

COUNTY OF EL PASO



CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
1:00 P.M., TUESDAY, DECEMBER 06, 2016
COMMISSIONERS COURT ROOM #303
500 E. SAN ANTONIO
EL PASO, TEXAS 79901

Chair
Vacant

Commissioners
Matthew Keats
Lee Rodriguez

OPEN MEETING

The meeting was called to order at 1:04 p.m. Commissioners present were Matthew Keats and Lee Rodriguez, Staff present were Patsy Lopez from the County Attorney's Office, and Elsie West, Michelle Cochrane and Raul Barraza from the Human Resources Department. A quorum was established.

PUBLIC COMMENT

None

CONSENT AGENDA

APPROVE – CIVIL SERVICE MINUTES OF MAY 3, 2016

DECEMBER 6, 2016

MOTION #1 (ITEM #1)

Approve the minutes of the Civil Service Commission Meeting of May 3, 2016.
--Melissa M. Carrillo, Human Resources

On this day, on motion of Commissioner Rodriguez and seconded by Commissioner Keats, it is the order of the Commission to approve the May 3, 2016 minutes of the Civil Service Commission.

VOTE: YES- Keats and Rodriguez

NO: None

REGULAR AGENDA

DECEMBER 6, 2016

ITEM #2

Welcomed new Civil Service Commissioner Ms. Lee Rodriguez as appointed by County Judge Veronica Escobar. Ms. Rodriguez will serve a 2 year term effective May 14, 2016 to May 13, 2018.

--Melissa M. Carrillo, Human Resources

DECEMBER 6, 2016

ITEM #3

Congratulated Mr. Matthew Keats on his reappointment to the Civil Service Commission by County Commissioner David Stout. Mr. Keats will serve a 2 year term effective May 14, 2016 to May 13, 2018.

--Melissa M. Carrillo, Human Resources

DECEMBER 6, 2016

ITEM #4

Notified the Commission that Mr. Mike Avila will no longer serve as a Civil Service Commissioner effective immediately.

--Melissa M. Carrillo, Human Resources

DECEMBER 6, 2016

MOTION #2 (ITEM #5)

Discuss and take appropriate action to name the Interim Chair of the Civil Service Commission pending action by Commissioners Court.

--Melissa M. Carrillo, Human Resources

On this day, on motion of Commissioner Rodriguez and seconded by Commissioner Keats, it is the order of the Commission to name Commissioner Keats the Interim Chair of the Civil Service Commission pending action by Commissioners Court.

--Melissa M. Carrillo, Human Resources

VOTE: YES - Keats and Rodriguez

NO: None

DECEMBER 6, 2016

ITEM #6

Notify the Civil Service Commission regarding the Tobacco-Free Worksite Policy from the El Paso County Human Resources Department Policies and Procedures.

--Melissa M. Carrillo, Human Resources

On this day, the Civil Service Commission was notified of the County of El Paso's Tobacco-Free Worksite Policy from the Human Resources Department Policies and Procedures and no action needed to be taken.

DECEMBER 6, 2016

ITEM #7

Notify the Civil Service Commission regarding the County of El Paso's Mother Friendly Worksite Policy from the Human Resources Department Policies and Procedures.

--Melissa M. Carrillo, Human Resources

On this day, the Civil Service Commission was notified of the County of El Paso's Mother Friendly Worksite Policy from the Human Resources Department Policies and Procedures and no action needed to be taken.

DECEMBER 6, 2016

ITEM #8

Notify the Civil Service Commission regarding the County of El Paso's Seasonal Employment Policy from the Human Resources Department Policies and Procedures.

--Melissa M. Carrillo, Human Resources

On this day, the Civil Service Commission was notified of the County of El Paso's Seasonal Employment Policy from the Human Resources Department Policies and Procedures and no action needed to be taken.

DECEMBER 6, 2016

ITEM #9

Notify the Civil Service Commission regarding the County of El Paso's Shift Differential Policy from the Human Resources Department Policies and Procedures.

--Melissa M. Carrillo, Human Resources

On this day, the Civil Service Commission was notified of the County of El Paso's Shift Differential Policy from the Human Resources Department Policies and Procedures and no action needed to be taken.

DECEMBER 6, 2016

ITEM #10

Notify the Civil Service Commission regarding the County of El Paso's Travel and Training Policy from the Human Resources Department Policies and Procedures (to be effective 01/01/2017).

--Melissa M. Carrillo, Human Resources

On this day, the Civil Service Commission was notified of the County of El Paso's Travel and Training Policy from the Human Resources Department Policies and Procedures and no action needed to be taken.

DECEMBER 6, 2016

ITEM #11

Notify the Civil Service Commission regarding the County of El Paso's Educational Assistance Plan and Policy from the Human Resources Department Policies and Procedures.

--Melissa M. Carrillo, Human Resources

On this day, the Civil Service Commission was notified of the County of El Paso's Educational Assistance Plan Policy from the Human Resources Department Policies and Procedures and no action needed to be taken.

DECEMBER 6, 2016

ITEM #12

Notify the Civil Service Commission regarding the County of El Paso's Equal Opportunity Employment Policy from the Human Resources Department Policies and Procedures.

--Melissa M. Carrillo, Human Resources

On this day, the Civil Service Commission was notified of the County of El Paso's Equal Opportunity Employment Policy from the Human Resources Department Policies and Procedures and no action needed to be taken.

DECEMBER 6, 2016

ITEM #13

Notify the Civil Service Commission regarding the County of El Paso's Internship and Volunteer Policy from the Human Resources Department Policies and Procedures.

--Melissa M. Carrillo, Human Resources

On this day, the Civil Service Commission was notified of the County of El Paso's Internship and Volunteer Policy from the Human Resources Department Policies and Procedures and no action needed to be taken.

DECEMBER 6, 2016

ITEM #14

Notify the Civil Service Commission regarding the County of El Paso's Voluntary Separation Policy from the Human Resources Department Policies and Procedures.

--Melissa M. Carrillo, Human Resources

On this day, the Civil Service Commission was notified of the County of El Paso's Voluntary Separation Policy from the Human Resources Department Policies and Procedures and no action needed to be taken.

DECEMBER 6, 2016

ITEM #15

Notify the Civil Service Commission regarding the County of El Paso's Civil Service Coverage and Exclusion Policy from the Human Resources Department Policies and Procedures.

--Melissa M. Carrillo, Human Resources

On this day, the Civil Service Commission was notified of the County of El Paso's Civil Service Coverage and Exclusion Policy from the Human Resources Department Policies and Procedures and no action needed to be taken.

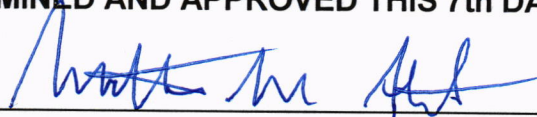
ITEM #16

ADJOURN

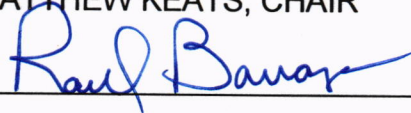
On this day, there being no further business to discuss, Commissioner Rodriguez moved to adjourn the meeting at 1:22 p.m., seconded by Commissioner Keats.

VOTE: YES - Keats and Rodriguez
NO- None

EXAMINED AND APPROVED THIS 7th DAY IN FEBRUARY 2017



MATTHEW KEATS, CHAIR



RAUL BARRAZA, RECORDING SECRETARY