

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 Human Resources Office, 500 East Overland, room 001, 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, AUGUST 6, 2024
500 East Overland room 002
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 1:02p.m. Commissioners present were Laura Urrutia, Yusuf Farran, and Sharon Voelz. Staff present were Ana Schumacher, Evette Ugues, and Anthony Martinez from the County Attorney's Office, Christina Ramirez, Natalia Chaparro, Janet Sanchez, Maria D. Gonzalez, and Yulissa Rubio 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 HR Manager, Christina Ramirez who was the HR liaison for the meeting.

CONSENT AGENDA

AUGUST 06, 2024

MOTION 1 (ITEM #1)

Approve the minutes of the Civil Service Commission Regular Meeting of May 07, 2024.

-- Submitted by Janet Sanchez, Civil Service Commission Secretary

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

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

REGULAR AGENDA

AUGUST 06, 2024

MOTION 2 (ITEM #2)

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

-- Submitted by Natalia Chaparro, Human Resources

On this day, on motion of Commissioner Farran and second by Commissioner Urrutia, it is the order of the Commission to post the position for two weeks and applicants will be considered at the next regularly scheduled Civil Service Meeting.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

AUGUST 06, 2024

MOTION 3 (ITEM #3)

Discuss and take appropriate action to approve the following policy updates as presented by the El Paso County Domestic Relations Office. 5157-OP.

-- Submitted by Natalia Chaparro, Human Resources Department

- a) Code of Integrity
- b) Code of Professionalism

On this day, on motion of Commissioner Urrutia and second by Commissioner Farran, it is the order of the Commission to approve the Code of Integrity and Code of Professionalism policies by the El Paso County Domestic Relations Office.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

AUGUST 06, 2024

MOTION 4 (ITEM #4)

Discuss and take appropriate action to approve the revised Dress Code Policy as presented by the El Paso County Clerk's Office. 5158-OP.

-- Submitted by Natalia Chaparro, 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 revised Dress Code Policy by the El Paso County Clerk's Office.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

AUGUST 06, 2024

(ITEM #5)

Receive a notification regarding the involuntary demotion of an Administrative Specialist, Int. with the Domestic Relations Office, effective July 21, 2024.

-- Submitted by Natalia Chaparro, Human Resources Department

NO ACTION

AUGUST 06, 2024

(ITEM #6)

Receive a notification of the resolution of the ARM (Alternative Resolution Meeting) for Christopher Kretschmar, Information Technology Department employee.

-- Submitted by Natalia Chaparro, Human Resources Department

NO ACTION

AUGUST 06, 2024

(ITEM #7)

Discuss and determine whether the petition to submit a Grievance Form by Daniel Marquez, former Assistant Transportation engineer with the Public Works Department is within the jurisdiction of the El Paso County Civil Service Commission.

-- Submitted by Natalia Chaparro, Human Resources Department

EXECUTIVE SESSION

AUGUST 06, 2024

MOTION 5 (ITEM #7)

Discuss and determine whether the petition to submit a Grievance Form by Daniel Marquez, former Assistant Transportation engineer with the Public Works Department is within the jurisdiction of the El Paso County Civil Service Commission.

-- Submitted by Natalia Chaparro, Human Resources Department

On this day, on motion of Commissioner Farran and seconded by Commissioner Urrutia, the Civil Service Commission Secretary Janet Sanchez announced the Civil Service Commission moved into executive session at 1:28 p.m. pursuant to Texas Government Code §551.071.

On this day, the Commission desired to consult with County Attorney representative Ana Schumacher pursuant to Texas Government Code §551.071.

OPEN SESSION

AUGUST 06, 2024

MOTION 6 and 7 (ITEM #7)

Discuss and determine whether the petition to submit a Grievance Form by Daniel Marquez, former Assistant Transportation engineer with the Public Works Department is within the jurisdiction of the El Paso County Civil Service Commission.

-- Submitted by Natalia Chaparro, Human Resources Department

On this day, the Commission reconvened in open session at 1:51 p.m. to take official action.

On this day, on motion of Commissioner Farran and seconded by Commissioner Urrutia, it is the order of the Commission to reject the motion of continuance submitted by the Public Works Department as presented by Assistant County Attorney, Bernardo Cruz.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

On this day, on motion of Commissioner Farran and seconded by Commissioner Urrutia, it is the order of the Commission to reject Daniel Marquez petition to submit a grievance form.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

AUGUST 06, 2024

(ITEM #8)

Discuss and determine whether the grievance filed by Maria Miranda, former Legal Secretary with the Public Defender's Office, on July 12, 2024, pertaining improper application of rules, regulations, and procedures and disciplinary actions taken against her without proper cause is within the jurisdiction of the El Paso County Civil Service Commission.

-- Submitted by Natalia Chaparro, Human Resources Department

EXECUTIVE SESSION

AUGUST ,06 2024

MOTION 8 (ITEM #8)

Discuss and determine whether the grievance filed by Maria Miranda, former Legal Secretary with the Public Defender's Office, on July 12, 2024, pertaining improper application of rules, regulations, and procedures and disciplinary actions taken against her without proper cause is within the jurisdiction of the El Paso County Civil Service Commission.

-- Submitted by Natalia Chaparro, Human Resources Department

On this day, on motion of Commissioner Farran and seconded by Commissioner Urrutia, the Civil Service Commission Secretary Janet Sanchez announced the Civil Service Commission moved into executive session at 2:00 p.m. pursuant to Texas Government Code §551.071.

On this day, the Commission desired to consult with County Attorney representative Ana Schumacher pursuant to Texas Government Code §551.071.

OPEN SESSION

AUGUST 06, 2024

MOTION 9 (ITEM #8)

Discuss and determine whether the grievance filed by Maria Miranda, former Legal Secretary with the Public Defender's Office, on July 12, 2024, pertaining improper application of rules, regulations, and procedures and disciplinary actions taken against her without proper cause is within the jurisdiction of the El Paso County Civil Service Commission.

-- Submitted by Natalia Chaparro, Human Resources Department

On this day, the Commission reconvened in open session at 2:27 p.m. to take official action.

On this day, on motion of Commissioner Farran and seconded by Commissioner Urrutia, it is the order of the Commission to reject the grievance pertaining improper application

of rules, regulations, and procedures and disciplinary actions taken against her without proper cause.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

AUGUST 06, 2024

MOTION 10 (ITEM #9)

Discuss and determine whether the email grievance submitted by Eric Darnell, legal representative for Blanca Gonzalez, former Program Support Coordinator with the 65th District Court, on June 30, 2024, is within the jurisdiction of the El Paso County Civil Service Commission.

-- 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 reject Blanca Gonzalez grievance.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

ADJOURN

AUGUST 06, 2024

MOTION 11 (ITEM #10)

On this day, there being no further business to discuss, on motion of Commissioner Farran and seconded by Commissioner Urrutia the meeting adjourned at 2:44p.m.

VOTE:

YES- Farran, Voelz and Urrutia

NO: None

EXAMINED AND APPROVED THIS 5TH DAY IN NOVEMBER 2024



SHARON VOELZ, CHAIR



JANET A. SANCHEZ, RECORDING SECRETARY