

State of Texas

County of Brazoria

City of Freeport-Civil Service Commission

BE IT REMEMBERED, that the Freeport Civil Service Commission of the City of Freeport, Texas met on Tuesday, February 3, 2026, at 6:00P.M. at the Freeport Council Chamber located at 430 North Brazosport Blvd., Freeport Texas for the purpose of considering the following agenda items:

Civil Service Commissioners: Tyrone Morrow, Chairman
Jose Hernandez, Vice Chairman
Kerry Moore

Staff: Danielle Kelly, DPA, City Manager,
Christopher Duncan, City Attorney
Toby Cohen, IT Director

Visitors:

Call to Order:

Chairman Morrow called the meeting of the Freeport Civil Service Commission to order at 6:03P.M. on February 3, 2026.

Invocation:

Chairman Morrow led the Invocation.

Pledge:

Chairman Morrow led the Pledge of Allegiance to the United States and the Pledge of Allegiance to the State of Texas.

Citizen Comments

There were no Citizen Comments.

Approval of Meeting Minutes for January 6, 2026, and January 21, 2026.

A motion was made by Vice Chairman Hernandez to approve meeting minutes for January 6, 2026, seconded by Chairman Morrow with all present and voting "Aye" 2-0. The commission unanimously approved the motion.

A motion was made by Vice Chairman Hernandez to approve meeting minutes for January 21, 2026, seconded by Chairman Morrow with all present and voting “Aye” 2-0. The commission unanimously approved the motion.

Discussion regarding the availability of online Chapter 143 orientation or training resources, including inquiry to Dr. Kelly and City Attorney Chris Duncan regarding any training comparable to Open Meetings Act (OMA) and Public Information Act (PIA) courses.

City Manager Dr. Danielle Kelly reported that despite thorough research, she was unable to find any online training resources specific to Texas Civil Service Chapter 143. She noted that the searches through TML, TCMA, and general Google searches only returned information related to federal civil service training, not state-level resources comparable to the Open Meetings Act and Public Information Act courses the commissioners had already completed.

Discussion with Dr. Kelly regarding the City Human Resources Department’s capacity to provide administrative or operational support to the Civil Service Commission.

City Manager Dr. Danielle Kelly informed the Commission that the Human Resources department was currently short-staffed, operating with one vacant position, and therefore lacked the capacity to provide support to the Commission. She shared that the HR Coordinator had recently attended a conference in Waco and gathered information from other jurisdictions about their administrative support structures. Of the 16 jurisdictions surveyed, 14 used their HR departments for support, while one hired a dedicated civil service coordinator and another used their chief administrative officer (similar to a city manager).

Chairman Morrow asked if the city had capacity to hire temporary clerical support through a staffing agency. Dr. Kelly confirmed this was possible and indicated they could investigate what qualified candidates might be available.

City Attorney Chris Duncan noted he had met several HR companies at a recent conference, though most were not nearby. He offered to follow up with them for recommendations and qualifications. He suggested that in the initial months, most tasks would be primarily secretarial in nature, and a local temporary agency might be the most practical solution.

Chairman Morrow explained that while he could handle much of the research without support, he needed clerical assistance for document preparation, proofreading, and formatting to ensure professional final products. He emphasized the importance of having someone review drafts for grammar, sentence structure, and punctuation.

Vice Chairman Hernandez expressed a desire to keep costs as low as possible without compromising efficiency, suggesting they might not need temporary support if they could manage without it.

A motion was made by Chairman Morrow to table item number seven until either the commission reaches the capacity where they clearly see that they need a Civil Service Commission that they need a clerical support or an HR Director to help support the commission or at such time the HR

issues that Dr. Kelly has currently is resolved and she can then gain the capacity to pick up some of that work, seconded by Vice Chairman Hernandez with all present and voting “Aye” 2-0. The commission unanimously approved the motion to table this item.

Discussion with Dr. Kelly regarding the appropriate process for Commissioners to interview the Police Chief and Fire Chief concerning current departmental policies and practices related to:

- a. **Entry-level hiring and eligibility**
- b. **Promotional eligibility**
- c. **Seniority calculations**
- d. **Disciplinary actions and appeal procedures**
- e. **Hearing processes and timelines**

City Manager Dr. Danielle Kelly recommended framing any agenda item involving the police and fire chiefs as an informational briefing rather than an interview to avoid any perception of undue influence. She suggested this approach would help maintain the Commission's independence and allow the chiefs to assist in developing rules and procedures consistent with Chapter 143. She proposed requesting one or two-page briefs from each chief on the specified topics and including these in public meeting packets to prepare everyone for discussion.

Chairman Morrow agreed with this approach, noting it would help commissioners understand departmental expectations when making decisions about rules and policies.

Discussion with Dr. Kelly regarding a potential meeting between the Civil Service Commission and Police and Fire Department employees to review and discuss:

- a. **Entry-level hiring and eligibility**
- b. **Promotional eligibility**
- c. **Seniority calculations**
- d. **Disciplinary actions and appeal procedures**
- e. **Hearing processes and timelines**

Dr. Kelly expressed concern about commissioners meeting with employees who might later come before them for adjudication or to air grievances. She suggested using questionnaires or surveys to gather anonymous feedback once the Commission was closer to establishing procedures, to avoid creating perceptions of bias.

Chairman Morrow respectfully disagreed, stating that after 45 years of experience, he believed direct conversations with employees were essential for gaining buy-in and demonstrating the Commission's independence. He emphasized that such meetings would not be about making rules on employees' behalf but rather understanding departmental culture and getting employee perspectives.

City Attorney Chris Duncan acknowledged the benefits of stakeholder input but noted the challenge of balancing that with maintaining perceived independence. He suggested structuring

any employee meetings as listening sessions with clear ground rules to avoid creating situations where employees might later feel the Commission was biased against them.

The Commission agreed to table this item until they could gather more information from City Manager Dr. Danielle Kelly about scheduling, timelines, and group sizes.

Discussion and possible action regarding implementation of Texas Local Government Code Section 143.006 – Civil Service Commission, including appointment, vacancy, and term of commissioners (see proposed sample documentation).

Chairman Morrow explained he had compiled sample documents from various cities implementing Chapter 143 as discussion pieces to help the Commission establish its basic operating procedures. He emphasized these were not meant as definitive proposals but as starting points for discussion.

City Attorney Chris Duncan noted that some of the sample documents did not fully match the current statute and suggested focusing on specific items requiring Commission decisions rather than reiterating code language.

Discussion and possible action regarding Texas Local Government Code Section 143.007 – Removal of Commission Members (see proposed sample documentation).

The Commission discussed establishing attendance requirements for commissioners, given the importance of regular participation in their deliberations over the coming months.

Vice Chairman Hernandez suggested that missing three consecutive meetings should constitute grounds for removal, noting that consecutive absences were particularly problematic for maintaining continuity. He recommended excluding special meetings from this requirement due to the challenges of accommodating last-minute meetings with full-time employment obligations.

City Manager Dr. Danielle Kelly suggested considering a percentage approach rather than just consecutive meetings, proposing that missing 20% of total meetings (approximately 4 out of 20 anticipated meetings) might be appropriate.

The Commission deliberated on whether to use a percentage or hard number, with City Attorney Chris Duncan recommending a fixed number to avoid calculation issues.

A motion was made by Chairman Morrow to adopt attendance policy for the commission and that the attendance policy would read the following: that if a member commissioner misses three consecutive meetings in a row then he would have tendered his resignation to the commission or if he in a totality between now and October 1, 2026 misses a percentage of 20% of the total meetings which would be four meetings then they would have tended their resignation to the commission, with discussion that that followed.

Chairman Morrow amended his motion to three consecutive meetings tendered to resignation and if they miss a total of four consecutive meetings over the course between now and October 1, 2026, they would have tendered the resignation to the commission, seconded by Vice Chairman Hernandez with all present and voting “Aye” 2-0. The commission unanimously approved the motion.

Discussion and possible action regarding Texas Local Government Code Section 143.017 – Commission Procedures and Operations (see proposed sample documentation).

The Commission discussed procedures for regular meetings. City Attorney Chris Duncan noted that since they did not yet have a Civil Service Director, they could continue operating under their current gentleman's agreement of meeting twice monthly, with the flexibility to adjust as needed.

Discussion and possible action regarding Texas Local Government Code Section 143.008 – Adoption and Publication of Rules (see proposed sample documentation).

This item was discussed briefly but no action was taken at this time as the Commission is still in the process of developing their rules.

Discussion and possible action regarding the establishment of time limits for public comments during Civil Service Commission meetings.

City Attorney Chris Duncan explained that while the Commission must provide opportunity for public comment, they can establish reasonable time limits. He noted that comments should not lead to debate between the Commission and citizens, as commissioners can only deliberate among themselves on agenda items. He advised using a sign-in sheet before meetings begin, similar to City Council procedures, and mentioned that City Council currently uses a four-minute time limit.

Vice Chairman Hernandez expressed support for requiring citizens to sign in before meetings and implementing a consistent four-minute time limit, without requiring speakers to specify their topics.

A motion was made by Vice Chairman Hernandez that citizens that want to make citizens comments will need to sign in before they speak and the time limit should be four minutes, seconded by Chairman Morrow with all present and voting “Aye” 2-0. The commission unanimously approved the motion.

Discussion and possible action regarding the adoption of Robert's Rules of Order as the parliamentary authority for Civil Service Commission meetings.

Chairman Morrow explained his concern about potential extended debates and suggested having a formal procedure to govern discussions, though he acknowledged that Robert's Rules of Order might be more complex than necessary for a three-person commission.

City Attorney Chris Duncan noted that most city councils he works with do not formally adopt Robert's Rules but follow its general format. He cautioned that formally adopting the rules could lead to procedural complications if disputes arose but acknowledged they could serve as a backstop for managing contentious discussions.

The Commission agreed to table this item, preferring to operate under a gentleman's agreement for now and revisit formal rules if problems arose in the future.

Discussion and possible action regarding rules governing the number of times a Commissioner may speak on a motion prior to calling the question for a vote.

This item was effectively addressed during the previous discussion about Robert's Rules of Order, with the Commission agreeing to table it for now.

Discussion and possible action regarding adoption of the proposed Civil Service Commission implementation timeline (see proposed sample documentation).

Chairman Morrow presented an implementation timeline document that outlined monthly tasks to help keep the Commission on track toward their October deadline. He noted it was intended as a flexible guide to monitor their progress.

Vice Chairman Hernandez expressed support for the timeline as a visual reference for tracking progress but wanted to ensure it was not set in stone and could be modified as needed.

A motion was made by Chairman Morrow to use the timeline implementation that was handed out to the commissioners last week, they had a chance to review it and accept as written as a document the commission will use to keep them on track on their monthly task that they need to accomplish, with discussion that followed.

Chairman Morrow amended his motion to say that the implementation timeline is subject to change and addition or deletion by commission members as a majority vote, seconded by Vice Chairman Hernandez with all present and voting "Aye" 2-0. The commission unanimously approved the motion.

Discussion and possible action regarding quorum procedures for the Civil Service Commission.

The Commission acknowledged that quorum procedures were already established by state law for a three-person commission, so no additional action was needed.

Discussion and possible action regarding voting procedures, including confirmation that a majority vote of two (2) Commissioners constitutes passage of an item.

This item was addressed through the discussion on quorum procedures, with acknowledgment that voting procedures are established by state law for a three-person commission.

Discussion and possible action regarding the establishment of an HR Director position to support the Civil Service Commission.

This item was tabled pending further information from Dr. Kelly about HR staffing capacity.

Discussion and possible action regarding the designation of the City Secretary as the official Records Custodian for the Civil Service Commission.

City Attorney Chris Duncan explained that the City Secretary is already the official keeper of city records under law. He noted that if the Commission eventually appoints a director, record-keeping duties would be split, with the director handling personnel and testing records while the City Secretary would maintain records of motions, documents, and Commission decisions.

No action was required as this duty is already established by law.

Discussion and possible action regarding adoption of the proposed Civil Service Commission bylaws, following review and recommendations by City Attorney Chris Duncan (see proposed sample documentation).

City Attorney Chris Duncan reported that he had attended a conference in Waco where he spoke with several city attorneys, including a well-known specialist in civil service law. He noted that many cities do not have separate bylaws for their Civil Service Commissions, as most procedural requirements are already contained in the statute, and remaining operational items would be incorporated into local rules. He indicated he would consult further with the specialist before making a final recommendation on whether bylaws were necessary.

The Commission agreed to table this item pending the City Attorney's additional research.

Discussion and action to hold meetings on 1st and 4th Tuesday of the month.

Chairman Morrow indicated he needed to change the previously agreed meeting schedule. After discussing available days, the Commission determined that Wednesdays would work better, with Vice Chairman Hernandez noting he had a conflict only on the second Wednesday of each month due to a Lions Club meeting.

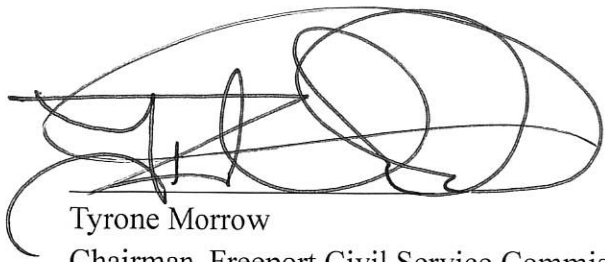
City Attorney Duncan suggested that first and third Wednesdays might be preferable to first and fourth as it would provide more consistent spacing between meetings.

A motion was made by Vice Chairman Hernandez to have the regular meetings on the first and third Wednesday of the month, seconded by Chairman Morrow with all present and voting "Aye" 2-0. The commission unanimously approved the motion.

Adjourn:

A motion was made by Vice Chairman Hernandez to adjourn, seconded by Chairman Morrow.

Chairman Morrow adjourned the meeting at 7:24P.M.

A handwritten signature in black ink, appearing to read 'Tyrone Morrow'. The signature is stylized with large, overlapping loops and a horizontal line across the middle.

Tyrone Morrow

Chairman, Freeport Civil Service Commission