



Personnel Committee Meeting

Monday, April 14, 2025 at 3:30 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/87912106124?pwd=WsK3K8E4PXblm1W7oSkalsczlQyT5b.1>

Meeting ID: 879 1210 6124

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1. **Committee Members: Croft (Chairman), Singhania, 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 video conference
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 in Section 8 - Employee Conduct & Disciplinary Action...

8.1 - Drug/Alcohol Use

8.2 - Sexual and Other Prohibited Harassment

8.3 - Internet and Email Use

8.4 - Resignation

8.5 - Termination

8.6 - Employee Grievance

8.8 - Use of Port-Issued Credit Cards

8.9 - Employee & Commissioner Travel and Entertainment

7. 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 necesitan 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.



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MEMORANDUM

TO: Commissioners
Chief Executive Officer

FROM: Rob Lowe

DATE: April 10, 2025

SUBJECT: Policy Updates

This month there are eight policies to be reviewed with the Personnel Committee.

8.1 – Drug/Alcohol Use – no changes recommended.

8.2 – Sexual and Other Forms of Harassment – no changes recommended

8.3 – Internet Use – expanded language to include email, added an additional statement to unacceptable uses and added section authorizing the port to monitor use on port systems.

8.4 – Resignation – no changes recommended.

8.5 – Termination - updated the appeal process with an associated termination.

8.6 – Grievance – no changes recommended.

8.8 – Use of Port Issued Credit Cards – no changes recommended

8.9 – Employee and Commissioner Travel and Entertainment – made administrative changes applicable to update to current practices.

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