

THE STATE OF TEXAS §

COUNTY OF CAMERON §

BE IT REMEMBERED on the 26TH of July 2010, there was conducted a SPECIAL Meeting of the Honorable Commissioners' Court of Cameron County, Texas, at the Courthouse thereof, in the City of Brownsville, Texas, for the purpose of transacting any and all business that may lawfully be brought before the same.

THE COURT MET AT:

4:45 P.M.

PRESENT:

CARLOS H. CASCOS, CPA
COUNTY JUDGE

SOFIA C. BENAVIDES
COMMISSIONER PRECINCT NO. 1

JOHN WOOD
COMMISSIONER PRECINCT NO. 2

COMMISSIONER PRECINCT NO. 3

COMMISSIONER PRECINCT NO. 4

JOE G. RIVERA
COUNTY CLERK

Aide A. Trejo Deputy Clerk

ABSENT:
DAVID A. GARZA

EDNA TAMAYO

The meeting was called to order by Judge Cascos at 4:45 P.M.

The Court considered the following matters as posted and filed for Record in the Office of the County Clerk on July 23, 2010 at 4:34 P.M.:

ACTION ITEMS

(1) ACTION ITEMS.

(A) APPROVAL OF CLAIMS.

Ms. Martha Galarza, County Auditor, presented the Claims to the Court. She explained that the "Payroll Check Register" includes two payroll checks; with one check being re-issued and the other is for an employee who did not receive their check when payroll was distributed the previous week.

Judge Cascos inquired as to whether time sheets are being approved by the Auditor's Office.

Ms. Galarza acknowledged that time sheets are reviewed and stated that when payroll worksheets were turned in, the department failed to submit a timesheet for the employee.

Commissioner Wood asked if the employee had been punching in and out using the time clock.

Ms. Galarza replied that the employee keys in their hours. She noted that the issue could be avoided if all employees are required to use the time clocks to punch in and out.

Commissioner Wood asked if any time sheets are processed manually.

Ms. Galarza replied that the time sheets for extra help and part-time employees are keyed in manually.

Commissioner Benavides then explained that the employee was moved from one division of the department to another and the new supervisor thought the old division was keying in the hours.

Ms. Galarza mentioned that this issue has occurred previously within the larger County departments.

Commissioner Benavides stated her concern for employees being paid late.

Judge Cascos recommended that a policy be developed as the issue of missed payroll worksheets has caused the Court to hold Special Meetings twice in less than 30 days for the sole purpose of approving late payroll checks.

Ms. Galarza recommended that the Court make it mandatory for each department to use the time clocks as a method of logging employees' time and stated that the Kronos System may be able to be integrated with the payroll system.

Judge Cascos directed the County Auditor to review any past discussions concerning time sheets and suggested that all employees be required to punch in/out using the time clocks with the exclusion of law enforcement personnel.

Commissioner Benavides motioned to approve the Claims.

The motion was seconded by Commissioner Wood and carried as follows:

AYE: Commissioner Benavides and Commissioner Wood

NAY: None

ABSTAIN: Judge Cascos as to Warrant No. 00242268, made payable to Public Utilities Board.

ABSENT: Commissioner Garza and Commissioner Tamayo

The Claims and Affidavit are as follows:

There being no further business to come before the Court, upon motion by Commissioner Wood, seconded by Commissioner Benavides and carried unanimously, the meeting was **ADJOURNED** at 5:00 P.M.

APPROVED this 19th day of August 2010

CARLOS H. CASCOS, CPA
COUNTY JUDGE

ATTEST:

JOE G. RIVERA,
COUNTY CLERK AND EX-OFFICIO CLERK
OF THE COMMISSIONERS' COURT OF
CAMERON COUNTY, TEXAS