

COUNTY OF EL PASO



**CIVIL SERVICE COMMISSION
REGULAR SCHEDULED MINUTES
1:00 P.M., TUESDAY, DECEMBER 01, 2015
COMMISSIONERS COURT ROOM #303
500 E. SAN ANTONIO
EL PASO, TEXAS 79901**

**Chair
Mike Avila**

**Commissioners
Mary Lou Camarena
Matthew Keats**

OPEN MEETING

The meeting was called to order at 1:00 p.m. Commissioners present were Mike Avila, Matthew Keats, and Mary Lou Camarena. Staff present were Michael Wyatt from the County Attorney's Office, Melissa Carrillo, Natalia Chaparro, Elsie West, Raul Barraza and Verence Acosta from the Human Resources Department. A quorum was established.

PUBLIC COMMENT

None

CONSENT AGENDA

APPROVE – CIVIL SERVICE MINUTES OF OCTOBER 06, 2015

DECEMBER 1, 2015

MOTION #1 (ITEM #1)

Approve the minutes of the regularly scheduled Civil Service Commission meeting of October 06, 2015.

--Melissa M. Carrillo, Human Resources

On this day, on motion of Commissioner Keats and seconded by Commissioner Camarena, it is the order of the Commission to approve the October 06, 2015 minutes of the Civil Service Commission.

VOTE: YES- Avila, Camarena, and Keats

NO: None

REGULAR AGENDA

DECEMBER 1, 2015

(ITEM #2)

Notify the Civil Service Commission regarding the reclassification plan and the reclassifications that have taken place.

--Elsie West, Human Resources

On this day, the Civil Service Commission was notified of the reclassification plan and the reclassifications that have taken place and no action needed to be taken.

REGULAR AGENDA

DECEMBER 1, 2015

(ITEM #3)

Notify the Civil Service Commission regarding the discontinuance of issuing Civil Service binders and instead move towards providing information in an electronic format.

-- Elsie West, Human Resources

On this day, the Civil Service Commission was notified of the discontinuance of issuing Civil Service Binders and instead move towards providing information in an electronic format and no action needed to be taken.

REGULAR AGENDA

DECEMBER 1, 2015

MOTION #2 (ITEM #4)

Discuss and take appropriate action to revise the Employment Definitions policy.

--Melissa M. Carrillo, Human Resources

On this day, on motion of Commissioner Keats and seconded by Commissioner Camarena, it is the order of the Commission to approve the revised Employment Definitions policy.

VOTE: YES- Avila, Camarena, and Keats

NO: None

REGULAR AGENDA

DECEMBER 1, 2015

MOTION #3 (ITEMS #5 AND #6)

***Melissa Carrillo asked that items#5 and #6 be read and discussed together

Discuss and take appropriate action to revise the "Forward" section of the Civil Service Rules and Regulations.

--Melissa M. Carrillo, Human Resources

Discuss and take appropriate action to revise the "Organization" section of the Civil Service Rules and Regulations.

--Melissa M. Carrillo, Human Resources

On this day, on motion of Commissioner Keats and seconded by Commissioner Camarena, it is the order of the Commission to approve the revised "Forward" and "Organization" sections of the Civil Service Rules and Regulations.

VOTE: YES- Avila, Camarena, and Keats

NO: None

REGULAR AGENDA

DECEMBER 1, 2015

MOTION #4 (ITEM #7)

Discuss and take appropriate action regarding nominee(s) to recommend to Commissioners Court for the El Paso County Ethics Commission for the term of February 1, 2016 through January 31, 2018.

--Natalia Chaparro, Human Resources

On this day, on motion of Commissioner Keats and seconded by Commissioner Camarena, it is the order of the Commission to accept other applications and have commissioners review them on the next regular general session.

VOTE: YES- Avila, Camarena, and Keats

NO: None

MEETING ADJOURNED

MOTION #5 (ITEM #8)

On this day, there being no further business to discuss, Commissioner Keats moved to adjourn the meeting at 1:30 p.m., seconded by Commissioner Camarena.

VOTE: YES- Avila, Camarena and Keats

NO- None

EXAMINED AND APPROVED THIS 20TH DAY IN JANUARY 2016



MIKE AVILA, CHAIR



RAUL BARRAZA, RECORDING SECRETARY