

COUNTY OF EL PASO



**CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
1:00 P.M., TUESDAY, NOVEMBER 7, 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 Michelle Cochrane, Valeria Fernandez and Raul Barraza from the Human Resources Department. A quorum was established.

PUBLIC COMMENT

None

CONSENT AGENDA

APPROVE – CIVIL SERVICE MINUTES OF AUGUST 1, 2017

NOVEMBER 7, 2017

MOTION #1 (ITEM #1)

Approve the minutes of the Civil Service Commission Meeting of August 1, 2017.
--Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Rodriguez and seconded by Commissioner Campos, it is the order of the Commission to approve the August 1, 2017 minutes of the Civil Service Commission.

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

REGULAR AGENDA

NOVEMBER 7, 2017

MOTION 2 (ITEM #2)

Discuss and take appropriate action regarding a nominee for the El Paso County Ethics Commission to serve during the term starting February 1, 2018 through January 31, 2020

--Betsy Keller, County Administration

On this day, on motion of Commissioner Campos and seconded by Commissioner Rodriguez, it is the order of the Commission to approve the recommendation to re-nominate Sandra Green to the El Paso County Ethics Commission for the term February 1, 2018 through January 31, 2020.

VOTE: YES- Campos, Rodriguez and Keats

NO: None

NOVEMBER 7, 2017

MOTION 3 (ITEM #3)

Notified the Civil Service Commission regarding the Policies and Procedures from the El Paso County Economic Development Department.

--Jose Quinonez, Economic Development Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Rodriguez, it is the order of the Commission to re-schedule item for next meeting due to edits to the Policies and Procedures.

VOTE: YES- Campos, Rodriguez and Keats

NO: None

NOVEMBER 7, 2017

NO MOTION (ITEM #4)

Notified the Civil Service Commission regarding the revised Performance Management and Evaluations Policies and Procedures from the El Paso County Human Resources Department.

--Melissa M. Carrillo, Human Resources Department

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

NOVEMBER 7, 2017

NO MOTION (ITEM #5)

Notified the Civil Service Commission regarding the revised Employment Policies and Procedures from the El Paso County Human Resources Department.

--Melissa M. Carrillo, Human Resources Department

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

NOVEMBER 7, 2017

NO MOTION (ITEM #6)

Notified the Civil Service Commission regarding the revised Employment Transfers Policies and Procedures from the El Paso County Human Resources Department.

--Melissa M. Carrillo, Human Resources Department

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

NOVEMBER 7, 2017

NO MOTION (ITEM #7)

Notified the Civil Service Commission regarding the revised Pay upon Disciplinary Demotion Policies and Procedures from the El Paso County Human Resources Department.

--Melissa M. Carrillo, Human Resources Department

Assistant County Attorney Patsy Lopez informed the Commission that there is a Grievance Hearing scheduled later in the agenda, a request for Continuance was made and counsel are waiting for that item. Request was made for Commission to consider moving the grievance item up before hearing the rest of the policies to let the Attorneys know what the decision will be. Chair Keats allowed request for item 11 to be discussed next.

NOVEMBER 7, 2017

MOTION 4 (ITEM #11)

Discuss a Grievance filed/dated August 24, 2017 by Emma Marquez, Administrative Specialist, pertaining to Wrongful, Improper, Discriminatory Termination (Postponed from September 26, 2017).

-- (Emma Marquez, Administrative Specialist, Community Services Department),
(Selina Saenz, Assistant County Attorney)

Assistant County Attorney Selina Saenz representing the respondent, Community Services Department introduced herself to the Commission, she also introduced Mr. John Wenke representing the grievant Ms. Emma Marquez. Ms. Saenz informed the Commission that an Unopposed Motion for Continuance was filed on October 30, 2017. Additionally, she informed Commissioners that Ms. Emma Marquez also filed an EEOC charge of discrimination, they attended mediation on October 25, 2017 and are continuing their discussions of settlement in trying to resolve the grievance and EEOC charge. Therefore, in order to have more time to work out a settlement on all claims Ms. Saenz requests more time to facilitate the process.

On this day, on motion of Commissioner Campos and seconded by Commissioner Keats, it is the order of the Commission to grant the Motion for Continuance.

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

NOVEMBER 7, 2017

NO MOTION (ITEM #7)

Notified the Civil Service Commission regarding the revised Pay upon Disciplinary Demotion Policies and Procedures from the El Paso County Human Resources Department.

--Melissa M. Carrillo, Human Resources Department

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

NOVEMBER 7, 2017

NO MOTION (ITEM #8)

Notified the Civil Service Commission regarding the revised Promotions Policies and Procedures from the El Paso County Human Resources Department.

--Melissa M. Carrillo, Human Resources Department

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

NOVEMBER 7, 2017

NO MOTION (ITEM #9)

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 Department

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.

NOVEMBER 7, 2017

NO MOTION (ITEM #10)

Notified the Civil Service Commission regarding the revised Voluntary Demotions Policies and Procedures from the El Paso County Human Resources Department.

--Melissa M. Carrillo, Human Resources Department

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

ADJOURN

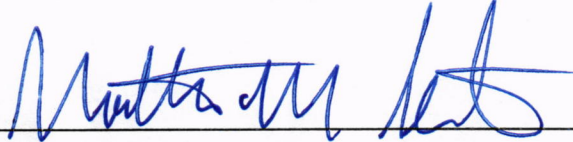
MOTION 5 (ITEM #12)

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

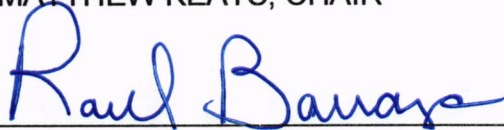
VOTE: YES – Campos, Rodriguez and Keats

NO: None

EXAMINED AND APPROVED THIS 19TH DAY IN DECEMBER 2017



MATTHEW KEATS, CHAIR



RAUL BARRAZA, RECORDING SECRETARY