

# HEWITT TEXAS

## NOTICE OF MEETING OF THE CIVIL SERVICE COMMISSION OF HEWITT, TEXAS

Notice is hereby given that a **Called** meeting of the Civil Service Commission of the City of Hewitt will be held on the **2<sup>nd</sup> day of September 2016 at 11:30 A.M. in the training room at the Hewitt Public Safety Facility located at 100 Patriot Court, Hewitt, Texas**, at which time the following subjects will be discussed:

1. Call meeting to order.
2. Approval of January 22, 2016 meeting minutes.
3. Introduction of new commissioner – Sam MacKinnon.
4. Briefing and discussion concerning rotation of Commission positions.
5. Update on Promotional and Entry Level Testing.
6. Update on Police Officer Recruit positions.
7. Report on Police Department.
8. Briefing and discussion on 2017 TXPELRA/Civil Service Conference.
9. Adjourn

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Civil Service Commission of the City of Hewitt, Texas, is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the Public Notice Board located in front of the City Hall of said City of Hewitt, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on **Wednesday August 31, 2016 at 3:00 P.M.**

CITY OF HEWITT

  
Katie Allgood  
Civil Service Director

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for person who are deaf or hearing impaired, readers, large print or Braille, are requested to contact the City Secretary at (254) 666-6171, two working days prior to the meeting, so that appropriate arrangements can be made.

# HEWITT TEXAS II

## AGENDA ITEM FORM

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**MEETING DATE:** September 2, 2016

**AGENDA ITEM #:** 2

**SUBMITTED BY:** Katie Allgood, Civil Service Director

**ITEM DESCRIPTION:**

Consider approval of minutes of the Civil Service Commission Meeting of January 22, 2016.

**STAFF RECOMMENDATION/ITEM SUMMARY:**

Attached is a draft copy of the meeting minutes. Please review and advise if any corrections are needed.

**ATTACHMENTS:**

Draft Minutes

# HEWITT TEXAS

## MINUTES OF HEWITT CIVIL SERVICE COMMISSION MEETING Hewitt Public Safety Facility – 100 Patriot Court January 22, 2016 – 11:30 a.m.

**Members Present:** Chairman Tom Mattern; Vice-Chairman Steve Fortenberry; Member David Buckles

**Members Absent:** None

**Staff Present:** Chief of Police Jim Devlin; Assistant Chief of Police Tuck Saunders; Special Projects Coordinator Katie Allgood; City Manager Adam Miles; Human Resources Generalist Stephanie Thompson; Assistant to the Police Chief Cassie Muske

- 1. Call meeting to order at 11:30 a.m.**
- 2. Approval of August 31, 2015 meeting minutes** – *David Buckles moved, second by Steve Fortenberry to approve the August 31, 2015 minutes; all in favor, motion passed.*
- 3. Appointment of a new Civil Service Director** – *City Manager Adam Miles recommends Katie Allgood to become the new Civil Service Director. Steve Fortenberry moved, second by David Buckles for Katie Allgood to become the new Civil Service Director; all in favor, motion passed.*
- 4. Update on the Police Officer Recruit** – *Chief Devlin provided updates on the Police Officer Recruit position.*
- 5. Report on the Police Department** – *Chief Devlin provided updates on the Police Department.*
- 6. Adjournment** – *Steve Fortenberry moved, second by David Buckles to adjourn; all in favor, motion passed. Meeting adjourned at 12:45 p.m.*

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Date Approved

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Katie Allgood  
Civil Service Director

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Sam MacKinnon  
Chairman

# HEWITT TEXAS II

## MEETING AGENDA ITEM FORM

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**MEETING DATE:** September 2, 2016

**AGENDA ITEM #:** 4

**SUBMITTED BY:** Katie Allgood, Civil Service Director

**ITEM DESCRIPTION:**

Briefing and discussion concerning Civil Service Terms and position rotation.

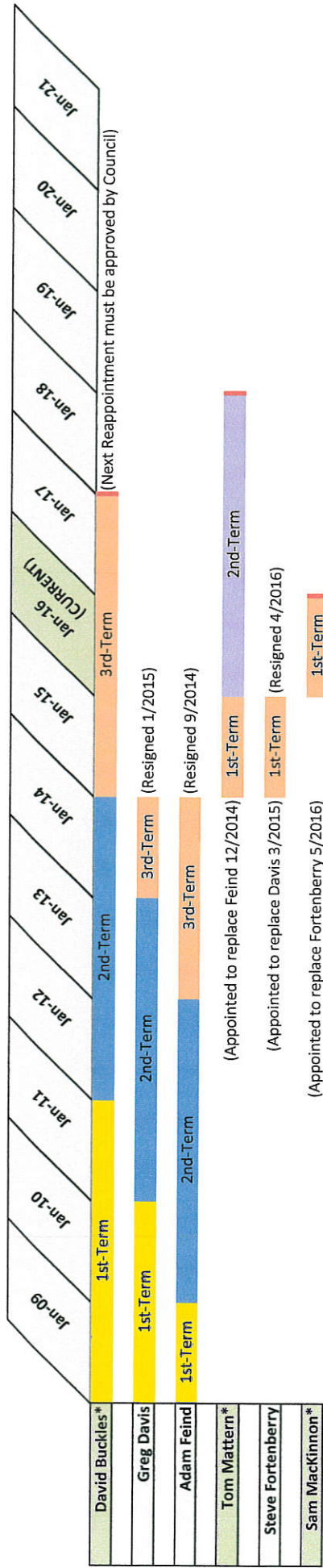
**STAFF RECOMMENDATION/ITEM SUMMARY:**

Attached is a recently updated chart showing Civil Service term expirations and reappointment dates.

**ATTACHMENTS:**

Civil Service Term Chart

# CIVIL SERVICE COMMISSION TERMS



\*Denotes current commissioners

Place 1 (Buckles)	MEMBER	VICE-CHAIR	CHAIR	MEMBER	VICE-CHAIR	CHAIR	MEMBER
Place 2 (MacKinnon)	VICE-CHAIR	CHAIR	MEMBER	VICE-CHAIR	CHAIR	MEMBER	VICE-CHAIR
Place 3 (Mattern)	CHAIR	MEMBER	VICE-CHAIR	CHAIR	MEMBER	VICE-CHAIR	CHAIR