

COUNTY OF EL PASO



**CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
1:00 P.M., TUESDAY, FEBRUARY 6, 2018
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 1:00 p.m. Commissioners present were Matthew Keats and Raul Campos. Staff present were Ian Kaplan from the County Attorney's Office, and Melissa Carrillo, Valeria Fernandez and Raul Barraza from the Human Resources Department. A quorum was established. Commissioner Lee Rodriguez joined the meeting at 1:04 p.m.

PUBLIC COMMENT

None

CONSENT AGENDA

APPROVE – CIVIL SERVICE MINUTES OF JANUARY 9, 2018

FEBRUARY 6, 2018

MOTION 1 (ITEM #1)

Approve the minutes of the Civil Service Commission Meeting of January 9, 2018.
--Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Keats, it is the order of the Commission to approve the January 9, 2018 Meeting minutes of the Civil Service Commission.

VOTE: YES- Campos, and Keats
NO: None

REGULAR AGENDA

FEBRUARY 6, 2018

NO MOTION (ITEM #2)

Receive a presentation regarding the 2017 Civil Service Commission Annual Report.
--Melissa M. Carrillo, Human Resources Department

On this day, Civil Service Commissioners received a presentation regarding the 2017 Civil Service Commission Annual Report and no action needed to be taken

FEBRUARY 6, 2018

NO MOTION (ITEM #3)

Notify the Civil Service Commission that the grievance filed by Claudia Perez on December 11, 2017 was resolved at an Alternative Resolution Meeting (ARM) held at the Human Resources Office. Mediation was facilitated by Chief Human Resources Officer Melissa Carrillo with Claudia Perez, Grievant, Ruben Gonzalez, El Paso County Tax Assessor/Collector, Arturo Pastrana, Chief Deputy Tax Assessor/Collector, and Jed Untereker, Assistant County Attorney participating.
-- Melissa M. Carrillo, Human Resources Department

On this day, the Civil Service Commission was notified that the grievance filed by Claudia Perez on December 11, 2017 was resolved at an Alternative Resolution Meeting (ARM) held at the Human Resources Office and no action needed to be taken.

ADJOURN

MOTION 2 (ITEM #4)

On this day, there being no further business to discuss, on motion of Commissioner Campos and seconded by Commissioner Rodriguez the meeting adjourned at 1:10 p.m.

VOTE: YES – Campos, Rodriguez and Keats

NO: None

EXAMINED AND APPROVED THIS 1ST DAY IN MAY 2018



MATTHEW KEATS, CHAIR



RAUL BARRAZA, RECORDING SECRETARY