

AGENDA

Port Freeport
Personnel Committee
Special Meeting
Wednesday, February 14, 2024, 2:00 pm - 3:15 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/89084011084?pwd=aEY2RjJYY1BoWThGL0dOcERaeG1SZz09>

Meeting ID: 890 8401 1084

Passcode: 348041

Dial by your location

• 1 346 248 7799 US (Houston)

Meeting ID: 890 8401 1084

Find your local number: <https://us02web.zoom.us/u/kdht9d0VRA>

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. Review of the following Port Policies...
 - 2.2 - Open Meetings
 - 2.3 - Open Records
 - 2.4 - Executive Director
 - 10.0 - Employee Acknowledgement
7. Review and discussion of policies, plans, procedures, and notices of nondiscrimination and equal opportunity of beneficiaries of programs and services.
8. 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.

With this posted notice, Port Commissioners have been provided certain background information on the above listed agenda items. Copies of this information can be obtained by the public at the Port Administrative offices at 1100 Cherry Street, Freeport, TX.



Phyllis Saathoff, Executive Director/CEO

PORT FREEPORT

Participation is welcomed without regard to race, color, religion, sex, age, national origin, disability or family status. In accordance with Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, persons with disabilities needing reasonable accommodations to participate in this proceeding, or those requiring language assistance (free of charge) should contact the Executive Assistant no later than forty-eight (48) hours prior to the meeting, at (979) 233-2667, ext. 4326, email: bevers@portfreeport.com.

La participación es bienvenida sin distinción de raza, color, religión, sexo, edad, origen nacional, discapacidad o situación familiar. De acuerdo con el Título II de la Ley de Estadounidenses con Discapacidades y la Sección 504 de la Ley de Rehabilitación, las personas con discapacidades que necesiten adaptaciones razonables para participar en este procedimiento, o aquellas que requieran asistencia lingüística (sin cargo), deben comunicarse con el Asistente Ejecutivo a más tardar cuarenta -ocho (48) horas antes de la reunión, al (979) 233-2667, ext. 4326, correo electrónico: bevers@portfreeport.com.

PORT FREEPORT POLICY MANUAL

PORT COMMISSION OF PORT FREEPORT OPEN MEETINGS

SECTION 2.2

Meetings of the Port Commission

Except as otherwise provided by ~~Chapter 551 of the the~~ Texas ~~Government Code~~ Open Meetings Act, ~~Chapter 551 Subchapter D of the Texas Government Code, Sections 551.071 through 55.089,~~ or specifically permitted by ~~the Constitution and laws of the United States and the State of Texas~~ federal or state law, every regular, special, or called meeting or session of the Port Commission of Port Freeport shall be open to the public and duly and timely posted ~~per~~ pursuant to the requirements of ~~Sections 551.041 and 551.043 respectively~~ Texas Government Code Chapter 551, Subchapter C. No closed or executive session, ~~for any purpose for which closed or executive sessions or meetings are authorized by law,~~ shall be held unless authorized by Chapter 551, Subchapter D, the Port Commission has first been convened in open meeting or session for which proper notice has been given ~~as provided in Section 551.101, during which open meeting or session~~ the chairman has publicly announced during the open meeting or session that a closed ~~or open~~ meeting or session will be held and has identified the ~~session or sessions under Section 551.041, authorizing the legal authority under Subchapter D for~~ holding ~~of such~~ the closed or executive session.

Commented [HC1]: Do we need "or session"? It is not included in the language of Sec. 551.002 below.

Sec. 551.002. OPEN MEETINGS REQUIREMENT. Every regular, special, or called meeting of a governmental body shall be open to the public, except as provided by this chapter.
Added by Acts 1993, 73rd Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.

Commented [HC2]: Same question as above.

Commissioner Attendance at a ~~Social Event,~~ Press Conference or ~~Social, Ceremonial or Community Event~~

~~In the event of a social event, press conference or ceremonial event and~~ If it is anticipated a quorum of the Port Commissioners will be present at a press conference, or a social, ceremonial or community event, the Port staff ~~will cause a~~ shall post a notice and agenda ~~to be posted~~ indicating a quorum of commissioners may be present at the event. ~~The agenda will further indicate and providing that a quorum of commissioners may be present but~~ any discussion of public business will be merely incidental to the event and no formal action will be taken at that event.

**PORT FREEPORT
POLICY MANUAL**

**PORT COMMISSION OF PORT FREEPORT
OPEN MEETINGS**

SECTION 2.2

(Corresponding Practices & Procedures – Section 4.2)

PORT FREEPORT POLICY MANUAL

PORT COMMISSION OF PORT FREEPORT OPEN RECORDS

SECTION 2.3

All records of official action of the Port Commission and all other records of the Port not classified as ~~exempt-excepted~~ from ~~public-required~~ disclosure under the provisions of ~~Vernon's Texas Codes Annotated, Government, Section 552.101, et. seq. of~~ Subchapter C of the Texas Public Information Act, or other applicable law, or minutes or any other information discussed in Executive Session, shall be made available ~~at all~~ within a reasonable times to members of the public for inspection and copying, in accordance with the provisions of ~~Section 552.001; the~~ Texas Public Information Act provided that, a reasonable charge may be made by the Port, in accordance with the provisions of ~~Section 552.261~~ Subchapter F of the Texas Public Information Act, as may be necessary to defray the cost to the Port of providing such records.

PORT FREEPORT POLICY MANUAL

**PORT COMMISSION
EXECUTIVE DIRECTOR/CEO**

SECTION 2.4

EMPLOYMENT

The Port Commission shall employ an Executive Director/CEO who shall be the chief executive officer of the Port.

The Executive Director/CEO shall serve at the pleasure of the Port Commission.

The Executive Director/CEO shall report regularly to the Port Commission on the business being conducted by his/her office.

ASSISTANTS AND OTHER EMPLOYEES

The Executive Director/CEO may have such assistants and other employees as the Port Commission may authorize.

All employees of the Port shall be under the supervision of the Executive Director/CEO with the Chief Financial Officer, Director of Engineering, Director of Operations, Director of Business and Economic Development, Public Affairs Manager and Executive Assistant reporting directly to the Executive Director/CEO and all other employees reporting through their immediate supervisors to the Executive Director.

**PORT FREEPORT
POLICY MANUAL**

EMPLOYEE ACKNOWLEDGEMENT

SECTION 10.0

EMPLOYEE ACKNOWLEDGMENT FORM

I understand that the ~~Port Freeport employee p~~Policy ~~m~~Manual ~~describes~~ includes important information about this organization and that I should consult my supervisor regarding any questions not answered in the ~~handbook~~Policy Manual.

Since provisions of the ~~handbook~~Policy Manual are subject to change, I further understand that revisions to the ~~handbook~~Policy Manual may supersede or eliminate one or more existing policies and that all such changes will be communicated through official notices.

My employment relationship with this organization is at will, voluntarily ~~entered into~~entered, and ~~is~~ subject to termination by me or my employer at any time at will, with or without cause, ~~at any time either party believes such action to be appropriate.~~

I acknowledge that this ~~handbook~~Policy Manual is neither a contract of employment nor a ~~legal document~~legally binding agreement.

I have received, read, understood, and ~~will I agree to~~ will I agree to comply with ~~both~~ the policies contained in this ~~handbook~~Policy Manual ~~and any~~ as well as any revisions made to it.

I have received a copy of the Port Freeport Policy Manual on the date listed below.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (PRINTED)

Commented [HC1]: It appears this language was derived from Texas Workforce Commission online resources. I have clarified some of the language for our purposes and added some language that was left out.

Commented [HC2]: Specify how these are to be provided.