

COUNTY OF EL PASO



**CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES
1:00 P.M., TUESDAY, DECEMBER 19, 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 1:00 p.m. Commissioners present were Matthew Keats, Lee Rodriguez and Raul Campos. Staff present were Patsy Lopez, and Michael Wyatt from the County Attorney's Office, and Valeria Fernandez and Raul Barraza from the Human Resources Department. A quorum was established.

PUBLIC COMMENT

None

CONSENT AGENDA

APPROVE – CIVIL SERVICE MINUTES OF NOVEMBER 7, 2017

DECEMBER 19, 2017

MOTION 1 (ITEM #1)

Approve the minutes of the Civil Service Commission Meeting of November 17, 2017.

--Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Rodriguez, it is the order of the Commission to approve the November 7, 2017 minutes of the Civil Service Commission.

VOTE: YES- Campos, Keats and Rodriguez

NO: None

REGULAR AGENDA

DECEMBER 19, 2017

MOTION 2 (ITEM #2)

Discuss and take appropriate action to approve the calendar for 2018 regularly scheduled Civil Service Commission meetings.

--Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Rodriguez, it is the order of the Commission to approve the calendar for 2018 regularly scheduled Civil Service Commission meetings.

VOTE: YES- Campos, Keats and Rodriguez

NO: None

DECEMBER 19, 2017

NO MOTION (ITEM #3)

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

--Jose Quinonez, Economic Development Department

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

DECEMBER 19, 2017

NO MOTION (ITEM #4)

Notified the Civil Service Commission regarding the revised Sick Leave Pool Policy 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 Sick Leave Pool Policy from the El Paso County Human Resources Department and no action needed to be taken.

DECEMBER 19, 2017

MOTION 3 (ITEM #5)

Discuss and take appropriate action regarding Grievant's Motion to exclude witnesses and exhibits untimely produced by El Paso County.

--Melissa M. Carrillo, Human Resources Department

On this day, after hearing information from Grievant's Legal Representative, Soraya Hanshew, and from Assistant County Attorney Michael Wyatt, on motion of Commissioner Keats and seconded by Commissioner Rodriguez, the Civil Service Commission voted to move into Executive Session.

VOTE: YES - Campos, Rodriguez and Keats

NO: None

EXECUTIVE SESSION

ITEMS #5 AND #6

On this day, HR staff announced that the Civil Service Commission recessed into executive session at 1:30 p.m. pursuant to Texas Government Code §551.074. The court reconvened at 1:35 p.m. to take official action.

OPEN SESSION

DECEMBER 19, 2017

MOTION 4 (ITEM #5)

Take appropriate action regarding Grievant's Motion to exclude witnesses and exhibits untimely produced by El Paso County.

--Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Keats and seconded by Commissioner Campos, it is the order of the Commission to include the witnesses and any exhibits that the County may bring forward to the meeting.

VOTE: YES - Campos, Rodriguez and Keats

NO: None

DECEMBER 19, 2017

MOTION 5 (ITEM #6)

Discuss and take appropriate action on a Grievance filed/dated November 9, 2017 and an Amended Grievance filed/dated November 20, 2017 by Jacob L. Garcia, Criminal Justice Supervisor, pertaining to Suspension without pay, and Termination (Harassment).

-- (Jacob L. Garcia, Criminal Justice Supervisor, Criminal Justice Department)
(Donnie McGilbra, Assistant County Attorney)

On this day, on motion of Commissioner Keats and seconded by Commissioner Campos, it is the order of the commission to move the meeting until January 9, 2018 due to time constraints by the Civil Service Commissioners.

VOTE: YES - Campos, Rodriguez and Keats

NO: None

ADJOURN

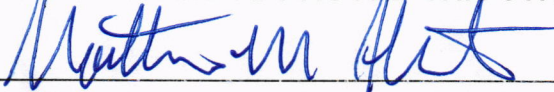
MOTION 6 (ITEM #8)

On this day, there being no further business to discuss, on motion of Commissioner Rodriguez and seconded by Commissioner Keats the meeting adjourned at 1:37 p.m.


VOTE: YES – Campos, Keats and Rodriguez

NO: None

EXAMINED AND APPROVED THIS 9TH DAY IN JANUARY 2018



MATTHEW KEATS, CHAIR



RAUL BARRAZA, RECORDING SECRETARY