

COUNTY OF EL PASO



**CIVIL SERVICE COMMISSION
REGULAR SCHEDULED MINUTES
1:00 P.M., TUESDAY, OCTOBER 06, 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 Sylvia Porter from the County Attorney's Office, and Elsie West, Raul Barraza and Verenice Acosta from the Human Resources Department. A quorum was established.

PUBLIC COMMENT

None

CONSENT AGENDA

APPROVE – CIVIL SERVICE MINUTES OF SEPTEMBER 01, 2015

OCTOBER 6, 2015

MOTION #1 (ITEM #1)

Approve the minutes of the regularly scheduled Civil Service Commission meeting of September 01, 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 September 01, 2015 minutes of the Civil Service Commission.

VOTE: YES- Avila, Camarena, and Keats

NO: None

OCTOBER 6, 2015

MOTION #2 (ITEM #2)

Discuss and take appropriate action to eliminate the use of the hardcopy Civil Service Rules and Regulations policy handbook to memorialize there is no longer a physical book, but rather an online policy format via www.epcounty.com/hr.

--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 to eliminate the use of the hardcopy Civil Service Rules and Regulations policy handbook to memorialize there is no longer a physical book, but rather an online policy format via www.epcounty.com/hr.

VOTE: YES- Avila, Camarena, and Keats

NO: None

REGULAR AGENDA

OCTOBER 6, 2015

MOTION #3 (ITEM #3)

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

--Melissa M. Carrillo, Human Resources

On this day, on motion of Commissioner Camarena and seconded by Chair Avila, it is the order of the Commission to approve as amended to change language on section three to read “Chief Administrator” and revised “Forward” section of the Civil Service Rules and Regulations.

VOTE: YES- Avila, Camarena, and Keats

NO: None

REGULAR AGENDA

OCTOBER 6, 2015

MOTION #4 (ITEM #4)

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 Camarena and seconded by Commissioner Keats, it is the order of the Commission to approve the revised “Organization” section of the Civil Service Rules and Regulations.

VOTE: YES- Avila, Camarena, and Keats

REGULAR AGENDA

OCTOBER 6, 2015

MOTION #5 (ITEM #5)

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 request from Melissa Carrillo to delete item #5.

VOTE: YES- Avila, Camarena, and Keats
NO: None

REGULAR AGENDA

OCTOBER 6, 2015

MOTION #6 (ITEM #6)

Discuss and take appropriate action to revise the Civil Service Coverage and Exclusions 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 Civil Service Coverage and Exclusions policy.

VOTE: YES- Avila, Camarena, and Keats
NO: None

REGULAR AGENDA

OCTOBER 6, 2015

MOTION #7 (ITEM #7)

Discuss and take appropriate action to delete the Acknowledgment form from 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 deletion of the Acknowledgment form from the Civil Service Rules and Regulations.

VOTE: YES- Avila, Camarena, and Keats
NO: None

REGULAR AGENDA

OCTOBER 6, 2015

(ITEM #8)

Notify the Civil Service Commission regarding the revised Policies and Procedures Manual from the El Paso County Medical Examiner Department.

-- Irene Santiago, Office of Medical Examiner

On this day, the Civil Service Commission was notified of the revised Policies and Procedures Manual from the El Paso County Medical Examiner Department and no action needed to be taken.

REGULAR AGENDA

OCTOBER 6, 2015

MOTION #8 (ITEM #9)

EXECUTIVE SESSION:

On this day, HR staff announced that the Civil Service Commission recessed into executive session at 1:34 p.m. pursuant to Texas Government Code §551.074. The court reconvened at 1:45 p.m. to take official action.

OPEN SESSION

MOTION #9 (ITEM #9)

Discuss and determine whether a Grievance filed/dated September 10, 2015, by Gregory X. Gonzalez, Inventory Control Clerk, pertaining to Retaliation (Scope of Grievance appeal procedures A.2) is within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on the next regular scheduled Civil Service meeting.

-- (Gregory E. Gonzalez, Inventory Control Clerk, Tax Office) (Kevin McCary, Assistant County Attorney)

On this day, on motion of Commissioner Camarena and seconded by Commissioner Keats, it is the order of the Commission that it does not have jurisdiction over the Grievance filed/dated September 10, 2015, by Gregory X. Gonzalez, Inventory Control Clerk, pertaining to Retaliation (Scope of Grievance appeal procedures A.2).

VOTE: YES- Avila, Camarena, and Keats

NO: None

MEETING ADJOURNED

MOTION #10 (ITEM #10)

On this day, there being no further business to discuss, Commissioner Keats moved to adjourn the meeting at 1:50 p.m., seconded by Commissioner Camarena.

VOTE: YES- Avila, Camarena and Keats
NO- None

EXAMINED AND APPROVED THIS 3rd DAY IN NOVEMBER 2015



MIKE AVILA, CHAIR



VERENICE ACOSTA, RECORDING SECRETARY