

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 **6th day of February 2017 at 5:00 P.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 September 2, 2016 meeting minutes.
3. Update on Promotional and Entry Level Testing.
4. Update on Police Officer Recruit positions.
5. Report on Police Department.
6. 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 **Tuesday January 31, 2017 by 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

MEETING DATE: February 6, 2017

AGENDA ITEM #: 2

SUBMITTED BY: Katie Allgood, Managing Director/Civil Service Director

ITEM DESCRIPTION:

Consider approval of minutes of the Civil Service Commission Meeting of September 2nd, 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
September 2, 2016 – 11:30 a.m.

Members Present: Chairman Sam MacKinnon; Vice-Chairman David Buckles; Member Tom Mattern

Members Absent: None

Staff Present: Chief of Police Jim Devlin; 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 11:39 a.m.**
2. **Approval of January 22, 2016 meeting minutes** – *David Buckles moved, second by Tom Mattern to approve the January 22, 2016 minutes; all in favor, motion passed.*
3. **Introduction of new commissioner** – *Civil Service Director Katie Allgood introduced new commissioner Sam MacKinnon to commission.*
4. **Briefing and Discussion concerning rotation of Commission positions** – *Civil Service Director Katie Allgood discussed the rotation of commission positions.*
5. **Update on Promotional and Entry Level Testing** – *Chief Devlin provided updates on promotional and entry level testing.*
6. **Update on Police Officer Recruit positions** – *Chief Devlin provided updates on the Police Officer Recruit positions.*
7. **Report on Police Department** – *Chief Devlin provided updates on the Police Department.*
8. **Adjournment** – *Tom Mattern moved, second by David Buckles to adjourn; all in favor, motion passed. Meeting adjourned at 12:50 p.m.*

Date Approved

Katie Allgood
Civil Service Director

David Buckles
Chairman