

**COUNTY OF EL PASO**



**CIVIL SERVICE COMMISSION  
SPECIAL MEETING MINUTES  
1:00 P.M., TUESDAY, SEPTEMBER 4, 2018  
COMMISSIONERS COURT ROOM #303  
500 E. SAN ANTONIO  
EL PASO, TEXAS 79901**

***Chair***  
**Matthew Keats**

***Commissioners***  
**Raul Campos**  
**Sharon Voelz**

**OPEN MEETING**

The meeting was called to order at 1:03 p.m. Commissioners present were Matthew Keats, Raul Campos and Sharon Voelz. Staff present were Christina Ford from the County Attorney's Office; Melissa Carrillo, Michelle Cochrane, Valeria Fernandez, Reginal Powe and Raul Barraza from the Human Resources Department. A quorum was established.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

**APPROVE – CIVIL SERVICE MINUTES OF AUGUST 7, 2018**

**SEPTEMBER 4, 2018**

**MOTION 1 (ITEM #1)**

Approve the minutes of the Civil Service Commission Meeting of August 7, 2018.  
--Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to approve the August 7, 2018 Meeting minutes of the Civil Service Commission.

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

**REGULAR AGENDA**

**SEPTEMBER 4, 2018**

**MOTION 2 (ITEM #2)**

Discuss and take appropriate action to approve the revised Organization of Civil Service Policy from the Human Resources Department.

-- Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to approve the revised Organization of Civil Service Policy from the Human Resources Department.

VOTE: YES- Campos, Voelz and Keats

NO: None

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**SEPTEMBER 4, 2018**

**MOTION 3 (ITEM #3)**

Discuss and take appropriate action to approve the revised Performance Management Policy from the Human Resources Department.

-- Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to approve the revised Performance Management Policy from the Human Resources Department.

VOTE: YES- Campos, Voelz and Keats

NO: None

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**SEPTEMBER 4, 2018**

**MOTION 4 (ITEM #4)**

Discuss and take appropriate action to approve the revised Administrative Leave Policy from the El Paso County Human Resources Department.

-- Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to approve the revised Administrative Leave Policy from the Human Resources Department.

VOTE: YES- Campos, Voelz and Keats

NO: None

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**SEPTEMBER 4, 2018**

**MOTION 5 (ITEM #5)**

Discuss and take appropriate action to approve the Timekeeping Policy from the El Paso County Human Resources Department.

-- Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to approve the Timekeeping Policy from the Human Resources Department as amended to add a footnote that explains non-work time.

VOTE: YES- Campos, Voelz and Keats

NO: None

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**SEPTEMBER 4, 2018**

**MOTION 6 (ITEM #6)**

Discuss and take appropriate action to 1) approve the revisions of the following recruitment policies which include: Employee Identification Badge, Employment Definitions, Promotions, Employment Procedures; and 2) rescind the Employment Transfers and Department Head Hiring Procedures Policies from the El Paso County Human Resources Department.

-- Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to approve the revisions of the recruitment policies which include: Employee Identification Badge, Employment Definitions, Promotions, Employment Procedures; and rescind the Employment Transfers and Department Head Hiring Procedures policies from the Human Resources Department.

VOTE: YES- Campos, Voelz and Keats

NO: None

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**ADJOURN**

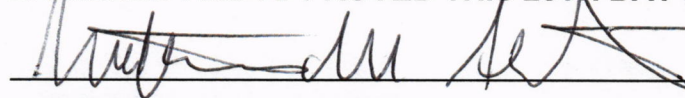
**MOTION 7 (ITEM #7)**

On this day, there being no further business to discuss, on motion of Commissioner Campos and seconded by Commissioner Voelz the meeting adjourned at 1:21 p.m.

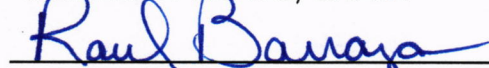
VOTE: YES – Campos, Voelz and Keats

NO: None

**EXAMINED AND APPROVED THIS 20TH DAY IN NOVEMBER 2018**



MATTHEW KEATS, CHAIR



RAUL BARRAZA, RECORDING SECRETARY