

COUNTY OF EL PASO



**CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
1:00 P.M., TUESDAY, FEBRUARY 5, 2019
COMMISSIONERS COURT ROOM #303
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 1:02 p.m. Commissioners present were Matthew Keats, Raul Campos and Sharon Voelz. Staff present were Christina Ford, Patricia Lopez and other members from the County Attorney's Office; Reginal Powe, Michelle Cochrane, Valeria Fernandez, and Maria D. Gonzalez from the Human Resources Department. A quorum was established.

PUBLIC COMMENT

None

CONSENT AGENDA

FEBRUARY 05, 2019

MOTION 1 (ITEM #1)

Approve the minutes of the Civil Service Commission Regular Meeting of November 20, 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 November 20, 2018 Regular Meeting minutes of the Civil Service Commission.

VOTE: YES- Campos, Voelz and Keats

NO: None

REGULAR AGENDA

FEBRUARY 05, 2019

MOTION 2 (ITEM #2)

Discuss and take appropriate action to accept the Motion to Dismiss the grievance filed by Nancy Perez on June 15, 2018 which was resolved through Alternative Resolution Meeting (ARM).

--Melissa M. Carrillo, Human Resources Department

Jed Untereker, Assistant County Attorney on behalf of Judge Ruben Lujan, Justice of the Peace Precinct #6, informed the Commissioners that the parties have been able to resolve the grievance at an Alternative Resolution Meeting (ARM).

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to approve the Dismissal of the grievance filed by Nancy Perez on June 15, 2018.

VOTE: YES- Campos, Voelz and Keats

NO: None

FEBRUARY 05, 2019

(ITEM #3)

Notify the Commission of the acceptance of the 1st Agreed Motion for Continuance in the grievance filed by Marcos Chavez on December 10, 2018.

--Melissa M. Carrillo, Human Resources Department

No action was taken on this item.

FEBRUARY 05, 2019

MOTION 3 (ITEM #4)

Discuss and take appropriate action to approve the Dress Code Policy, Staff Ethics and Standards of Conduct Policy, and the Leave Policy from the Domestic Relations Office.

-- Brian Stanley, Domestic Relations Office

An amendment was made to Regular Agenda Item #4 to read "Discuss and take appropriate action to approve the Dress Code Policy and the Staff Ethics and Standards of Conduct Policy." The Leave Policy contents are procedural in nature.

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to approve the Dress Code Policy and Staff Ethics and Standards of Conduct Policy from the Domestic Relations Office.

VOTE: YES- Campos, Voelz and Keats

NO: None

FEBRUARY 05, 2019

MOTION 4 (ITEM #5)

Discuss and take appropriate action to approve the Office Policies from the Justice of the Peace Precinct #6-1.

-- Judge Ruben Lujan, Justice of the Peace Precinct #6-1

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to postpone Agenda Item #5 for the next Regularly Scheduled Meeting which will be held on May 7, 2019.

VOTE: YES- Campos, Voelz and Keats

NO: None

FEBRUARY 05, 2019

MOTION 5 (ITEM #6)

Discuss and take appropriate action to approve the Human Resources Department Employee Handbook from the El Paso County Human Resources Department.

-- 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 postpone Agenda Item #6 for the next Regularly Scheduled Meeting which will be held on May 7, 2019.

VOTE: YES- Campos, Voelz and Keats

NO: None

FEBRUARY 05, 2019

(ITEM #7)

Receive notification of the Constable Career Progression Plan Policy which was approved by Commissioners Court on 12/10/2018 and revised on 1/7/2019 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 of the Constable Career Progression Plan Policy which was approved by Commissioners Court on 12/10/2018 and revised on 1/7/2019 from the El Paso County Human Resources Department.

No action was taken on this item.

FEBRUARY 05, 2019

MOTION 6 (ITEM #8)

Discuss and take appropriate action to approve the Notary Policy from the El Paso County Human Resources Department.

-- 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 Notary Policy from the El Paso County Human Resources Department.

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

FEBRUARY 05, 2019

MOTION 7 (ITEM #9)

Discuss and take appropriate action to rescind the Employee Retirement System and Group Insurance Policy from the El Paso County Human Resources Department.

-- 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 rescind the Employee Retirement System and Group Insurance Policy from the El Paso County Human Resources Department.

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

ADJOURN

MOTION 8 (ITEM #10)

On this day, there being no further business to discuss, on motion of Commissioner Campos and seconded by Commissioner Voelz the meeting adjourned at 1:13 p.m.

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

EXAMINED AND APPROVED THIS 14TH DAY IN FERUARY 2019



MATTHEW KEATS, CHAIR



MARIA D. GONZALEZ, RECORDING SECRETARY