

Seabrook Civil Service Commission Meeting
Minutes of October 26
, 2015
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1 The Seabrook Civil Service Commission held a meeting on Monday, October 26, 2015 at
2 Seabrook City Hall, 1700 First Street, Seabrook, Texas to discuss, and if appropriate take action
3 on the items listed below.

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5 **THOSE PRESENT WERE:**

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7 NATALIE PICHA CHAIR
8 JOHN CHISLER VICE -CHAIR
9 JOE WINTER COMMISSIONER
10 JOYCE BICE CIVIL SERVICE DIRECTOR

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13 Chairman Picha convened the meeting at 6:00 p.m.

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15 **Item 1**

16 Discuss and consider for possible action to approve the minutes of the October 19, 2015, Civil Service
17 Commission meeting.

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19 Motion was made by Vice-Chair Chisler and seconded by Chair Picha to approve the
20 minutes of the October 19, 2015, Civil Service Commission meeting as written.

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22 **MOTION CARRIES UNANIMOUSLY.**

23
24 **EXECUTIVE SESSION**

25 **Section 551.072**

26 **Item 2**

27 Attorney consultation pursuant to Section 551.072, Texas Government Code to provide legal advice and
28 counsel on amendments to civil service rules relation to rule-making authority, entry level hiring and
29 process and procedures, and related legal matters.

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31 At 6:01 p.m., Chairman Picha announced that the Commission would hold an Executive Session.

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33 Chair Picha reconvened Open Session at 6:41 p.m.

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35 **Item 3**

36 Consideration and appropriate action, if any, to approve revising Chapter 143.008, of the City of
37 Seabrook Police Officer's Civil Service Commission Rules and Regulations.

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39 Chair Picha stated that under the advice of legal counsel, let it stand that we will be considering
40 making the change that which would state adding the additional text as stated below:

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42 In addition, it is the intent of the Civil Service Commission to exercise and preserve its authority to
43 adopt Local Rules to the fullest extent allowed by law; provided, however, that if a Local Rule is
44 determined to be in conflict or inconsistent with an existing provision of an applicable civil service
45 statute, a state or federal law, or a judicial interpretation of such law, then the Local Rule shall be
46 interpreted and applied in deference to the prevailing law or legal precedent.

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48 Motion was made by Commissioner Joe Winter and seconded by Vice-Chair Chisler to
49 approve revising Chapter 143.008 by adding the language as stated above.

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MOTION CARRIES UNANIMOUSLY.

Item 4

Consideration and appropriate action, if any, to approve revising Chapter 143.026, of the City of Seabrook Police Officer's Civil Service Commission Rules and Regulations.

Chair Picha stated that in Chapter 143.026, it is proposed to be modified by striking and adding the following text as shown below:

- (1) When a vacancy occurs in an entry level position in the Department, the Chief of Police shall request in writing from the Commission, upon the form prescribed by the Commission, the names of suitable persons from the eligibility list, and the Director shall certify to the City Manager, and to the Chief of Police, the names of three (3) persons on the eligibility list with the highest grades.
- (2) The Chief of Police shall consider the applicants in the rank order by grade certified by the Commission for the eligibility list. In the absence of a disqualification, the person with the highest grade shall be selected. ~~The City shall create a list of applicants and select new employees from anywhere on such list~~
- (3) The Director and the City Manager may delegate to the Chief of Police the task of determining suitability of an applicant by utilizing criteria established by these Rules and the Department. Unsuitable applicants may be disqualified by the Chief of Police.
- (4) If the Chief, with the consent of the City Manager, determines that there exists a valid reason to disqualify an applicant, then the Chief will file a letter with the Commission setting forth the good and sufficient reason why the applicant with the highest grade was not selected. A copy of this letter shall also be provided to the applicant; provided, however, that there shall be no appeal to the Commission from a decision of the Chief of Police to disqualify an applicant.

Motion was made by Vice-Chair Chisler and seconded by Commissioner Joe Winter to approve our local rules to conform the requested change as stated by the Chair.

Chair Picha also stated that the Commission would like to check on process of the letter that is filed by the Chief to be countersigned by the Chief as well as the City Manager. She further stated that this is just a process request.

MOTION CARRIES UNANIMOUSLY.

Item 5

Consideration and appropriate action, if any, to set a date for a promotional exam to the rank of Sergeant for November 25, 2015.

Motion was made by Vice-Chair Chisler and seconded by Commissioner Joe Winter that in consideration of the Thanksgiving Holiday, that we should reschedule the exam to November 30.

MOTION CARRIES UNANIMOUSLY.

Item 6

Consider future meeting dates and agenda items.

There was some discussion on future meeting dates and agenda items and Civil Service Director Bice stated that following the promotional exam on November 30, there would need to be a meeting to certify the eligibility list. The commission agreed that next meeting would be on December 7 at 6pm. There was some discussion concerning the need to do some cleaning up of the text in the rules for Section 143.026 (3) causes for disqualifying the applicant at that meeting as well.

Item 7

Adjourn

Motion was made by Vice-Chair Chisler and seconded by Commissioner Joe Winter to Adjourn.

MOTION CARRIES UNANIMOUSLY.

The meeting was adjourned at 6:49 p.m.

APPROVED THIS 7TH DAY OF DECEMBER, 2015.



Natalie, Chair



Joyce Bice, Civil Service Director