

Adam Harding, Chair
Marilyn Ester-Barnes, Commissioner
Beckie Gilbert, Commissioner

Lisa Cariker, Civil Service Director



**NOTICE OF MEETING
CIVIL SERVICE COMMISSION
January 15, 2025
2:00 p.m.
City Hall Conference Room
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/87575828443?pwd=Y84Pj4iBkURzQcq1WYX4ZOWQdqKCs6.1>

Meeting ID: 875 7582 8443
Passcode: 675528

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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 from the January 17, 2023, meeting.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the appointment of the Chair and Vice-Chair of the Civil Service Commission.

H. ADJOURNMENT

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.

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, January 10, 2025, at 3:00 p.m.**

A handwritten signature in blue ink that reads "April Jackson". The signature is written in a cursive style and is positioned above a horizontal line.

April Jackson, City Secretary

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: 01/15/2025
To: Civil Service Commission
From: Lisa Cariker, HR Director
Agenda Item: Approval of Minutes of January 17, 2023
Date Submitted: 01/07/2025

SUMMARY:

Consider approval of minutes from the January 17, 2023, meeting.

RECOMMENDED ACTION:

Staff recommends approval of minutes as presented.

CITY MANAGER APPROVAL:

Attachments

Minutes of January 17, 2023

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 Tuesday, January 17,2023, at 12:00 p.m., in the City Managers Conference Room at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Chair Adam Harding; Co-Chair Matthew, and Commissioner Beckie Gilbert.

Staff present: HR Director/Civil Service Director Lisa Cariker, Fire Chief Shannon Davis, Fire Marshal Edward Clayton, and Police Chief Mark Harcrow, City Secretary April Jackson, and City Manager Teresa Herrera.

CALL TO ORDER

With a quorum present, Chairman Adam Harding 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

Director's Report

There were none.

APPROVAL OF MINUTES

Motion by Commissioner Beckie Gilbert seconded by Co-Chair Matt Davis to approve the minutes from the March 8,2022, meeting as presented. Upon vote, motion carried 3-0.

DISCUSSION AND ACTION ITEMS

1. Discuss and act on appointment of officers.

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

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

2. Discussion and action regarding amendment of Chapter 18, Miscellaneous Provisions, Subchapter A, Efficiency Report, Rule 18.01.

Motion by Becky Gilbert and seconded by Matt Davis to amend local rule 18.01 to have annual efficiency reports/evaluation follow the City's evaluation schedule of annually completed by the last day of March. Upon vote, motion carried 3-0.

ADJOURN

With no other business to come before the Commission, Commissioner Gilbert made a motion, seconded by Chairman Harding to adjourn the meeting at 12:08 p.m., meeting was adjourned.

PASSED AND APPROVED THIS 12TH DAY OF SEPTEMBER 2023

ATTEST:

Adam Harding, Chair

Lisa Cariker, Civil Service Director



Agenda Date: 01/15/2025
To: Civil Service Commission
From: Lisa Cariker, HR Director
Agenda Item: Appointment of Chair and Vice Chair
Date Submitted: 01/07/2025

SUMMARY:

Consider the appointment of the Chair and Vice-Chair of the Civil Service Commission for 2025.

RECOMMENDED ACTION:

Staff recommends that the Commission appoint a Chair and Vice-Chair for 2025.

CITY MANAGER APPROVAL:
