

**To:** Harris County Commissioners Court

**Through:** Director Name, Title, Department  
*..prepared*

**Prepared By:** Bridget Johnson, Executive Assistant, County Attorney Office

**Subject:** Executive Session for Discussion on Hiring Committees  
*..end*

**Project ID (If applicable):**

**Purpose and Request:**

*..title*

Request by the County Attorney for discussion and possible action on Court policies regarding the eligibility of individuals to serve on hiring committees.

*..end*

**Background and Discussion:**

*[INSTRUCTIONS: In this section should concisely provide any background and analysis that the Commissioners Court needs to fully understand the action being requested. Please limit background to 3-4 sentences and include any reference to when this item was previously considered by Court. Background should include reference to study or order that led to this item or if the item is a result of compliance with any specific law or statutory requirements.]*

**Fiscal Impact:**

*[INSTRUCTIONS: A short description of the cost of the request and where you are requesting funding from. No more than 2 sentences. In addition please fill out the table below. This includes financial impact to the current fiscal year and subsequent fiscal years along with the source of funding (general fund, grant, etc.). If the amount is within the current budget, please indicate the amount from 'Existing Department Budget'. If all of or part of the request is a new expense, please indicate funding source in the space provided.]*

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 20-21</b>	<b>FY 21-22 Projected</b>	<b>Future Years Projected [3 additional years]</b>
<b>Service Impacted:</b> <i>[Please provide service or division where expenditure will be used]*</i>			
Existing Budget			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
Existing Department Budget			
Please Identify Funding Source (General Fund, PIC, Special Revenue, Grant, Etc.)			
[INSERT FUNDING SOURCE HERE]*			
<b>Total Sources</b>			

**Alternatives:**

*[INSTRUCTIONS: In this section you should briefly discuss any viable alternatives, including the benefits and consequences of each. Include subtitles on the first line of each alternative to identify it. If appropriate, the financial impact of each alternative can be discussed. If taking no action is a viable alternative it should also be discussed, including any financial or other impacts that would result.]*

**Alignment with Strategic Objective:**

*[INSTRUCTIONS: Please write out the Department Strategic Objective impacted by this item.]*

**Attachments:**

*[INSTRUCTIONS: Please include a list of backup for this item with a short description of each if more than one.]*



OFFICE OF THE  
HARRIS COUNTY ATTORNEY  
**CHRISTIAN D. MENEFFEE**

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March 22, 2021

Members of the Commissioners Court  
1001 Preston, 9<sup>th</sup> Floor  
Houston, Texas 77002

Re: Executive Session for discussion

Dear Members of the Court,

This is to request that the following topic be placed on the Commissioners Court agenda for March 30, 2021, under the Executive Session portion of the agenda:

Executive Session pursuant to §551.071, Government Code, for discussion and possible action on Court policies regarding the eligibility of individuals to serve on hiring committees.

Thank you for your consideration of this request.

Sincerely,

CHRISTIAN D. MENEFFEE  
County Attorney

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JAY K. AIYER  
First Assistant County Attorney