

AGENDA

**Port Freeport
Personnel Committee
Special Meeting
Wednesday, August 16, 2023, 1:00 pm - 2:00 pm
In Person & Videoconference - Administration Building - 1100 Cherry Street - Freeport**

This meeting agenda with the agenda packet is posted online at www.portfreeport.com

The meeting will be conducted pursuant to Section 551.127 of the Texas Government Code titled "Videoconference Call." A quorum of the Personnel Committee, including the presiding officer, will be present at the Commissioner Meeting Room located at 1100 Cherry Street, Freeport, Texas. The public will be permitted to attend the meeting in person or by videoconference.

The videoconference is available online as follows:

Join Zoom Meeting

<https://us02web.zoom.us/j/81146684461?pwd=Wmllc1FNRGMZVZicVNITGE1aG4rZz09>

Meeting ID: 811 4668 4461

Passcode: 383914

Dial by your location

• 1 346 248 7799 US (Houston)

Meeting ID: 811 4668 4461

Find your local number: <https://us02web.zoom.us/j/81146684461?pwd=Wmllc1FNRGMZVZicVNITGE1aG4rZz09>

1. Committee Members: Singhania (Chairman), Croft, Fratila
2. CONVENE OPEN SESSION in accordance with Texas Government Code Section 551.001, et. seq., to review and consider the following:
3. Roll Call.
4. Public Comment. (Public comment on any matter not on this Agenda will be limited to 5 minutes per participant and can be completed in person or by videoconference)
5. Public Testimony. (Public testimony on any item on this Agenda will be limited to 5 minutes per agenda item to be addressed per participant and can be completed in person or by videoconference. The participant shall identify in advance the specific agenda item or items to be addressed.
6. Discussion regarding Fiscal Year 2023/2024 Budget for Port Freeport.
7. Discuss and review performance evaluation form and process.
8. EXECUTIVE SESSION in accordance with Subchapter D of the Open Meetings Act, Texas Government Code Section 551.001, et. seq., to review and consider the following:
 - A Under authority of Section 551.074 (Deliberation of Personnel Matters) for discussion regarding:
 1. Deliberation regarding the appointment, employment, evaluation, reassignment, duties of a public officer or employee, including but not limited to: Executive Director/CEO, Chief Financial Officer, Director of Operations, Director of Engineering, Director of Protective Services, Director of Economic Development, Director of Business & Economic Development and Director of Information Technology.
9. RECONVENE OPEN SESSION:
10. Adjourn.

The Committee does not anticipate going into a closed session under Chapter 551 of the Texas Government Code at this meeting for any other items on the agenda, however, if necessary, the Committee may go into a closed session as permitted by law regarding any item on the agenda.

A handwritten signature in cursive script, reading "Phyllis Saathoff".

Phyllis Saathoff, Executive Director/CEO

PORT FREEPORT

In compliance with the Americans with Disabilities Act, the District will provide for reasonable accommodations for persons attending its functions. Requests should be received at least 24 hours in advance.



Fiscal Year 2023/2024
Budget Workshop
Personnel Advisory Committee

August 16, 2023

Rob Lowe, CFO

Mary Campus, Controller



Port Salaries, Wages and Benefits

Increase from 2023 forecasted \$849,321 or 15% - Budget \$6,412,900

Budget includes:

- Fiscal year 2024 includes 5% increase in CPI/merit raises (FY 2023 6.6%)
- Filling four approved positions that are vacant
- \$40,000 in market adjustments
- 10% increase forecasted in group health, 6% increase in forecasted dental and vision premiums (renewal is January 1)
- Percent of group health to total wages and benefits 15.09%
- Assumes full participation in retirement plan
- Percent benefits to salaries and wages 37%

QUESTIONS AND COMMENTS

Thank You