

COUNTY OF EL PASO



**CIVIL SERVICE COMMISSION  
REGULAR MEETING MINUTES  
1:00 P.M., TUESDAY, FEBRUARY 07, 2017  
COMMISSIONERS COURT ROOM #303  
500 E. SAN ANTONIO  
EL PASO, TEXAS 79901**

**Chair**  
**Matthew Keats**

**Commissioners**  
**Raul Campos**  
**Lee Rodriguez**

**OPEN MEETING**

The meeting was called to order at 1:05 p.m. Commissioners present were Matthew Keats, Lee Rodriguez and Raul Campos. Staff present were Patsy Lopez from the County Attorney's Office, and Elsie West, Michelle Cochrane, Raul Barraza and Angelica Sanchez from the Human Resources Department. A quorum was established.

**PUBLIC COMMENT**

David Guzman, Field Representative of the American Federation of State, County and Municipal Employees requested copies of the policies listed in items 4 and 5, and for item 6, he mentioned that quarterly meetings is to long for employees to have their concerns looked at or discussed, and if possible for meetings to be held sooner.

Elsie West mentioned that items 4 and 5 had been posted, and Michelle Cochrane would be speaking more on item 6, recommendation for quarterly meetings. Ms. West mentioned that the quarterly meetings is a recommendation, however, any special meetings would be held as needed.

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**CONSENT AGENDA**

**APPROVE – CIVIL SERVICE MINUTES OF DECEMBER 6, 2016**

**FEBRUARY 7, 2017**

**MOTION #1 (ITEM #1)**

Approve the minutes of the Civil Service Commission Meeting of December 6, 2016.  
--Melissa M. Carrillo, Human Resources

On this day, on motion of Commissioner Campos and seconded by Commissioner Rodriguez, it is the order of the Commission to approve the December 6, 2016 minutes of the Civil Service Commission.

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

**REGULAR AGENDA**

**FEBRUARY 7, 2017**

**NO MOTION (ITEM #2)**

Welcomed new Civil Service Commissioner Mr. Raul Campos as appointed by County Commissioner Carlos Leon, to fill an unexpired term from December 19, 2016 to May 13, 2018.  
--Melissa M. Carrillo, Human Resources

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**FEBRUARY 7, 2017**

**NO MOTION (ITEM #3)**

Congratulated Mr. Matthew Keats on his appointment as Civil Service Commission Chair by Commissioners Court. Mr. Keats will serve the remainder of the 2 year term, May 14, 2016 to May 13, 2018.  
--Melissa M. Carrillo, Human Resources

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**FEBRUARY 7, 2017**

**NO MOTION (ITEM #4)**

Notified the Civil Service Commission regarding the revised Policies and Procedures Manual from the El Paso County Clerk's Office.  
--Anthony Bedoya, County Clerk's Office

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**FEBRUARY 7, 2017**

**NO MOTION (ITEM #5)**

Notified the Civil Service Commission regarding the revised Policies and Procedures Manual from the El Paso County District Clerk's Office.  
--Sylvia Duarte, District Clerk's Office

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**FEBRUARY 7, 2017**

**MOTION #2 (ITEM #6)**

Discuss and take appropriate action to change future Civil Service Commission meetings from monthly to quarterly.  
--Melissa M. Carrillo, Human Resources

On this day, on motion of Commissioner Keats and seconded by Commissioner Rodriguez, it is the order of the Commission to approve the change for future Civil Service Commission meetings from monthly to quarterly, with special meeting held as needed.

VOTE: YES- Keats, Rodriguez and Campos

NO: None

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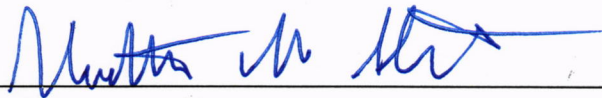
ITEM #7

**ADJOURN**

On this day, there being no further business to discuss, Commissioner Keats moved to adjourn the meeting at 1:25 p.m., seconded by Commissioner Rodriguez.

VOTE: YES – Keats, Rodriguez and Campos  
NO- None

**EXAMINED AND APPROVED THIS 2ND DAY IN MAY 2017**



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MATTHEW KEATS, CHAIR



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RAUL BARRAZA, RECORDING SECRETARY