

This meeting may include one or more Commissioners that will participate by videoconference, and El Paso County employees that will participate by videoconference, which is allowed pursuant to Texas Government Code Section 551.127. A quorum of the Civil Service Commission will be physically present at the Enrique Moreno Courthouse, 500 East San Antonio, 3<sup>rd</sup> floor room 303, El Paso, Texas 79901. The meeting is open to the public during the open portions of the meeting, and the Commissioner participating by video conference shall be visible and audible to the public for as long as the Commissioner is able to participate. If you are wanting to provide a public comment, you are required to leave a message with your phone number prior to the meeting by dialing 888-835-7276 or 888-8 EL PASO. You will be contacted when it is time to address the Civil Service Commission.

**EL PASO COUNTY**



**CIVIL SERVICE COMMISSION  
REGULAR MEETING MINUTES  
1:00 P.M., TUESDAY, NOVEMBER 7, 2023  
500 East San Antonio, 3<sup>rd</sup> floor, room 303  
El Paso, Texas 79901**

***Chair***

**Sharon Voelz (Present)**

***Commissioners***

**Yusuf E. Farran (Present)  
Laura Urrutia (Present)**

**OPEN MEETING**

**NOTICE TO THE PUBLIC**

The meeting was called to order at 1:00p.m. Commissioners present were Laura Urrutia, Yusuf Farran, and Sharon Voelz. Staff present were Ana Schumacher, Evette Ugues, and Daniel Adame from the County Attorney's Office, Reginal Powe, Minnie Holguin, Natalia Chaparro, Kourtney Canales, Janet Sanchez, and Maria D. Gonzalez from the Human Resources Department. A quorum was established.

**PUBLIC COMMENT**

None

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**CONSENT AGENDA**

**NOVEMBER 07, 2023**

**MOTION 1 (ITEM #1)**

Approve the minutes of the Civil Service Commission Regular Meeting of August 01, 2023.

-- Minnie Holguin, Human Resources Department

On this day, on motion of Commissioner Farran and second by Commissioner Urrutia, it is the order of the Commission to approve the August 01, 2023, Regular Meeting Minutes of the Civil Service Commission.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

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**NOVEMBER 07, 2023**

**(ITEM #2)**

Pursuant to the El Paso County Organization of the Civil Service Commission policy, notify the Civil Service Commission regarding the involuntary demotion of an Executive Assistant within the District Clerk's Office, effective date August 15, 2023.

-- Minnie Holguin, Human Resources Department

NO ACTION

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**NOVEMBER 07, 2023**

**(ITEM #3)**

Pursuant to the El Paso County Organization of the Civil Service Commission policy, notify the Civil Service Commission regarding the involuntary demotion of an Intake Officer, Senior within the Criminal Justice Department, effective date September 3, 2023.

-- Minnie Holguin, Human Resources Department

NO ACTION

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**REGULAR AGENDA**

**NOVEMBER 07, 2023**

**MOTION 2 (ITEM #4)**

Discuss and take appropriate action to approve the calendar for the 2024 regularly scheduled Civil Service Commission Meetings.

-- Minnie Holguin, Human Resources Department

On this day, on motion of Commissioner Urrutia and seconded by Commissioner Farran, it is the order of the Commission to approve the 2024 Regular Scheduled Civil Service Commission Meetings.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

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**NOVEMBER 07, 2023**

**MOTION 3 (ITEM #5)**

Discuss and take appropriate action regarding a nominee for the El Paso County Ethics Commission to serve during the term starting February 1, 2024, through January 31, 2026.

-- Minnie Holguin, Human Resources Department

On this day, on motion of Commissioner Farran and seconded by Commissioner Urrutia, it is the order of the Commission to nominate Matthew Keats to the El Paso County Ethics Commission to serve during the term starting February 1, 2024 through January 31, 2026.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

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**NOVEMBER 07, 2023**

**(ITEM #6)**

Notify the Civil Service Commission regarding the revised Compensation Policy for Deputy and Sergeant Deputy Constable from the El Paso County, Human Resource Department. OP2343

-- Elsie West, Human Resources Department

NO ACTION

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**NOVEMBER 07, 2023**

**(ITEM #7)**

Notify the Civil Service Commission regarding the revised Overtime Compensation Policy from the El Paso County, Human Resource Department. OP2343

-- Elsie West, Human Resources Department

NO ACTION

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**NOVEMBER 07, 2023**

**(ITEM #8)**

Notify the Civil Service Commission regarding the revised Compensatory Time Policy from the El Paso County, Human Resource Department. OP2343

-- Elsie West, Human Resources Department

NO ACTION

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**NOVEMBER 07, 2023**

**(ITEM #9)**

Notify the Civil Service Commission regarding the revised Work Periods & Schedules Policy from the El Paso County, Human Resource Department. OP2343

-- Elsie West, Human Resources Department

NO ACTION

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**NOVEMBER 07, 2023**

**(ITEM #10)**

Receive the El Paso County, Code of Ethics training presentation from the Human Resources Department.

-- Minnie Holguin, Human Resources Department

On this day, on motion of Commissioner Farran and seconded by Commissioner Urrutia, it is the order of the Commission to delete the Code of Ethics presentation from the Civil Service Commission agenda.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

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**NOVEMBER 07, 2023**

**(ITEM #11)**

Receive a presentation from the County Attorney's Office regarding the Texas Open Meetings Act and Public Information Act.

-- Ana Schumacher, County Attorney's Office

On this day, on motion of Commissioner Farran and seconded by Commissioner Urrutia, it is the order of the Commission to delete the Texas Open Meetings Act and Public Information Act presentation from the Civil Service Commission agenda.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

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**ADJOURN**

**AUGUST 01, 2023**

**MOTION 4 (ITEM #12)**

On this day, there being no further business to discuss, on motion of Commissioner Farran and seconded by Commissioner Urrutia the meeting adjourned at 1:26p.m.

VOTE:

YES- Farran, Voelz and Urrutia

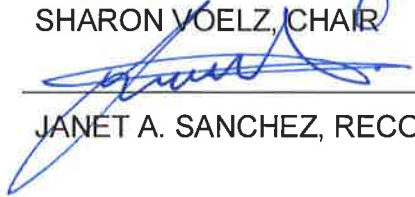
NO: None

**EXAMINED AND APPROVED THIS 7TH DAY IN MAY 2024**



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SHARON VOELZ, CHAIR



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JANET A. SANCHEZ, RECORDING SECRETARY

