

**COUNTY OF EL PASO**



**CIVIL SERVICE COMMISSION  
REGULAR MEETING MINUTES  
2:15 P.M., TUESDAY, AUGUST 7, 2018  
COUNCIL OF JUDGES CONFERENCE ROOM LL3106  
500 E. SAN ANTONIO  
EL PASO, TEXAS 79901**

***Chair***  
**Matthew Keats**

***Commissioners***  
**Raul Campos**  
**Sharon Voelz**

**OPEN MEETING**

The meeting was called to order at 2:17 p.m. Commissioners present were Matthew Keats and Raul Campos and Sharon Voelz. Staff present were Patsy Lopez, Ian Kaplan and Christina Ford from the County Attorney's Office, and Michelle Cochrane, Valeria Fernandez, Reginal Powe and Raul Barraza from the Human Resources Department. A quorum was established.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

**APPROVE – CIVIL SERVICE MINUTES OF MAY 1, 2018**

**AUGUST 7, 2018**

**MOTION 1 (ITEM #1)**

Approve the minutes of the Civil Service Commission Meeting of May 1, 2018.  
--Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to approve the May 1, 2018 Meeting minutes of the Civil Service Commission.

VOTE: YES- Campos, Voelz and Keats  
NO: None

**REGULAR AGENDA**

Chair Keats asked that we move to grievance item #12 of the agenda.

**AUGUST 7, 2018**

**MOTION 2 (ITEM #12)**

Discuss a Grievance filed/dated June 7, 2018 by Amy Flores, Court Clerk, District Clerk's Office, pertaining to Termination.

-- (Amy Flores, Court Clerk, District Clerk's Office)  
(Jed Untereker, Assistant County Attorney)

Lynn Coyle, Counsel for grievant Amy Flores and Jed Untereker, Assistant County Attorney on behalf of the County and District Clerk, Norma Favela Barceleanu introduced themselves to the Commission. Lynn Coyle informed the Commission that an Agreed Motion for Continuance was previously filed on July 31, 2018. Parties met a few weeks before and conducted mediation, which was very productive, both parties worked in a spirit of cooperation and they are close to reaching a settlement. She requested that rather than proceed to a full hearing before the commission, she asked that the case be continued and allow the mediation process to be completed.

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to grant the Motion for Continuance.

VOTE: YES- Campos, Voelz and Keats  
NO: None

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**AUGUST 7, 2018**

**MOTION 3 (ITEM #14)**

Discuss a Grievance filed/dated June 15, 2018 by Nancy Perez, Juvenile Case Manager, Justice of the Peace Precinct #6 Place 1, pertaining to retaliation/demotion.

-- (Nancy Perez, Juvenile Case Manager, Justice of the Peace Precinct #6 Place 1)  
(Jed Untereker, Assistant County Attorney)

Jed Untereker, Assistant County Attorney on behalf of Judge Ruben Lujan, Justice of the Peace Precinct #6 along with Mr. Guzman, representative for Nancy Perez informed the Commissioners that an Agreed Motion for Continuance was filed in this case. Formal mediation has not been conducted yet, however, both sides have been speaking about how to resolve this case. Grievant has been temporarily placed in another position that seems to be going well, he said it is just a matter of finding and working on the last little bits of a resolution in this matter. Mr. Untereker requested that the Commission grant a continuance to allow both sides to continue the productive resolution of this matter.

On this day, on motion of Commissioner Campos and seconded by Commissioner Keats, it is the order of the Commission to grant the Motion for Continuance.

VOTE: YES- Campos, Voelz and Keats  
NO: None

**AUGUST 7, 2018**

**MOTION 4 (ITEM #2, 3 and 4)**

Notify the Civil Service Commission regarding the Staff Ethics and Standards of Conduct Policies from the Criminal Justice Coordination Department.

-- Joel Bishop, Criminal Justice Coordination Department

Notify the Civil Service Commission regarding the Dress Code Policies from the Criminal Justice Coordination Department.

-- Joel Bishop, Criminal Justice Coordination Department

Notify the Civil Service Commission regarding the Leave Policies from the Criminal Justice Coordination Department.

-- Joel Bishop, Criminal Justice Coordination Department

Commissioner Voelz identified corrections needed in the policies.

On this day, on motion of Commissioner Campos and seconded by Commissioner Keats, it is the order of the Commission to accept the policies with the corrections made, and recommend that Commissioners Court adopt the policies

VOTE: YES- Campos, Voelz and Keats

NO: None

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**AUGUST 7, 2018**

**NO MOTION (ITEM #5)**

Notify the Civil Service Commission regarding the revised Vacation Leave Policy from the El Paso County Human Resources Department.

-- Melissa M. Carrillo, Human Resources Department

On this day, the Civil Service Commission was notified of the revised Vacation Leave Policy from the El Paso County Human Resources Department and no action needed to be taken.

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**AUGUST 7, 2018**

**NO MOTION (ITEM #6)**

Notify the Civil Service Commission regarding the revised Sick Leave Policy from the El Paso County Human Resources Department.

-- Melissa M. Carrillo, Human Resources Department

On this day, the Civil Service Commission was notified of the revised Sick Leave Policy from the El Paso County Human Resources Department and no action needed to be taken.

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**AUGUST 7, 2018**

**NO MOTION (ITEM #7)**

Notify the Civil Service Commission regarding the revised Holiday Leave Policy from the El Paso County Human Resources Department.

-- Melissa M. Carrillo, Human Resources Department

On this day, the Civil Service Commission was notified of the revised Holiday Leave Policy from the El Paso County Human Resources Department and no action needed to be taken.

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**AUGUST 7, 2018**

**NO MOTION (ITEM #8)**

Notify the Civil Service Commission regarding the revised Funeral Leave Policy from the El Paso County Human Resources Department.

-- Melissa M. Carrillo, Human Resources Department

On this day, the Civil Service Commission was notified of the revised Funeral Leave Policy from the El Paso County Human Resources Department and no action needed to be taken.

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**AUGUST 7, 2018**

**NO MOTION (ITEM #9)**

Notify the Civil Service Commission regarding the revised Reemployment Policy from the El Paso County Human Resources Department.

-- Melissa M. Carrillo, Human Resources Department

On this day, the Civil Service Commission was notified of the revised Reemployment Policy from the El Paso County Human Resources Department and no action needed to be taken.

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**AUGUST 7, 2018**

**NO MOTION (ITEM #10)**

Notify the Civil Service Commission regarding the revised Professional Development Policy from the El Paso County Human Resources Department.

-- Melissa M. Carrillo, Human Resources Department

On this day, the Civil Service Commission was notified of the revised Professional Development Policy from the El Paso County Human Resources Department and no action needed to be taken.

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**AUGUST 7, 2018**

**NO MOTION (ITEM #11)**

Notify the Civil Service Commission regarding the revised Vacation Leave Policy from the El Paso County Human Resources Department.

-- Melissa M. Carrillo, Human Resources Department

On this day, the Civil Service Commission was notified of the revised Professional Development Policy from the El Paso County Human Resources Department and no action needed to be taken.

**ADJOURN**

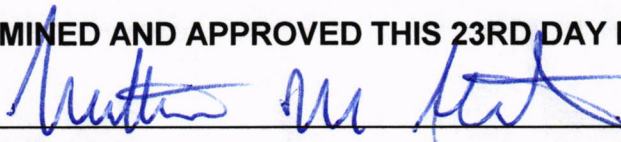
**MOTION 5 (ITEM #16)**

On this day, there being no further business to discuss, on motion of Commissioner Campos and seconded by Commissioner Voelz the meeting adjourned at 2:39 p.m.

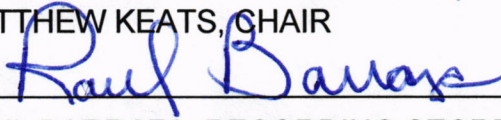
VOTE: YES – Campos, Voelz and Keats

NO: None

**EXAMINED AND APPROVED THIS 23RD DAY IN AUGUST 2018**



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MATTHEW KEATS, CHAIR



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RAUL BARRAZA, RECORDING SECRETARY