

COUNTY OF EL PASO



CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
1:00 P.M., TUESDAY, MAY 02, 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 1:03 p.m. Commissioners present were Matthew Keats and Raul Campos. Staff present were Patsy Lopez, Sylvia Porter and Selina Saenz from the County Attorney's Office, and Elsie West, Michelle Cochrane, Melissa Carrillo and Raul Barraza from the Human Resources Department. A quorum was established.

PUBLIC COMMENT

None

CONSENT AGENDA

APPROVE – CIVIL SERVICE MINUTES OF FEBRUARY 7, 2017

MAY 2, 2017

MOTION #1 (ITEM #1)

Approve the minutes of the Civil Service Commission Meeting of February 7, 2017.
--Melissa M. Carrillo, Human Resources

On this day, on motion of Commissioner Campos and seconded by Commissioner Keats, it is the order of the Commission to approve the February 7, 2017 minutes of the Civil Service Commission.

VOTE: YES- Keats and Campos
NO: None

REGULAR AGENDA

MAY 2, 2017

MOTION #2 (ITEM #2)

Notified the Civil Service Commission regarding the new Policies and Procedures from the El Paso County Economic Development Department.
--Jose Quinonez, Economic Development Department

***Melissa Carrillo, Chief Human Resources Officer asked that item #2 be deleted. Mr. Jose Quinonez, requested that the item be pulled and Policies and Procedures will be brought back with corrections.

On this date on motion of Commissioner Campos and seconded by Commissioner Keats, it is the order of the Commission to delete item #2, Policies and Procedures for the El Paso County Economic Development Department.

VOTE: YES – Keats and Campos
NO: None

MAY 2, 2017

NO MOTION (ITEM #3)

Notified the Civil Service Commission regarding the revised Reclassification Policies and Procedures from the El Paso County Human Resources Department.
--Melissa M. Carrillo, Human Resources

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

MAY 2, 2017

NO MOTION (ITEM #4)

Notify the Civil Service Commission regarding the revised Shift Differential Policies and Procedures from the El Paso County Human Resources Department.
--Melissa M. Carrillo, Human Resources

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

MAY 2, 2017

MOTION #3 (ITEMS #5 – #12)

Notified Civil Service Commission that grievances listed in items #5 through #12 are to determine if they are within the jurisdiction of the Civil Service Commission. Items will be in open session. Civil Service Commission notified that grievant in items #5 to #12 or her representative are not present for the meeting.

Notified Civil Service Commission by Melissa Carrillo, Chief Human Resources Officer, that grievances are set for jurisdiction alone, an email from grievant's attorney was received asking for a continuance, however, this item is not something that can be continued because it is basically being brought to the commissioners attention at this time to determine whether jurisdiction even exists, there is no representation from the grievant, nor her attorney, but we do have the Assistant County Attorney Selina Saenz who would like to present in response to the plea for jurisdiction.

On this day, on motion of Commissioner Campos, seconded by Commissioner Keats it is the order of the Commission to deny and not grant the request for continuance regarding grievances listed in items 5 through 12 filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator.

VOTE: YES – Keats and Campos
NO: None

MAY 2, 2017

MOTION #4 (ITEMS #5 - #12)

Discuss and determine whether a Grievance filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator, pertaining to ongoing and continuing discrimination due to her age by reducing her number of working hours per day to six (6) hours, while continuing to demand and require the same level of work, work product, and production in less time and while still requiring extensive travel time is within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on a Special Civil Service meeting to be scheduled for a later date.

-- (Maria G. Ornelas, Nutrition Center Coordinator, Community Services Department) (Selina Saenz, Assistant County Attorney)

MAY 2, 2017

(ITEM #6)

Discuss and determine whether a Grievance filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator, pertaining to ongoing and continuing failure to intervene/protect complainant from interference or obstruction of ability to attempt to perform job duties and functions is within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on a Special Civil Service meeting to be scheduled for a later date.

-- (Maria G. Ornelas, Nutrition Center Coordinator, Community Services Department) (Selina Saenz, Assistant County Attorney)

MAY 2, 2017

(ITEM #7)

Discuss and determine whether a Grievance filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator, pertaining to ongoing and continuing enforcement of personal dress code and dress requirements for complainant only is within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on a Special Civil Service meeting to be scheduled for a later date.

-- (Maria G. Ornelas, Nutrition Center Coordinator, Community Services Department) (Selina Saenz, Assistant County Attorney)

MAY 2, 2017

(ITEM #8)

Discuss and determine whether a Grievance filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator, pertaining to ongoing and continuing failure to provide reasonable accommodations and facilities/work environment necessary to perform job duties and functions is

within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on a Special Civil Service meeting to be scheduled for a later date.

-- (Maria G. Ornelas, Nutrition Center Coordinator, Community Services Department) (Selina Saenz, Assistant County Attorney)

MAY 2, 2017

(ITEM #9)

Discuss and determine whether a Grievance filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator, pertaining to ongoing and continuing failure to properly reimburse complainant for required driving mileage to perform job duties and functions is within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on a Special Civil Service meeting to be scheduled for a later date.

-- (Maria G. Ornelas, Nutrition Center Coordinator, Community Services Department) (Selina Saenz, Assistant County Attorney)

MAY 2, 2017

(ITEM #10)

Discuss and determine whether a Grievance filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator, pertaining to ongoing and continuing failure to reimburse complainant for required use of her personal cell phone is within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on a Special Civil Service meeting to be scheduled for a later date.

-- (Maria G. Ornelas, Nutrition Center Coordinator, Community Services Department) (Selina Saenz, Assistant County Attorney)

MAY 2, 2017

(ITEM #11)

Discuss and determine whether a Grievance filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator, pertaining to ongoing and continuing failure to provide complainant with access to or ability to utilize a computer or other electronic device for the purpose of emailing weekly reports to the coordinator as required by her supervisor is within the Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on a Special Civil Service meeting to be scheduled for a later date.

-- (Maria G. Ornelas, Nutrition Center Coordinator, Community Services Department) (Selina Saenz, Assistant County Attorney)

MAY 2, 2017

(ITEM #12)

Discuss and determine whether a Grievance filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator, pertaining to ongoing and continuing failure to compensate complainant for required regular working hours and required overtime pay is within the

Jurisdiction of the El Paso County Civil Service Commission. If Jurisdiction is found, the Grievance will be heard on a Special Civil Service meeting to be scheduled for a later date.
-- (Maria G. Ornelas, Nutrition Center Coordinator, Community Services Department) (Selina Saenz, Assistant County Attorney)

On this day, on motion of Commissioner Campos, seconded by Commissioner Keats it is the order of the Commission that it does not have jurisdiction over Grievances listed in items #5 through #12 filed/dated April 21, 2017, by Maria G. Ornelas, Nutrition Center Coordinator.

VOTE: YES – Keats and Campos
NO: None

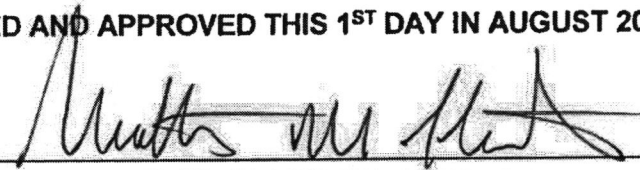
MOTION #5 (ITEM #13)

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 Campos.

VOTE: YES - Keats and Campos
NO: None

EXAMINED AND APPROVED THIS 1ST DAY IN AUGUST 2017



MATTHEW KEATS, CHAIR



RAUL BARRAZA, RECORDING SECRETARY