

COUNTY OF EL PASO



**CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES
1:00 P.M., THURSDAY, SEPTEMBER 19, 2019
COMMISSIONERS COURT ROOM #303
500 E. SAN ANTONIO
EL PASO, TEXAS 79901**

Chair
Matthew Keats

Commissioners
Raul Campos
Sharon Voelz

OPEN MEETING

NOTICE TO THE PUBLIC

The meeting was called to order at 1:01 p.m. Commissioners present were Matthew Keats, Raul Campos and Sharon Voelz. Staff present were Christina Sanchez, Patricia Lopez and other members from the County Attorney's Office; Reginal Powe, Michelle Cochrane, Valeria Fernandez, and Maria D. Gonzalez and other staff from the Human Resources Department. A quorum was established.

PUBLIC COMMENT

A comment was made by Michelle Cochrane from the Human Resources Department to notify the commission that if any special meetings need to take place, we will schedule them the first Tuesday of the following month for consistency and scheduling purposes.

CONSENT AGENDA

SEPTEMBER 19, 2019

MOTION 1 (ITEM #1)

Approve the minutes of the Civil Service Commission Regular Meeting of June 27, 2019.
--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 June 27, 2019 Regular Meeting Minutes of the Civil Service Commission.

VOTE: YES- Campos, Voelz and Keats

NO: None

REGULAR AGENDA

SEPTEMBER 19, 2019

MOTION 2 (ITEM #2)

Discuss and take appropriate action to approve the County Clerk Employee Handbook.
-- Delia Briones, County Clerk

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to approve the County Clerk Employee Handbook.

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

SEPTEMBER 19, 2019

MOTION 3 (ITEM #3)

Discuss and take appropriate action to approve the revised County Personal Conduct and Affairs Policy.
--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 County Personal Conduct and Affairs Policy.

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

SEPTEMBER 19, 2019

MOTION 4 (ITEM #4)

Discuss and take appropriate action to approve the revised County Overtime General Policy.
--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 County Overtime General Policy.

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

SEPTEMBER 19, 2019

MOTION 5 (ITEM #5)

Discuss and take appropriate action to approve the revised Civil Service Coverage and Exclusions.

--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 Civil Service Coverage and Exclusions.

VOTE: YES- Campos, Voelz and Keats

NO: None

SEPTEMBER 19, 2019

(ITEM #6)

Notify the Civil Service Commission that the grievance filed by Myrna Gurschke on July 17, 2019 was resolved at an Alternative Resolution Meeting (ARM).

-- Melissa M. Carrillo, Human Resources Department

No action was taken on this item.

SEPTEMBER 19, 2019

(ITEM #7)

Discuss a Grievance filed/dated July 5, 2019 by Beverly Estrada, Court Clerk, Intermediate, District Clerk's Office, pertaining to Termination.

-- (Beverly Estrada, Court Clerk, Intermediate, District Clerk's Office)

(Ian Kaplan, Assistant County Attorney)

No action was taken on this item.

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MOTION 6 (ITEM #8)

Take appropriate action on a Grievance filed/dated July 5, 2019 by Beverly Estrada, Court Clerk, Intermediate, District Clerk's Office, pertaining to Termination.

-- (Beverly Estrada, Court Clerk, Intermediate, District Clerk's Office)

(Ian Kaplan, Assistant County Attorney)

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to postpone the hearing for Grievance filed/dated July 5, 2019 by Beverly Estrada, Court Clerk, Intermediate, District Clerk's Office, pertaining to Termination.

VOTE: YES- Campos, Voelz and Keats

NO: None

ADJOURN

MOTION 7 (ITEM #9)

On this day, there being no further business to discuss, on motion of Commissioner Campos and seconded by Commissioner Voelz the meeting adjourned at 1:17 p.m.

VOTE: YES – Campos, Voelz and Keats

NO: None

EXAMINED AND APPROVED THIS 19TH DAY IN NOVEMBER 2019



MATTHEW KEATS, CHAIR



MARIA D. GONZALEZ, RECORDING SECRETARY