

City Of Corpus Christi

CIVIL SERVICE COMMISSION

BOARD DETAILS



FOR FIREFIGHTERS AND POLICE OFFICERS ONLY - The Civil Service Commission adopts, amends, and enforces a code of rules and regulations providing for appointment, employment, or suspension in all positions in the classified service based upon citizenship, character, merit, efficiency, and industry, which shall have the force and effect of law; and also, rules regulating promotions, demotions, reduction of force of employees in the classified service and in what order they shall be dismissed and reinstated. With additional duties as outlined under Chapter 143, Texas Local Government Code.

DETAILS	COMPOSITION	Three (3) members and two (2) alternates shall be appointed by the Chief Executive of the City and confirmed by a majority of the City Council. Members must (1) be of good moral character, (2) be a U. S. Citizen, (3) be a resident of the City and have lived in the City for three years preceding appointment, (4) be over 25 years of age, and (5) not have held a public office within the preceding three years.
	CREATION / AUTHORITY	Chapter 143, Texas Local Government Code; Ord. 31007 - 11/21/16.
	MEETS	Meets third Thursday of every month and on call, 9:00 a.m., Human Resources Conference Room, 2nd Floor, City Hall.
	TERM DETAILS	Three-year terms.
	DEPARTMENT	Human Resources
	COMMITTEE/ SUBCOMMITEE AGENDAS	N/A
	OTHER INFORMATION	

Civil Service Commission Members July 11, 2017

Five (5) vacancies with terms to 6/15/18, 6/15/19 and 6/15/20 representing the following categories: 3 - Regular Members and 2 - Alternate Members (Charter Amendment - General Election 11/8/2016). (Note: The City Manager appoints to the Civil Service Commission, subject to confirmation by the City Council. City Manager Margie Rose is recommending the reappointment of Guy Nickleson (Regular Member) and the new appointment of Robert W. Judkins (Regular Member). (Staff is recommending the postponement of one (1) Regular Member and two (2) Alternate Members for further recruitment.)

Name	Board Name	Status	District	Term	End Date	Position	Category	Attendance
Tammy F. McDonald	CIVIL SERVICE COMMISSION	Resigned	District 1	1	06/15/18	Member	Regular	
Rixio Medina	CIVIL SERVICE COMMISSION	Resigned	District 5	1	06/15/19	Member	Regular	
Guy Nickleson	CIVIL SERVICE COMMISSION	Seeking reappointment	District 5	1	06/15/17	Chair	Regular	100% 4/4 meetings
Vacant	CIVIL SERVICE COMMISSION	Vacant			06/15/20	Member	Alternate	
Vacant	CIVIL SERVICE COMMISSION	Vacant			06/15/20	Member	Alternate	

Civil Service Commission Applicants July 11, 2017

Name	Boards Applying For	District	Employer	Work Address	City	St.	Work Phone
Jeremy L. Coleman	CIVIL SERVICE COMMISSION	District 2		P.O. Box 6564	Corpus Christi	тх	361-883-1009
Craig C. Hebner	CIVIL SERVICE COMMISSION	District 1	Horton Automatic	4242 Baldwin Blvd.	Corpus Christi	тх	361-866-6719
Robert W. Judkins	CIVIL SERVICE COMMISSION	District 5	Retired				
Thomas Rosales	CIVIL SERVICE COMMISSION	District 1	Texas Health and Human Services Commission	3533 S. Alameda St.	Corpus Christi	тх	361-694-4576

onlication for a City Board C . - - · · · ·

Profile					
	Jeremy	L	Coleman		
Prefix	First Name	Middle Initial	Last Name		Suffix
			E MARTINE AND		
Email Addres	S				
Which	Boards would you like t	to apply for?			
AIRPOF	T BOARD: Submitted				
	ERVICE BOARD: Submitte				
	ERVICE COMMISSION: S				
	RELATIONS COMMISSIO			Submitted	
				Cubinitiou	
			CHE AND		
Street Addres	SS			Suite or Apt State	
100				Clair	
City					Postal Code
What d	istrict do you live in? *				
Distr	ict 2				
and the second second					
	and the second second second second				
Primary Phor	1e	Alternate Phone			
Employer		Job Title			
P.O. Bo	x 6564				
Work Addres	s - Street Address and Suite Number	_			
Corpus	Christi				
Work Addres		_			

Jeremy L Coleman

ТΧ

Work Address - State

78466

Work Address - Zip Code

361-883-1009 Work Phone

j.lanecoleman@gmail.com Work E-mail address

Preferred Mailing Address

Work Address

Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

Education, Professional and/or Community Activity (Present)

Graduate of Richard King High School 1999 Del Mar College - 2years Community: Regional Director for South Texas Young Voters DMS, Member of NAACP

Why are you interested in serving on a City board, commission or committee?

Registered Voter?

⊙ Yes ∩ No

Current resident of the city?

⊙ Yes O No

35

If yes, how many years?

Please upload any additional supporting documents

Demographics

Ethnicity	
African American	
Gender	
Male	

Verification

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I Agree

Consent for Release of Information - I understand that if any member of the public makes a request for information included in this application for appointment it must be disclosed under the Public Information Act. I also understand that it may not be legally possible to maintain the confidentiality of such information, and I hereby release the City of Corpus Christi, and its agents, employees and officers, from any and all liability whatsoever if the information must be released pursuant to the Public Information Act.

I Agree

Oath - I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

Board-specific questions (if applicable)

Question applies to CIVIL SERVICE BOARD, CIVIL SERVICE COMMISSION. Have you resided in the City for at least 3 years?

⊙ Yes ⊙ No

Question applies to CIVIL SERVICE BOARD, CIVIL SERVICE COMMISSION. Have you held public office during the past 3 years?

⊙ Yes ⊙ No

Question applies to CIVIL SERVICE BOARD, CIVIL SERVICE COMMISSION. **Are you over 25 years of age?**

⊙ Yes ⊙ No

Question applies to HUMAN RELATIONS COMMISSION.

Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? *

- □ Selling of Dwellings
- □ Renting of Dwellings
- Legal Aid Society Staff Member
- ☐ Youth Representative (not more than 20 years of age at time of appointment)
- □ None of the Above

Question applies to PORT OF CORPUS CHRISTI AUTHORITY OF NUECES COUNTY, TX

Are you a resident of the Port Authority district and an elector* of Nueces County?

⊙ Yes ⊙ No

Question applies to multiple boards.

*Qualified elector/voter means a person who is 18 years of age or older; a United States Citizen; has not been determined by a final judgement of a court to be mentally incapacitated; has not been finally convicted of a felony or, if so convicted has fully discharged the person's sentence including incarceration, parole or supervision, or completed a period of probation ordered by an court; and a resident of this State.

Question applies to PORT OF CORPUS CHRISTI AUTHORITY OF NUECES COUNTY, TX

Have you been a resident of Nueces County for at least 6 months?

⊙ Yes ⊙ No

Jeremy L. Coleman

Resume



OBJECTIVE: To become active within volunteer city government boards and commissions.

HIGHLIGHTS OF QUALIFICATIONS:

- Eight years office management experience
- Three years instructional experience working with public administration and public education
- Five years of supervisory and department head experience
- A born leader; effectively handled position of major responsibility on a continuous path of professional advancement
- Well organized; strong in planning and implementing programs
- Able to set and achieve goals
- Fast learner with a wide range of practical skills
- Special talent for relating well with all types of people
- Excellent communication skills verbal and written
- Skill in dealing with sensitive populations in a professional and concerned manner
- Able to handle a multitude of details at once, meeting deadlines under pressure
- A decision maker; resourceful, and works well independently or as a cooperative team worker
- Self-motivated; able to learn anything on own initiative
- Exceptional organizational skills

PROFESSIONAL EXPERIENCE:

- Manage and maintain executives' schedules
- Prepare invoices, reports, memos, letters, financial statements and other documents using word processing, spreadsheet, database and presentation software
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- Develop and analyze general operational budgets
- Strong business skills in accounts receivable, payroll, and accounts payable
- Open, sort, and distribute incoming correspondence, including faxes and email
- File and retrieve corporate documents, records, and reports
- Prepare responses to correspondence containing routine inquiries
- Perform general office duties such as ordering supplies, maintaining records, management systems and performing basic bookkeeping work
- Prepare agendas and make arrangements for committee, board, and other meetings
- Served as liaison to company executives on employee relations and job performance for call center
- Enforce administration policies and rules governing business
- Prepare and lead weekly managers' trainings
- Evaluate and counsel employees

• Hire, interview and carry out disciplinary action in various departments

TECHNICAL SKILLS

Computer literate – Word, Excel, Access, PowerPoint, internet, QuickBooks, P.D.S., Quicken, Grassroots, data entry programs, 10-key by touch, most office equipment including fax machine and copiers

EMPLOYMENT HISTORY

<i>New Development Manager</i> Brooks Chapel E.C.D.C., Inc. 1517 Winnebago Street Corpus Christi, TX 78401	August 2001 – September 2003
<i>Chief of Staff</i> N.A.A.C.P. Corpus Christi, Inc. 1519 N. Chaparral St. Corpus Christi, TX 78401	November 2003 – January 2006
<i>Church Secretary</i> St. John Baptist Church 5445 Greenwood Drive Corpus Christi, TX 78418	December 2007 – April 2013
Sales Representative T-Mobile USA, Inc.	June 2013 – February 2015
<i>Area Operations Manager</i> GMet Communications, Inc. 5848 Kostoryz Road Corpus Christi, TX 78406	February 2015 – June 13, 2015
<i>Director of Life Enrichment</i> Capital Senior Living 5813 Esplanade Drive Corpus Christi, TX 78414	September 11, 2015 – Dec. 6,2016

EDUCATION

(currently pursuing) B.A./Business Administration		Texas A&M CCCorpus	Christi, TX
Graduate	Richard King High School		Corpus Christi, TX
Certification	QuickBooks Pro2008	Del Mar College	Corpus Christi, TX
Certification	TOPS Certification ESC2	E.S.C.2	Corpus Christi, TX

PROFESSIONAL AND COMMUNITY ASSOCIATIONS

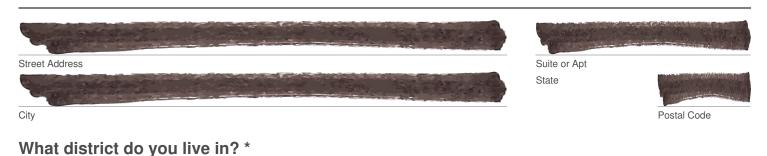
- Former Chairman– Brooks Chapel Early Childhood Center, Inc.
- Past President of Ignite Political Action Committee
- Past Board Member- Sister City Council of Corpus Christi
- Past County Board Member Nueces County Community Action Agency
- Former Chairman and President Youth Council & Foundation of Corpus Christi
- Former Board Member Mayor's Advisory Council
- National Board Member Camp Fire U.S.A.
- Former Chairman of Health Committee N.A.A.C.P.
- Past Secretary N.A.A.C.P. Executive Committee
- Past President City-Wide Youth Council of Corpus Christi
- Former Member of Student Government Association/Del Mar College
- Regional Director Texas YD Council

Application for a City Board, Committee, or Commission

Profile	9			
	Craig	С	Hebner	
Prefix	First Name	Middle Initial	Last Name	Suffix
Email Addre	ess			

Which Boards would you like to apply for?

AIRPORT BOARD: Submitted BUILDING STANDARDS BOARD: Submitted CIVIL SERVICE BOARD: Submitted CIVIL SERVICE COMMISSION: Submitted CORPUS CHRISTI BUSINESS AND JOB DEVELOPMENT CORPORATION: Submitted OIL AND GAS ADVISORY COMMITTEE: Submitted PLANNING COMMISSION: Submitted WATER RESOURCES ADVISORY COMMITTEE: Submitted CLEAN CITY ADVISORY COMMITTEE: Submitted



District 1

Primary Phone

Horton Automatic



Alternate Phone

Customer Care/ Parts Manager

4242 Baldwin Blvd

Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

Texas

Work Address - State

78405

Work Address - Zip Code

3618666719

Work Phone

Craig_Hebner@Overheaddoor.com

Work E-mail address

Preferred Mailing Address

✓ Home/Primary Address

Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

None

Education, Professional and/or Community Activity (Present)

Trustee on Board of Directors for Wood River Home Owners Association

Why are you interested in serving on a City board, commission or committee?

I believe that everyone has the responsibility to better their environment both for themselves and their children.

Registered Voter?

⊙ Yes ⊙ No

Current resident of the city?

⊙ Yes ⊖ No

If yes, how many years?

Craig_Resume_5-1-16_2_.docx

Upload a Resume

Please upload any additional supporting documents

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

✓ Male

Verification

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I Agree

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I Agree

Oath - I swear that all of the statements included in my application and attached documents, if any, are true and correct.

I Agree

Board-specific questions (if applicable)

Question applies to BUILDING STANDARDS BOARD.

Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? *

✓ None of the above

Question applies to BUILDING STANDARDS BOARD. Are you a Homeowner in the City of Corpus Christi?

⊙ Yes ⊙ No

Question applies to CIVIL SERVICE BOARD, CIVIL SERVICE COMMISSION. Have you resided in the City for at least 3 years?

⊙ Yes ∩ No

Question applies to CIVIL SERVICE BOARD, CIVIL SERVICE COMMISSION.

Have you held public office during the past 3 years?

○ Yes ⊙ No

Craig C Hebner

Question applies to CIVIL SERVICE BOARD, CIVIL SERVICE COMMISSION.

Are you over 25 years of age?

⊙ Yes ⊙ No

Question applies to CLEAN CITY ADVISORY COMMITTEE.

Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? *

✓ None of the above

Question applies to CORPUS CHRISTI BUSINESS AND JOB DEVELOPMENT CORPORATION **Are you a qualified elector* of the City?**

⊙ Yes ⊙ No

Question applies to OIL AND GAS ADVISORY COMMITTEE

Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? *

✓ Not Connected with Oil and Gas Well Industry

Question applies to PLANNING COMMISSION.

Are you a registered voter of the City of Corpus Christi?

⊙ Yes ∩ No

Question applies to WATER RESOURCES ADVISORY COMMITTEE.

Per city ordinance, the committee must include members representing certain categories. Do you qualify for any of the following categories? *

✓ Residential Customer and Home Owner of City's Water System

Craig C. Hebner

Highlights

- Work tasks have required a high level of multitasking and organization
- Previous and current positions have enabled me to gain experience in leadership and training
- Extremely adaptable to changing environments and highly productive in fast pace environments
- Self starter and have a high level of expectations of work quality

Work Experience

Chicago Bridge & Iron February 2015 – Current Portland, TX Construction Manager

Construction Manager

- Assist in managing \$2 billion dollar project by scheduling the project in logical, efficient steps and budget time required to meet deadlines
- Determine labor requirements and dispatch 500 to 600 workers to 10-12 different construction sites
- Inspect and review projects to monitor compliance with building, safety, and other dictating codes
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors
- Interpret, explain plans and contract terms to administrative staff, workers, and clients representing the owner or developer
- Obtain all necessary permits and licenses averaging 10-20 permits per month and 10-15 certifications
- Direct and supervise 5 direct staff members and 500-600 contractors
- Study job specifications to determine appropriate construction methods
- Requisition \$200k to \$500k of supplies and materials to complete construction projects
- Prepare and submit budget estimates and progress / cost tracking reports
- Develop and implement quality control programs
- Take actions to deal with the results of delays, bad weather, or emergencies at construction sites
- Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction issues.
- Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems

- Investigate damage, accidents, or delays at sites, to ensure that proper procedures are being carried out
- Evaluate construction methods and determine cost-effectiveness of plans

Tornado Production Services 2013 – January 2015 Orange Grove, TX Supervisor of Training & Special Projects

Special Projects Supervisor:

- Lead job site engineer assigned to manage logistics and personnel on various job sites
- Evaluate Erection & Site Plans to determine proper personnel, job site equipment, and materials needed
- Prior to arrival on job site, prepare and coordinate safety training and procedures required by customers and governmental agencies
- Organize strategic project meetings to ensure all parties involved are aware of individual responsibilities and expectations
- Prior to any rigging of equipment, survey area for any hazards or obstacles
- Oversee erection of equipment and preparation of all materials according to site and project plans
- Manage the project from beginning to completion. Mitigate any and all diversions from original project plans due to unforeseen circumstance (ie: weather, equipment failure)
- During project duration, accurate reports and detail logs are meticulously maintained to ensure proper billing, inventory control, and project completion analysis
- Conducts debriefing meeting to evaluate personnel, material, and equipment performance
- Manipulate the weight and viscosity of fluids using brine, gels, viscosifiers, and other weighted fluids in order to control friction, weight, and temperature
- Test/develop new techniques for broadening variety of well demands

Supervisor of Training

- Train new staff members in techniques for maintaining proper fluids control, billing, and costumer relations
- Certify junior personnel to become engineers
- As safety representative for numerous contractors/costumers, in charge of safety training, regulation enforcement, and reporting
- Assisted with development and adjustments of procedures to ensure meeting safety requirement given by clients, EPA and OSHA

Oilstates Performance Fluids 2009-2012

Lead Engineer Alice, TX

- Lead job site engineer assigned to manage logistics and personnel
- Manipulate the weight and viscosity of fluids using brine, gels, viscosifiers, and other weighted fluids in order to control friction, weight, and temperature
- Train new staff members in techniques for maintaining proper fluids control, billing, and costumer relations
- As safety representative for numerous contractors/costumers, in charge of safety training, regulation enforcement, and reporting
- Assisted with development and adjustments of procedures to ensure meeting safety requirement given by clients, EPA and OSHA

Tetra Technologies 2007-2009

Fluid & Mud Engineer Alice, TX

- Manipulate the weight and viscosity of fluids using brine, gels, viscosifiers, and other weighted fluids in order to control friction, weight, and temperature
- Running and maintaining chemical and mud mixing plants
- Manage dilution of chemicals and track inventories of both liquid and dry chemicals
- Analyze samples of fluids and formations to troubleshoot well-bore problems

Bronco Oilfield Services 2003-2007

Hydraulic Choke Operator Corpus Christi, TX

- Monitor the gas well utilizing sensitive gauges and instruments to control the release of pressure using hydraulic chokes and valves
- Repair and maintain manual and hydraulic valves, position sensors, and analog/digital gauges
- Maintain hydraulic accumulators, compressors, and generators
- Regular use of tools including but not limited to impacts, hydraulic wrenches, machinery, and heavy equipment

United States Marine Corps 1998-20022

Infantry Camp Pendleton, CA

- Lead and direct fire missions in support of ground troops
- Provide intelligence of targets, casualty estimations
- Combat, close with, and destroy hostile targets using an assortment of munitions, small arms, fire, movement, and concealment

Education, Certifications, & Training

Nuclear, Biological, & Chemical Warfare Combat Lifesavers Course Combat Controller Basic EMT Course Range Safety Officer Heavy Equipment Operators Course School of Infantry Marine Corps Leadership School Flight Deck Safety Course Crane & Riggers Course Offshore Safety Certification A.R.C. CPR and First Aid Certification Tetra Mud School Tetra Well Control School Fluid Engineer School Defensive Driving Plant Operations Course PEC SafeGulf PEC SafeLand Offshore Safety Certification IADC Global Leadership Course Forklift Certification Rig Pass HSE Safety CUDD Firefighting School CUDD Well Control School H2S Certification

References Available Upon Request

Profile

	Robert	W	Judkins	
Prefix	First Name	Middle Initial	Last Name	Suffix

Which Boards would you like to apply for?

CIVIL SERVICE BOARD: Submitted CIVIL SERVICE COMMISSION: Submitted

and the second		
Street Address	Suite or Apt	
	State	
City		Postal Code
What district do you live in? *		

☑ District 5

Primary Phone

Retired

Employer



Alternate Phone Aircrew Survival Equipmentman/Police Officer/Firefighter(ARFF) Job Title

Work Address - Street Address and Suite Number

Work Address - City

Work Address - State

Work Address - Zip Code

Robert W Judkins

Work Phone

N/A

Work E-mail address

Preferred Mailing Address

Home/Primary Address

Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No

Education, Professional and/or Community Activity (Present)

Mohegan Community College AS Degree/Tx. Commission on Law Enforcement "Intermediate Peace Officer"/Tx. Commission on Fire Protection "CFR Intermediate"/Tx Department of Health "Emergency Care Attendant"/Tx Law Enforcement Instructor/Tx Fire Protection Instructor (CFR)/Member "International Critical Incident Stress Foundation/US Dept. of Transportation FAA "Civil Aviation Security FAR 107 & 108 training

Why are you interested in serving on a City board, commission or committee?

Registered Voter?

⊙ Yes ⊂ No

Current resident of the city?

• Yes • No

29

If yes, how many years?

Upload a Resume

Robert W Judkins

Please upload any additional supporting documents

Demographics

-

Verification

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Oath - I swear that all of the statements included in my application and attached documents, if any, are true and correct.

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Board-specific questions (if applicable)

Question applies to CIVIL SERVICE COMMISSION, CIVIL SERVICE BOARD. Have you resided in the City for at least 3 years?

⊙ Yes ⊙ No

Question applies to CIVIL SERVICE COMMISSION, CIVIL SERVICE BOARD. Have you held public office during the past 3 years?

⊙ Yes ⊙ No

Question applies to CIVIL SERVICE COMMISSION, CIVIL SERVICE BOARD.

Are you over 25 years of age?

⊙ Yes ⊙ No

Profile

	Thomas		Rosales	
Prefix	First Name	Middle Initial	Last Name	Suffix
Email Addre	ess			

Which Boards would you like to apply for?

CIVIL SERVICE BOARD: Submitted CIVIL SERVICE COMMISSION: Submitted ETHICS COMMISSION: Submitted

Street Address	Suite or Apt	
	State	
City		Postal Code
What district do you live in? *		

District 1



Texas Health and Human Services Commission Employer

Alternate Phone

Hospital Based Worker II

3533 S. Alameda St.

Work Address - Street Address and Suite Number

Corpus Christi

Work Address - City

ТΧ

Work Address - State

Thomas Rosales

78411

Work Address - Zip Code

(361) 694-4576

Work Phone

Thomas.Rosales@hhsc.state.tx.us

Work E-mail address

Preferred Mailing Address

✓ Home/Primary Address

Interests & Experiences

Do you currently serve on any other City board, commission or committee at this time? If so, please list:

No

Education, Professional and/or Community Activity (Present)

Corpus Christi native. Left Corpus Christi in summer of 1996 and returned back summer of 2012. Obtained my GED with the Adult Learning Center in 1996. I've previously volunteered with Bayfest, HEB Feast of Sharing and Retama Manor Nursing Center. I've been employed with the State of Texas for 14 years in several capacities with the Department of Criminal Justice, Departing of Aging & Disability Services, Youth Commission and now the Health of Human Services Commission. I served one term with the Citizens Advisory Health Board.

Why are you interested in serving on a City board, commission or committee?

Registered Voter?

⊙ Yes ⊂ No

Current resident of the city?

• Yes • No

26

If yes, how many years?

Please upload any additional supporting documents

Demographics

Ethnicity		
Hispanic		
Gender		
✓ Male		

Verification

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Board-specific questions (if applicable)

Question applies to CIVIL SERVICE COMMISSION, CIVIL SERVICE BOARD. Have you resided in the City for at least 3 years?

⊙ Yes ⊙ No

Question applies to CIVIL SERVICE COMMISSION, CIVIL SERVICE BOARD. Have you held public office during the past 3 years?

⊙ Yes ⊙ No

Question applies to CIVIL SERVICE COMMISSION, CIVIL SERVICE BOARD. **Are you over 25 years of age?**

⊙ Yes ⊙ No

Question applies to HUMAN RELATIONS COMMISSION.

Per city ordinance, the committee must include representatives from certain categories. Do you qualify for any of the following categories? *

- □ Selling of Dwellings
- □ Renting of Dwellings
- Legal Aid Society Staff Member
- ☐ Youth Representative (not more than 20 years of age at time of appointment)
- ☐ None of the Above

Question applies to multiple boards.

*Qualified elector/voter means a person who is 18 years of age or older; a United States Citizen; has not been determined by a final judgement of a court to be mentally incapacitated; has not been finally convicted of a felony or, if so convicted has fully discharged the person's sentence including incarceration, parole or supervision, or completed a period of probation ordered by an court; and a resident of this State.