

**COUNTY OF EL PASO**



**CIVIL SERVICE COMMISSION  
REGULAR MEETING MINUTES  
1:00 P.M., TUESDAY, NOVEMBER 20, 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 1:00 p.m. Commissioners present were Matthew Keats, Raul Campos and Sharon Voelz. Staff present were Christina Ford, Erich Morales, and other members from the County Attorney's Office; Melissa Carrillo, Michelle Cochran, Valeria Fernandez, and Raul Barraza from the Human Resources Department. A quorum was established.

---

**PUBLIC COMMENT**

None

---

**CONSENT AGENDA**

**NOVEMBER 20, 2018**

**MOTION 1 (ITEM #1)**

Approve the minutes of the Civil Service Commission Special Meeting of September 4, 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 September 4, 2018 Special Meeting minutes of the Civil Service Commission.

VOTE: YES- Campos, Voelz and Keats

NO: None

---

**REGULAR AGENDA**

Update the Civil Service Commission that the grievance filed by Nancy Perez on June 15, 2018 was resolved through Alternative Resolution Meeting (ARM).

-- Melissa M. Carrillo, Human Resources Department

Jed Untereker, Assistant County Attorney on behalf of Judge Ruben Lujan, Justice of the Peace Precinct #6, informed the Commissioners that the parties have been able to resolve the grievance at an Alternative Resolution Meeting (ARM). The grievant's representative was not able to review the language of the agreement nor attend the meeting. Therefore, the Motion to Dismiss will be on the agenda for the next regular meeting.

No action was taken on this item.

VOTE: YES- Campos, Voelz and Keats

NO: None

---

**NOVEMBER 20, 2018**

**MOTION 2 (ITEM #9)**

Discuss a Grievance filed/dated June 7, 2018 by Amy Flores, Court Clerk, District Clerk's Office, pertaining to Termination (postponed from August 7, 2018).

-- (Amy Flores, Court Clerk, District Clerk's Office) (Kevin McCary, Assistant County Attorney)

Jed Untereker, Assistant County Attorney on behalf of the County and District Clerk, Norma Favela Barceleau, requested a continuance for this grievance. Another Alternative Resolution Meeting (ARM) was held with the grievant and her representative, Lynn Coyle, Counsel for grievant, are close to reaching a settlement.

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

VOTE: YES- Campos, Voelz and Keats

NO: None

---

**EXECUTIVE SESSION**

**NOVEMBER 20, 2018**

**(ITEM #11)**

Discuss a Grievance filed/dated October 19, 2018 by Salvador A. Flores, Investigator, Tax Office, pertaining to Improper application of rules, regulations and procedures; Retaliation for the exercise of a right under federal or state law; Disciplinary action taken against employee without proper cause.

-- (Salvador A. Flores, Investigator, Tax Office) (Amanda Frizzelle, Assistant County Attorney)

County Attorney JoAnne Bernal announced that the grievant requested that Item #11 be heard in Executive Session, and she was not opposed to it.

On this day, Civil Service Commission Secretary Raul Barraza announced the Civil Service Commission moved into executive session at 1:07 p.m. pursuant to Texas Government Code §551.074.

The Commission exited Executive Session at 2:33 p.m.

---

**OPEN SESSION**

**NOVEMBER 20, 2018**

**(ITEM #11)**

Discuss a Grievance filed/dated October 19, 2018 by Salvador A. Flores, Investigator, Tax Office, pertaining to Improper application of rules, regulations and procedures; Retaliation for the exercise of a right under federal or state law; Disciplinary action taken against employee without proper cause.

-- (Salvador A. Flores, Investigator, Tax Office) (Amanda Frizzelle, Assistant County Attorney)

On this day, the Commission desired to consult with County Attorney representative Christina Ford pursuant to Texas Government Code §551.071.

---

**CLOSED SESSION**

**NOVEMBER 20, 2018**

**(ITEM #11)**

Discuss a Grievance filed/dated October 19, 2018 by Salvador A. Flores, Investigator, Tax Office, pertaining to Improper application of rules, regulations and procedures; Retaliation for the exercise of a right under federal or state law; Disciplinary action taken against employee without proper cause.

-- (Salvador A. Flores, Investigator, Tax Office) (Amanda Frizzelle, Assistant County Attorney)

On this day, the Commission went into Closed Session at 2:33 p.m. pursuant to Texas Government Code §551.071 and exits Closed Session at 2:43 p.m.

---

**OPEN SESSION**

**NOVEMBER 20, 2018**

**MOTION 3 (ITEM #12)**

Take appropriate action on grievance filed/dated October 19, 2018 by Salvador A. Flores, Investigator, Tax Office, pertaining to Improper application of rules, regulations and procedures; Retaliation for the exercise of a right under federal or state law; Disciplinary action taken against employee without proper cause.

-- (Salvador A. Flores, Investigator, Tax Office) (Amanda Frizzelle, Assistant County Attorney)

On this day, the Commission reconvened at 2:43 p.m. to take official action to uphold the termination of Salvador A. Flores, Investigator, Tax Office.

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

---

## **REGULAR AGENDA**

**NOVEMBER 20, 2018**

**MOTION 4 (ITEM #2)**

Discuss and take appropriate action to approve the calendar for 2019 regularly scheduled Civil Service Commission Meetings.

-- 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 calendar for 2019 regularly scheduled Civil Service Commission Meetings.

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

---

**NOVEMBER 20, 2018**

**MOTION 5 (ITEM #3)**

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

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

---

**NOVEMBER 20, 2018**

**MOTION 6 (ITEM #4)**

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

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

---

**NOVEMBER 20, 2018**

**MOTION 7 (ITEM #5)**

Discuss and take appropriate action to approve the consolidation of the Pay upon Disciplinary Demotions and Voluntary Demotions 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 consolidation of the Pay upon Disciplinary Demotions and Voluntary Demotions Policy from the El Paso County Human Resources Department.

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

---

**NOVEMBER 20, 2018**

**(ITEM #6)**

Notify the Civil Service Commission that the Employment Transfers Policy that was rescinded during the Civil Service Commission Meeting of September 4, 2018; was not rescinded by Commissioners Court, and the policy is still in place.

-- Melissa M. Carrillo, Human Resources Department

No action was taken on this item.

---

**NOVEMBER 20, 2018**

**(ITEM #7)**

Notify the Civil Service Commission regarding the revised Workers Compensation Policy from the El Paso County Human Resources Department.

-- Melissa M. Carrillo, Human Resources Department

No action was taken on this item.

---

**ADJOURN**

**MOTION 8 (ITEM #13)**

On this day, there being no further business to discuss, on motion of Commissioner Campos and seconded by Commissioner Voelz the meeting adjourned at 3:00 p.m.

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

**EXAMINED AND APPROVED THIS 5TH DAY IN FERUARY 2019**

---

MATTHEW KEATS, CHAIR

---

MARIA D. GONZALEZ, RECORDING SECRETARY