

COUNTY OF EL PASO



**CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
1:00 P.M., TUESDAY, FEBRUARY 11, 2020
COMMISSIONERS COURT ROOM #303
500 E. SAN ANTONIO
EL PASO, TEXAS 79901**

Chair
Matthew Keats

Commissioners
Raul Campos
Sharon Voelz

OPEN MEETING

NOTICE TO THE PUBLIC

The meeting was called to order at 1:00 p.m. Commissioners present were Matthew Keats, Raul Campos and Sharon Voelz. Staff present were Christina Sanchez, Ryan Kerr and other members from the County Attorney's Office; Reginal Powe, Michelle Cochran, Valeria Fernandez, and Maria D. Gonzalez and other staff from the Human Resources Department. A quorum was established.

PUBLIC COMMENT

None

CONSENT AGENDA

FEBRUARY 11, 2020

MOTION 1 (ITEM #1)

Approve the minutes of the Civil Service Commission Regular Meeting of November 19, 2019.

--Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to approve the November 19, 2019 Regular Meeting Minutes of the Civil Service Commission.

VOTE: YES- Campos, Voelz and Keats

NO: None

REGULAR AGENDA

FEBRUARY 11, 2020

MOTION 2 (ITEM #2)

Discuss and take appropriate action to approve the Civil Service Commission 2019 Annual Report.

-- Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to approve the Civil Service Commission 2019 Annual Report.

VOTE: YES- Campos, Voelz and Keats

NO: None

FEBRUARY 11, 2020

MOTION 3 (ITEM #3)

Discuss and take appropriate action to approve the revised Civil Service Coverage and Exclusions Policy.

--Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, this item was deleted.

VOTE: YES- Campos, Voelz and Keats

NO: None

FEBRUARY 11, 2020

MOTION 4 (ITEM #4)

Discuss and take appropriate action to approve the revised Foreword Policy.

--Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to approve the revised Foreword Policy.

VOTE: YES- Campos, Voelz and Keats

NO: None

FEBRUARY 11, 2020

MOTION 5 (ITEM #5)

Discuss and take appropriate action to approve the revised Anti-Harassment Policy.

--Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to approve the revised Anti-Harassment Policy.

VOTE: YES- Campos, Voelz and Keats
NO: None

FEBRUARY 11, 2020

(ITEM #6)

Notify the Civil Service Commission of the acceptance of the 1st Agreed Motion for Continuance in the grievance filed by Yolanda Juarez on January 6, 2020.

--Melissa M. Carrillo, Human Resources Department

No action was taken on this item.

FEBRUARY 11, 2020

(ITEM #7)

Notify the Civil Service Commission of the acceptance of the 1st Agreed Motion for Continuance in the grievance filed by Mayra De La Canal on January 8, 2020.

-- Melissa M. Carrillo, Human Resources Department

No action was taken on this item.

FEBRUARY 11, 2020

MOTION 6 (ITEM #8)

Discuss and take appropriate action to accept the Motion to Dismiss the grievance filed by Yolanda Rodela on August 29, 2019.

-- Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to accept the dismissal of the grievance filed by Yolanda Rodela on August 29, 2019.

VOTE: YES- Campos, Voelz and Keats
NO: None

FEBRUARY 11, 2020

MOTION 7 (ITEM #9)

Discuss and take appropriate action to determine Jurisdiction on Grievance filed/dated January 9, 2020 by Araceli Sanchez, Administrative Specialist, Senior, Justice of the Peace, Precinct #4, pertaining to Termination.

-- (Araceli Sanchez, Administrative Specialist, Senior, Justice of the Peace, Pct. #4)
(Ian Kaplan, Assistant County Attorney)

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, this item was deleted.

VOTE: YES- Campos, Voelz and Keats

NO: None

ADJOURN

MOTION 8 (ITEM #10)

On this day, there being no further business to discuss, on motion of Commissioner Campos and seconded by Commissioner Voelz the meeting adjourned at 1:09 p.m.

VOTE: YES – Campos, Voelz and Keats

NO: None

EXAMINED AND APPROVED THIS 7TH DAY IN APRIL 2020



MATTHEW KEATS, CHAIR



MARIA D. GONZALEZ, RECORDING SECRETARY