

Civil Service Commission
Regular Meeting
September 7, 2023 – 6:00 PM
Santa Fe Police Department – Municipal Courtroom
3650 N FM 646 RD
Santa Fe, Texas

MINUTES

- I. Call meeting to order
Commissioner Chris Harrison called the meeting to order at 6:00 P.M.

- II. Roll call
Anthony Macaluso – Present
Chris Harrison – Present
Bill Reitmeyer – Absent, excused

- III. Consideration and Possible Action: Appointment and swearing in a new member to serve a 3 year term to expire in June 2026.
Anthony Macaluso was sworn in as Commissioner. Commissioner Macaluso's Statement of Officer and Oath of Office were signed on this date and notarized by Civil Service Director Tiffany Gerhardt.

- IV. Presentation and approval of minutes: August 23, 2022
Motion to approve the minutes from the regular meeting on August 23, 2022 as presented by Commissioner Macaluso, seconded by Commissioner Harrison. The motion passed unanimously.

- V. Business
 1. Consideration and Possible Action: Elect a Chairman.
Motion to elect Commissioner Harrison to serve as Chairman for a 1-year by Commissioner Macaluso, seconded by Commissioner Harrison. The motion passed unanimously.

 2. Consideration and Possible Action: Elect of a Vice-Chairman
Motion to elect Commissioner Macaluso to serve as Vice-Chairman for a 1-year term by Chairman Harrison, seconded by Commissioner Macaluso. The motion passed unanimously.

3. Consideration and Possible Action: Ratify and approve the Civil Service Director to schedule entry and promotional level exams as needed.
Civil Service Director Tiffany Gerhardt informed the Commission that she hosted 4 entry level exams and 1 promotional exam each for the ranks of Corporal, Sergeant, and Lieutenant. She then discussed the results of entry level exams and current background investigations with Commissioner Macaluso, informing him that the Santa Fe Police Department had 1 candidate currently in backgrounds and 2 more waiting for background investigations to begin. Motion to approve by Commissioner Macaluso, seconded by Commissioner Harrison. The motion passed unanimously.
4. Discussion: Required training by board members to be completed within 90 days of swearing in to comply with legal requirements outlined by Government Code section (s) 551.005 – Texas Open Meetings Act and 552.012 – Public Information Act
City Manager Alun Thomas informed the Commission that Texas Local Government Code requires that Commission members complete training once a 3-year term within 90 days of being sworn in. Training previously taken by Commissioner Macaluso after he was appointed but before he was sworn in will need to be retaken and submitted to Civil Service Director Tiffany Gerhardt.
5. Discussion: Upcoming 2023-2024 Collective Bargaining Agreement and proposed changes from the 2022-20233 Collective Bargaining Agreement Contract.
Commissioner Harrison and Commissioner Macaluso were provided proposed changes to the 2022-2023 Collective Bargaining Agreement that are like to be reflected in the 2023-2024 contract. Civil Service Director Tiffany Gerhardt said that the changes proposed could be subject to change as the contract between the Santa Fe Police Officer's Association and the City of Santa Fe had not been signed. The 2023-2024 contract would go into effect starting on October 1, 2023 to align with the beginning of the fiscal year if it is approved by City Council. Mrs. Gerhardt said that she will send copies of the signed contract to the Commissioners once it is in effect.
6. Discussion and Direction: Current Civil Service Commission Rules and Regulations as adopted in October 2008 and revised in February 2015.
Civil Service Director Tiffany Gerhardt said that the Rules and Regulations for the Commission will need to be updated as they were last updated in 2015. The Rules and Regulations no longer align with what the current Collective Bargaining Agreement dictates and will need to be updated. Commissioner Harrison and Commissioner Macaluso agreed that the Rules would need to be reviewed and updated, and that the Commission should meet again within the next few months to discuss and propose new changes.

7. Scheduling of future meetings.

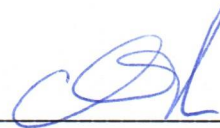
Commissioner Harrison and Commissioner Macaluso both advised a meeting will need to occur in late October to begin discussions on changes to the Rules and Regulations. Dates will be confirmed via email from Civil Service Director Tiffany Gerhardt.

8. Adjournment

Motion to adjourn made by Commissioner Macaluso, seconded by Commissioner Harrison. Meeting adjourned at 6:20 P.M.



Tiffany Gerhardt, Civil Service Director



Chris Harrison, Chairman