

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, DECEMBER 1, 2020

YouTube Channel: El Paso County, Texas Public Meetings

<https://www.youtube.com/channel/UCiMSJrIbRPMdITH69bCmogQ>

#### *Chair*

Matthew Keats (Present)

#### *Commissioners*

Raul Campos (Present)

Sharon Voelz (Present)

### OPEN MEETING

#### NOTICE TO THE PUBLIC

The meeting was called to order at 1:01 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.

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### PUBLIC COMMENT

None

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### CONSENT AGENDA

DECEMBER 01, 2020

MOTION 1 (ITEM #1)

Approve the minutes of the Civil Service Commission Special Meeting of October 6, 2020.

--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 October 6, 2020 Special Meeting Minutes of the Civil Service Commission.

VOTE:

YES- Campos, Voelz and Keats

NO: None

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## **REGULAR AGENDA**

**DECEMBER 01, 2020**

**MOTION 2 (ITEM #2)**

Discuss and take appropriate action to approve the calendar for the 2021 regularly scheduled Civil Service Commission Meetings

-- 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 2021 regularly scheduled Civil Service Commission Meetings.

VOTE:

YES- Campos, Voelz and Keats

NO: None

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**DECEMBER 01, 2020**

**MOTION 3 (ITEM #3)**

Discuss and take appropriate action to approve the revised Vacation Leave 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 Vacation Leave Policy.

VOTE:

YES- Campos, Voelz and Keats

NO: None

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**DECEMBER 01, 2020**

**(ITEM #4)**

Notify the Civil Service Commission regarding the revised Compensatory Time Policy from the El Paso County Human Resources Department OP-20-1454.

--Melissa M. Carrillo, Human Resources Department

No action was taken on this item.

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**DECEMBER 01, 2020**

**(ITEM #5)**

Notify the Civil Service Commission regarding the revised Holiday Leave Policy from the El Paso County Human Resources Department OP-20-1455.

--Melissa M. Carrillo, Human Resources Department

No action was taken on this item.

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**DECEMBER 01, 2020**

**(ITEM #6)**

Notify the Civil Service Commission regarding the revised Supplemental Hazard Pay for COVID-19 Policy from the El Paso County Human Resources Department OP-20-1435.

--Melissa M. Carrillo, Human Resources Department

No action was taken on this item.

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**DECEMBER 01, 2020**

**(ITEM #7)**

Notify the Civil Service Commission regarding the revised Promotions Policy from the El Paso County Human Resources Department OP-20-1416.

--Melissa M. Carrillo, Human Resources Department

No action was taken on this item.

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**DECEMBER 01, 2020**

**(ITEM #8)**

Notify the Civil Service Commission of the acceptance of the 1<sup>st</sup> Agreed Motion for Continuance in the grievance filed by Bianca Sandoval on November 10, 2020.

--Melissa M. Carrillo, Human Resources Department

No action was taken on this item.

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**DECEMBER 01, 2020**

**(ITEM #9)**

Discuss a Grievance filed/dated September 3, 2020 by Marcos Chavez, Sergeant Deputy Constable, Constable Precinct #3, pertaining to Termination.

-- (Marcos Chavez, Sergeant Deputy Constable, Constable Precinct #3)  
(Amanda Frizzelle, Assistant County Attorney)

On this day, both parties requested a second motion for continuance from the Civil Service Commission.

No action was taken on this item.

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**DECEMBER 01, 2020**

**MOTION 4 (ITEM #10)**

Take appropriate action on a Grievance filed/dated September 3, 2020 by Marcos Chavez, Sergeant Deputy Constable, Constable Precinct #3, pertaining to Termination.  
-- (Marcos Chavez, Sergeant Deputy Constable, Constable Precinct #3)  
(Amanda Frizzelle, Assistant County Attorney)

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to approve the second motion for continuance in the grievance filed by Marcos Chavez on September 3, 2020.

**VOTE:**

YES- Campos, Voelz and Keats

NO: None

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**ADJOURN**

**MOTION 5 (ITEM #11)**

On this day, there being no further business to discuss, on motion of Commissioner Campos and seconded by Commissioner Voelz the meeting adjourned at 1:16 p.m.

**VOTE:**

YES- Campos, Voelz and Keats

NO: None

**EXAMINED AND APPROVED THIS 5TH DAY IN JANUARY 2021**

  
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MATTHEW KEATS, CHAIR

  
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JANET A. SANCHEZ, RECORDING SECRETARY