

Adam Harding, Chair
Matthew Davis, Vice-Chair
Beckie Gilbert, Commissioner

Lisa Cariker, Civil Service Director



**NOTICE OF MEETING
CIVIL SERVICE COMMISSION
March 8, 2022
1:30 p.m.
Council Chambers
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/85287865991?pwd=Nm1vVUpqMDFnSndLRmJMU3h5bDNTZz09>

Meeting ID: 852 8786 5991

Passcode: 199851

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The Commission may meet in Closed Session regarding any item on this agenda if necessary, as permitted by Subchapter D of Chapter 551 of the Texas Government Code.

A. CALL TO ORDER

B. PROPOSED CHANGES OF AGENDA ITEMS

C. PUBLIC COMMENTS

Any citizen wishing to speak during public comments regarding an item on or off the agenda may do so during this section of the agenda. All comments must be no more than five minutes in length. Any comments regarding items, not on the posted agenda may not be discussed or responded to by the Commissioners. Members of the public may join via Zoom or in person.

D. CONFLICT OF INTEREST DISCLOSURES

E. DIRECTOR'S REPORT

F. APPROVAL OF MINUTES

1. Consider approval of minutes for March 25, 2021, meeting.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the appointment of the Civil Service Commission chair and vice-chair.

H. ADJOURNMENT

I certify that the above Notice of Meeting was posted on the outdoor bulletin board at the main entrance to City Hall, 504 N. Queen Street, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Friday, March 4, 2022, at 10:00 a.m.**

Lisa Cariker, Director

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) PERSONS IN NEED OF SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, CONTACT THE CITY SECRETARY'S OFFICE VIA EMAIL AT citysecretary@palestine-tx.org or 903-731-8414.



Agenda Date: 03/08/2022
To: Civil Service Commission
From: Lisa Cariker, HR Director
Agenda Item: Approval of Minutes
Date Submitted: 03/03/2022

SUMMARY:

Consider approval of meeting minutes from 03/25/2021.

RECOMMENDED ACTION:

Staff recommends approval of minutes from 03/25/2021 meeting.

CITY MANAGER APPROVAL:

Attachments

Minutes 03-25-21

THE STATE OF TEXAS §
COUNTY OF ANDERSON §
CITY OF PALESTINE §

The Civil Service Commission of the City of Palestine convened in a Regular Meeting on Thursday, March 2, 2021, at 3:00 p.m., in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Chair Beckie Gilbert; Commissioners, Adam Harding, and Matthew Davis.

Staff present: HR Director/Civil Service Director Lisa Cariker, Fire Chief Shannon Davis, Fire Marshal/Assistant Fire Chief Kelly Hughes, and Interim City Manager Teresa Herrera

CALL TO ORDER

With a quorum present, Commissioner Matt Davis called the meeting to order at 12:01 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

There were no proposed changes.

PUBLIC COMMENTS

There were no public comments.

CONFLICT OF INTEREST DISCLOSURES

There were none.

APPROVAL OF MINUTES

Motion by Commissioner Adam Harding, seconded by Commissioner Matt Davis to approve the minutes from the February 20, 2020, meeting as presented. Upon vote, motion carried 3-0.

DISCUSSION AND ACTION ITEMS

1. Consider approval of the minutes from February 13, 2020, Civil Service Commission meeting.

Motion by Commissioner Adam Harding, seconded by Commissioner Matt Davis to approve the minutes from the February 20, 2020, meeting as presented. Upon vote, motion carried 3-0.

2. Discuss and take action on appointment of officers.

Motion by Commissioner Beckie Gilbert, seconded by Commissioner Matt Davis to appoint Adam Harding as Chair of Commission. Upon vote, motion carried 3-0.

Motion by Commissioner Beckie Gilbert, seconded by Commissioner Adam Harding to appoint Matt Davis as Vice-Chair. Upon vote, motion carried 3-0.

3. Discuss and take action regarding new hire extension of probationary time - Fire Department.

Motion by Commissioner Adam Harding, seconded by Commissioner Matt Davis to approve the request to extend the probationary period of an entry level firefighter who must attend basic training academy after appointment to serve a probationary period of 18 months.

ADJOURN

With no other business to come before the Commission, Commissioner Gilbert made a motion, seconded by Commissioner Davis to adjourn the meeting at 12:12 p.m., meeting was adjourned.

PASSED AND APPROVED THIS 8TH DAY OF MARCH, 2022.

Adam Harding, Chair

ATTEST:

Lisa Cariker, Civil Service Director

DRAFT



Agenda Date: 03/08/2022
To: Civil Service Commission
From: Lisa Cariker, HR Director
Agenda Item: Consider the election of a chairman and vice-chairman.
Date Submitted: 03/03/2022

SUMMARY:

Consider the election of a chairman and vice-chairman per Texas Local Government Code section 143.006(e).

RECOMMENDED ACTION:

Staff recommends election of a chairman and vice-chairman.

CITY MANAGER APPROVAL:
