

Due to the El Paso County Declaration of Local Disaster for the Public Health Emergency regarding COVID-19 Virus and Commissioners Court order on March 16, 2020, County Board meetings are required to be cancelled or conducted through electronic conferencing. This meeting will only be accessible through the YouTube channel called "El Paso County, Texas Public Meetings." 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 5, 2020

YouTube Channel: El Paso County, Texas Public Meetings

<https://www.youtube.com/channel/UCiMSJrIbRPMdITh69bCmogQ>

Chair
Matthew Keats

Commissioners
Raul Campos
Sharon Voelz

OPEN MEETING

NOTICE TO THE PUBLIC

The meeting was called to order at 1:03 p.m. Commissioners present were Matthew Keats, Raul Campos and Sharon Voelz. Staff present were Ryan Kerr, Evette Ugues and other members from the County Attorney's Office; Reginal Powe, Michelle Cochrane, Valeria Fernandez, and Maria D. Gonzalez and other staff from the Human Resources Department. A quorum was established.

PUBLIC COMMENT

None

CONSENT AGENDA

MAY 5, 2020

MOTION 1 (ITEM #1)

Approve the minutes of the Civil Service Commission Special Meeting of April 7, 2020.
--Melissa M. Carrillo, Human Resources Department

On this day, on motion of Commissioner Voelz and seconded by Commissioner Campos, it is the order of the Commission to approve the April 7, 2020 Special Meeting Minutes of the Civil Service Commission.

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

REGULAR AGENDA

MAY 5, 2020

MOTION 2 (ITEM #2)

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, it is the order of the Commission to approve the revised Civil Service Coverage and Exclusions Policy.

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

MAY 5, 2020

MOTION 3 (ITEM #3)

Discuss and take appropriate action to approve the revised Performance Management and Evaluation 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 postpone Agenda Item #3.

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

MAY 5, 2020

MOTION 4 (ITEM #4)

Discuss and take appropriate action to approve the revised Dress Code Policy from the El Paso County Information Technology Department.

--Christopher Stathis, Information Technology 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 Dress Code Policy from the El Paso County Information Technology Department.

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

MAY 5, 2020

MOTION 5 (ITEM #5)

Discuss and take appropriate action to approve the Policies and Procedures from the El Paso County Facilities Management Department, OP-19-047.

--Robin Sully, Facilities Management Department

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to approve the Policies and Procedures from the El Paso County Facilities Management Department, OP-19-047.

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

MAY 5, 2020

(ITEM #6)

Notify the Civil Service Commission that the grievance filed by Yolanda Juarez on January 6, 2020, pertaining to Suspension, was withdrawn by the grievant.

--Melissa M. Carrillo, Human Resources Department

No action was taken on this item.

OPEN SESSION

MAY 5, 2020

MOTION 6 (ITEM #8)

Take appropriate action to determine Jurisdiction on a Grievance filed/dated April 13, 2020 by Severo Estrada, Fleet Mechanic, Fleet Operations Department, pertaining to Suspension.

--(Severo Estrada, Fleet Mechanic, Fleet Operations Department)
(Michael Gomez, Assistant County Attorney)

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission that they do not have Jurisdiction on the Grievance filed/dated April 13, 2020 by Severo Estrada, Fleet Mechanic, Fleet Operations Department.

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

EXECUTIVE SESSION

MAY 5, 2020

MOTION 7 (ITEM #7)

Discuss to determine Jurisdiction a Grievance filed/dated April 13, 2020 by Severo Estrada, Fleet Mechanic, Fleet Operations Department, pertaining to Suspension.
--(Severo Estrada, Fleet Mechanic, Fleet Operations Department)
(Michael Gomez, Assistant County Attorney)

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

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

OPEN SESSION

ADJOURN

MOTION 8 (ITEM #9)

On this day, there being no further business to discuss, on motion of Commissioner Campos and seconded by Commissioner Voelz the meeting adjourned at 1:20 p.m.

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

EXAMINED AND APPROVED THIS 25TH DAY IN AUGUST 2020



MATTHEW KEATS, CHAIR



MARIA D. GONZALEZ, RECORDING SECRETARY