

SPECIAL COMMISSIONERS COURT
October 30, 2025
9:00 A.M.
2nd FLOOR COURTROOM
BROOKS COUNTY COURTHOUSE

BE IT REMEMBERED, that on this day, the Honorable Commissioners' Court of Brooks County, Texas met in Special Term therein the City of Falfurrias in the 2nd floor Courtroom of the Brooks County Courthouse:

OPEN MEETING -Judge Eric Ramos opened the meeting at 9:13 AM

PLEDGE OF ALLEGIANCE-was led by Judge Eric Ramos

ROLL CALL-Judge Eric Ramos called for roll call:

Present: Eric Ramos, County Judge,

Staff Present: Missy A Saavedra, Deputy Clerk

1. Public Comments

Irma Menchaca addressed the Court in reference to Permits and regulations (food truck-selling tacos, and selling of clothes).

2. Approve Bills

Motion: accept the bills, **Action:** Approve, **Moved by** Nora Salinas, Commissioner Precinct #3, **Seconded by** Rolando Gutierrez, Commissioner Precinct #2. Motion passed unanimously. **(on file)**

Vote: Motion carried by unanimous roll call vote (summary: **Yes = 3**).

Yes: Eric Ramos, County Judge, Nora Salinas, Commissioner Precinct #3, Rolando Gutierrez, Commissioner Precinct #2.

3. HR Workshop: Discuss proposed modifications to the Brooks County Employee Policy and Procedure Manual in three areas:

- A. Definition(# of house) of the Brooks County work week for all departments.
- B. Vacation time
- C. Holiday time

The Court held a workshop and discussed the following changes:

- Vacation Time- the changing of vacations days given; Supervisor coming before Commissioner's Court for any time to be rolled over; adding language for the separation of employment and having vacation hours not to be paid out: discussion was made in reference to honoring the ones that currently receive 3 weeks and 4 weeks and will be grandfathered in if approved.
- Definition on the number of hours- no changes (Page 35 A of the current policy to be reworded and adding personal)
- Holiday Time- adding a time limit of usage of time of 30 days if not taken will be lost; time will not be paid out due to the separation of employment; if called in to work on a holiday will be given the time worked as off; changing the wording on how time worked is taken(hour for hour)

4. Discuss, Consider and Act proposed modifications to the Brooks County Employee Policy and Procedure Manual in three areas:

- A. Definition(# of house) of the Brooks County work week for all departments.
- B. Vacation time
- C. Holiday time

It was discussed on the changing of vacation to just 2 weeks and 3 weeks, discussed advising department heads of changes made today.

Motion: to accept the changes of vacation policy to be effective December 1st and grandfathered in 2 employees at 4 weeks and 4 other employees that are also grandfathered that were presented by HR, **Action:** Approve, **Moved by** Nora Salinas, Commissioner Precinct #3, **Seconded by** Rolando Gutierrez, Commissioner Precinct #2. Motion passed unanimously.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).

Yes: Eric Ramos, County Judge, Nora Salinas, Commissioner Precinct #3, Rolando Gutierrez, Commissioner Precinct #2

EXECUTIVE SESSION-Item passed by the Court.

5. Discuss Employment/Resignations/Retirements and other Personnel Issues.

OPEN SESSION- Item passed by the Court.

6. Discuss, Consider, and Act on Employment/Resignations/Retirements.

7. Adjourn

Motion: to adjourn the meeting at 10:37 AM, **Action:** Adjourn, **Moved by** Rolando Gutierrez, Commissioner Precinct #2, **Seconded by** Nora Salinas, Commissioner Precinct #3. Motion passed unanimously.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).

Yes: Eric Ramos, County Judge, Nora Salinas, Commissioner Precinct #3, Rolando Gutierrez, Commissioner Precinct #2.

The preceding minutes beginning on page _____ and ending on page _____, of the Commissioners' Court Minutes Volume _____, read and approved in the Honorable Commissioners' Court this 28th day of January, 2026, A.D.

APPROVED:



County Judge



ATTESTED:



County Clerk