

EL PASO COUNTY SHERIFF'S OFFICE



RECEIVED FOR RECORD
SHERIFF'S OFFICE

2017 JAN 10 AM 11:13

John D. Colman
COUNTY CLERK
EL PASO COUNTY, TEXAS

CIVIL SERVICE COMMISSION

REGULAR MEETING MINUTES

1:30 P.M. MONDAY, OCTOBER 3, 2016

SHERIFF'S HEADQUARTERS

3850 JUSTICE ROAD

SHERIFF'S CONFERENCE ROOM

EL PASO, TEXAS 79938

Chair
Fermin Acosta Jr.

Commissioners
John D. Colman
Maria Elvira Williams

OPEN MEETING

The meeting was called to order at 1:31pm. Staff present were Marilyn Mungerson from the County Attorney's Office; Ludy Velo, Elsie West, Suky Gomez, and Hana Dear from the Human Resources Department; Bill Ellis from the Sheriff's Office.

PUBLIC COMMENT

Ludy Velo notified the commission that Melissa Laibinis is no longer with the Human Resources Department and introduced herself as the new HR Manager for the Sheriff's Office.

Suky Gomez, introduced herself as the new Sheriff's Office Civil Service Commission Secretary.

APPROVE – CONSENT AGENDA

OCTOBER 3, 2016

MOTION #1 (ITEM #1 & ITEM #2)

Approve the minutes of the Regular Meeting for the Sheriff's Civil Service Commission on February 8, 2016.

Notify the Commission of the appeal letter of termination on Detention Officer Gustavo Vasquez, Internal Affairs Case Number IA2016-009. The matter will be heard by an independent arbitrator; therefore waiving the right to appeal to the Civil Service Commission.

-- Alyssa G. Perez, CLEAT

On this day, on motion of Commissioner Williams, seconded by Commissioner Colman, it is the order of the Commission to approve items one and two. The motion carried by majority vote of the commission.

VOTE: YES – Chair Acosta, Commissioner Williams, Commissioner Colman
NO – None
NO VOTE: NONE

2017 OCT 13
[Signature]
SHERIFF'S OFFICE

REGULAR AGENDA

OCTOBER 3, 2016

MOTION #2 (ITEM #3)

Discuss and take appropriate action to approve the revised job description of Office Manager to Inventory Control Manager.

-- Ludy Velo, Human Resources

On this day, on motion of Commissioner Colman, seconded by Commissioner Williams, it is the order of the Commission to approve item three. The motion carried by majority vote of the commission.

VOTE: YES – Chair Acosta, Commissioner Williams, Commissioner Colman
NO – None
NO VOTE: NONE

OCTOBER 3, 2016

MOTION #3 (ITEM #4)

Discuss and take appropriate action to approve the revised job description of Grant Program Manager to Administrative Coordinator based on a re-classification of position.

-- Elsie West, Human Resources

On this day, on motion of Commissioner Colman, seconded by Commissioner Williams, it is the order of the Commission to approve item four with the following statements for the record. The motion carried by majority vote of the commission.

1. Position was not created or tailored for the existing employee currently under this position.
2. Human Resources did not circumvent the system by closing/or opening the position to prevent other employees from applying.

VOTE: YES – Chair Acosta, Commissioner Williams, Commissioner Colman
NO – None
NO VOTE: NONE

MEETING ADJOURNED

OCTOBER 3, 2016

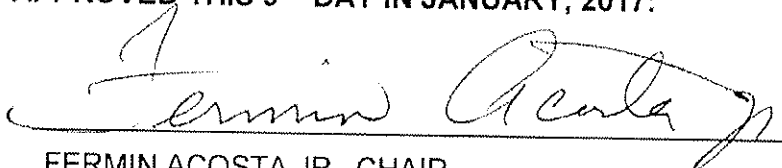
2017 JAN 10 AM 11:13

MOTION #4 (ITEM #5)

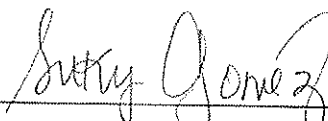
On this day, there being no further business to discuss, Commissioner Colman moved to adjourn the meeting at 2:02 p.m., seconded by Commissioner Williams. The motion carried by majority vote of the commission.

VOTE: YES – Chair Acosta, Commissioner Williams, Commissioner Colman
NO – None
NO VOTE: NONE

EXAMINED AND APPROVED THIS 9TH DAY IN JANUARY, 2017:



FERMIN ACOSTA JR., CHAIR



SUKY GOMEZ, RECORDING SECRETARY