

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, 3rd 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, MAY 7, 2024
500 East San Antonio, 3rd 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, Natalia Chaparro, Kourtney Canales, Janet Sanchez, and Maria D. Gonzalez from the Human Resources Department. A quorum was established.

PUBLIC COMMENT

Natalia Chaparro from the human resources department signed up for public comment to introduce interim Chief Human Resources, Sam A. Trujillo.

CONSENT AGENDA

MAY 07, 2024

MOTION 1 (ITEM #1)

Approve the minutes of the Civil Service Commission Regular Meeting of November 07, 2023.

-- Submitted by Janet Sanchez, Civil Service Commission Secretary

On this day, on motion of Commissioner Urrutia and second by Commissioner Farran, it is the order of the Commission to approve the November 07, 2024, Regular Meeting Minutes of the Civil Service Commission.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

MAY 07, 2024

MOTION 1 (ITEM #2)

Approve the ratification of the revised Professional Development Policy. 2977-OP

-- Submitted by Natalia Chaparro, Human Resources

On this day, on motion of Commissioner Urrutia and second by Commissioner Farran, it is the order of the Commission to approve the Approve the ratification of the revised Professional Development Policy.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

MAY 07, 2024

MOTION 1 (ITEM #3)

Approve the ratification of the revised Travel Policy and Procedure. 2976-OP

-- Submitted by Natalia Chaparro, Human Resources

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

MAY 07, 2024

MOTION 1 (ITEM #4)

Approve the ratification of the revised Performance Management and Evaluations Policy. 2748-OP

-- Submitted by Natalia Chaparro, Human Resources

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

MAY 07, 2024

MOTION 1 (ITEM #5)

Approve the ratification of the Community Center Political Activity Policy as presented by the El Paso County Community Services Department.3045-OP
-- Submitted by Natalia Chaparro, Human Resources Department

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

REGULAR AGENDA

MAY 07, 2024

MOTION 2 (ITEM #6)

Receive a presentation for the Civil Service Commission 2023 Annual Report from the Human Resources Department. Further, discuss and take appropriate action to approve the Civil Service Commission 2023 Annual Report.
-- Submitted by Natalia Chaparro, Human Resources

On this day, on motion of Commissioner Farran and seconded by Commissioner Urrutia, it is the order of the Commission to approve the Civil Service Commission 2023 Annual Report.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

MAY 07, 2024

(ITEM #7)

Receive a notification regarding the involuntary demotion of a Supervision Officer, Int. with the Criminal Justice Coordination Department, effective February 18, 2024.
-- Submitted by Natalia Chaparro, Human Resources Department

NO ACTION

MAY 07, 2024

(ITEM #8)

1. Receive a notification of the resolution of the ARM (Alternative Resolution Meeting) for Stephanie Flores, former Criminal Justice Coordination Department employee.
-- Submitted by Natalia Chaparro, Human Resources Department

NO ACTION

MAY 07, 2024

(ITEM #9)

Receive a notification of the settlement agreement reached prior to the ARM for Brenda Urbina, former Public Works employoc.

-- Submitted by Natalia Chaparro, Human Resources Department

NO ACTION

MAY 07, 2024

MOTION 3 (ITEM #10)

Discuss and take appropriate action to approve the revised Leave Procedure Policy as presented by the El Paso County Domestic Relations Office. 2749-OP

On this day, on motion of Commissioner Farran and seconded by Commissioner Urrutia, it is the order of the Commission to approve the revised Leave Procedure Policy by the El Paso County Domestic Relations Office with the commission proposed revisions.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

MAY 07, 2024

MOTION 4 (ITEM #11)

Discuss and take appropriate action to approve the following policy updates as presented by the El Paso County Criminal Justice Department: 1104-OP

- a. Chain of Command Policy
- b. Staff Ethics and Standards of Conduct Policy
- c. Dress Code Policy
- d. Leave Policy
- e. Staff Training and Development Policy
- f. Departmental Meetings Policy
- g. Social Media Usage Policy

-- Submitted by Natalia Chaparro, Human Resources Department

On this day, on motion of Commissioner Farran and seconded by Commissioner Urrutia, it is the order of the Commission to approve the revised Criminal Justice Department Policies with the commission proposed revisions.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

MAY 07, 2024

MOTION 5 (ITEM #12)

Discuss and take appropriate action to approve the Fraud, Waste, and Abuse Policy as presented by the El Paso County Auditor's Department. 4126-OP
-- Submitted by Natalia Chaparro, 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 Fraud, Waste, and Abuse Policy by the El Paso County Auditor's Department.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

ADJOURN

MAY 07, 2024

MOTION 6 (ITEM #13)

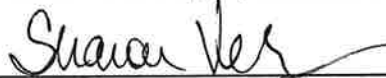
On this day, there being no further business to discuss, on motion of Commissioner Farran and seconded by Commissioner Urrutia the meeting adjourned at 1:24p.m.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

EXAMINED AND APPROVED THIS 6TH DAY IN AUGUST 2024



SHARON VOELZ, CHAIR



JANET A. SANCHEZ, RECORDING SECRETARY