

AGENDA

**Port Freeport
Personnel Committee
Special Meeting
Monday, May 20, 2024, 2:00 pm - 3:15 pm
In Person & Videconference - 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 "Videconference 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/81189671449?pwd=blJueURySk9zNjFhcmJ5R0VORndodz09>

Meeting ID: 811 8967 1449

Passcode: 224876

Dial by your location

• 1 346 248 7799 US (Houston)

Meeting ID: 811 8967 1449

Find your local number: <https://us02web.zoom.us/u/kd0CqoCccG>

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...
 - 3.1 - Equal Employment Opportunity
 - 3.2 - Employment & Compensation of Staff
 - 3.3- Immigration Law Compliance
 - 3.5 - Outside Employment
 - 3.6 - Physical Examination
 - 3.8 - Drug Screening/Testing
 - 3.9 - Confidential Information
 - 3.10 - Acceptance of Personal Gifts
7. 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.
8. RECONVENE OPEN SESSION:
9. 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.



1100 CHERRY ST. • FREEPORT, TX 77541
(979) 233-2667 • 1 (800) 362-5743 • FAX: (979) 373-0023
WWW.PORTFREEPORT.COM

MEMORANDUM

TO: Personnel Committee
Chief Executive Officer

FROM: Rob Lowe

DATE: May 15, 2024

SUBJECT: Policy Updates

This month there are eight policies that staff would like to review with the Personnel Committee. This review process is part of an overall policy review scheduled to take place across 2024.

3.1 – Equal Employment Opportunity – expanded language acknowledging guidelines provided by the EEOC in April 2024.

3.2 – Employment of Staff – one minor grammatical correction and no changes recommended otherwise.

3.3 – Immigration Law Compliance – strengthened language regarding non-discrimination practices in line with the Immigration Reform and Control Act of 1986. Also made non substantive administrative changes.

3.5 – Outside Employment – no changes recommended.

3.6 – Physical Examinations – deleted redundant section now covered in Policy 3.8.

3.8 – Drug Screening/Testing – recommendations reflecting the transition of this policy to establish pre-employment drug and health testing as well as background checks. Policy 8.1 was previously updated to capture drug screening activities of existing employees thus the redundant statements found in 3.8 are recommended to be deleted.

3.9 – Confidential Information – Expanded contractual section to include Non-Disclosure agreements and expanded communications to include video conference calls.

3.10 – Acceptance of Personal Gifts – no changes recommended.

PORT COMMISSION

RAVI K. SINGHANIA, CHAIRMAN; ROB GIESECKE, VICE CHAIRMAN; BARBARA FRATILA, SECRETARY; KIM KINCANNON, ASST. SECRETARY;
DAN CROFT, COMMISSIONER; RUDY SANTOS, COMMISSIONER; PHYLLIS SAATHOFF, EXECUTIVE DIRECTOR/CEO