well as information regarding re-appointment procedures.
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35 **3. NEW BUSINESS**
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37 **3.1 Consider and take appropriate action to approve the Eligibility List for Police Officer-**
38 **Entry Level from both the written and physical agility exam conducted on June 8, 2024.**
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40 *Motion made by Kyly Wilson and seconded by Steve Dean.*
41

42 *To approve the Eligibility List for Police Officer Entry Level from both the written and physical*
43 *agility exam conducted on June 8, 2024.*
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45 **MOTION CARRIED BY UNANIMOUS CONSENT**
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53 **4. ROUTINE BUSINESS**

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55 **4.1 Approve the April 29, 2024 Civil Service Commission Meeting Minutes.**

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57 *Motion made by Steve Dean and seconded by Kylie Wilson.*

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59 *To approve the April 29, 2024 Civil Service Commission meeting minutes.*

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61 *MOTION CARRIED BY UNANIMOUS CONSENT.*

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64 **5. Adjourn**

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66 Upon motion duly made, the meeting was over at 6:30 p.m.

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72 **APPROVED THIS _____ DAY OF _____, 2024.**

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Yesenia Garza, Civil Service Director

Byron Hanssen, Civil Service Chair