

COUNTY OF EL PASO



**CIVIL SERVICE COMMISSION
REGULAR SCHEDULED MINUTES
1:00 P.M., TUESDAY, MAY 05, 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 1:01 p.m. Commissioners present were Mike Avila, Matthew Keats, and Mary Lou Camarena. Staff present were Ian R. Kaplan from the County Attorney's Office, and Elsie West, Valeria Fernandez, and Claudia Contreras from the Human Resources Department. A quorum was established.

PUBLIC COMMENT

Betsy C. Keller, Assistant County Administrator communicated the HR reorganization to the Civil Service Commission announcing that Melissa M. Carrillo is now the Chief HR Officer and is now the new point of contact should the Civil Service Commission has any issues or concerns.

CONSENT AGENDA

APPROVE – CIVIL SERVICE MINUTES OF APRIL 07, 2015

MAY 05, 2015

MOTION #1 (ITEM #1)

Approve the minutes of the regularly scheduled Civil Service Commission meeting of April 07, 2015.

--Betsy C. Keller, 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 April 07, 2015 minutes of the Civil Service Commission.

VOTE: YES- Avila, Camarena, and Keats

NO: None

REGULAR AGENDA

MAY 05, 2015

MOTION #2 (ITEM #2)

Notify the Civil Service Commission regarding the amendment to the Civil Service Coverage and Exemptions Policy to include one Account Manager position and two Office Manager positions for the El Paso County District Clerk's Office.

--Norma Favela, District Clerk

On this day, on motion of Commissioner Keats and seconded by Commissioner Avila, it is the order of the Commission to approve the amendment to the Civil Service Coverage and Exemptions Policy to include one Account Manager position and two Office Manager positions for the El Paso County District Clerk's Office.

VOTE: YES- Avila, Camarena, and Keats

NO: None

MEETING ADJOURNED

MOTION #3 (ITEM #3)

On this day, there being no further business to discuss, Commissioner Keats moved to adjourn the meeting at 1:10 p.m., seconded by Commissioner Avila.

VOTE: YES- Avila, Camarena and Keats

NO- None

EXAMINED AND APPROVED THIS 2nd DAY IN JUNE 2015

MIKE AVILA, CHAIR

Valeria Fernandez, RECORDING SECRETARY