

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, AUGUST 3, 2021**

**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 1:04p.m. Commissioners present were Raul Campos, Sharon Voelz and Chair Matthew Keats. Staff present were Ana Schumacher, Christina Sanchez, and other members from the County Attorney's Office; Reginal Powe, Michelle Cochrane, Janet Sanchez, and Claudia Soriano from the Human Resources Department. A quorum was established.

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**PUBLIC COMMENT**

A comment was made by Michelle Cochrane from the Human Resources Department to notify the commission that all meetings after August will be conducted in-person.

A comment was made by Michelle Cochrane from the Human Resources Department to notify the commission that Melissa Carrillo was promoted and therefore will no longer conduct the functions of the Chief Human Resources Officer.

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**CONSENT AGENDA**

1. Approve the minutes of the Civil Service Commission Special Meeting of June 1, 2021.  
--Sam A. Trujillo, Human Resources Department

On this day, on motion of Commissioner Voelz and seconded by Commission Campos, it is the order of the Commission to approve the June 1, 2021, Special Meeting Minutes of the Civil Service Commission.

VOTE:

YES- Voelz, Campos, Keats

NO:

No Vote:

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**REGULAR AGENDA**

2. Discuss and take appropriate action to approve the revised Educational Assistance Program from the El Paso County, Human Resources Department. OP-21-0867  
-- Sam A. Trujillo, 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 Educational Assistance Program

VOTE:

YES- Voelz, Campos and Keats

NO:

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3. Discuss and take appropriate action to approve the revised Promotions Policy from the El Paso County, Human Resources Department. OP-21-0708  
-- Sam A. Trujillo, 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 Promotions Policy.

VOTE:

YES- Voelz, Campos and Keats

NO:

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4. Discuss and take appropriate action to approve the revised Employment Definitions Policy from the El Paso County, Human Resources Department. OP-21-0991  
-- Sam A. Trujillo, 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 approval of the revised Employment Definitions Policy.

VOTE:

YES- Voelz, Campos and Keats

NO:

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5. Notify the Civil Service Commission regarding the involuntary demotion of a Court Clerk, Intermediate within the District Clerk's Office, effective date May 2, 2021.  
-- Sam A. Trujillo, Human Resources Department

No Action was taken on this item.

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6. Notify the Civil Service Commission regarding the involuntary demotion of an Administrative Specialist, Senior within the District Clerk's Office, effective date June 13, 2021.  
-- Sam A. Trujillo, Human Resources Department

No Action was taken on this item.

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7. ADJOURN

On this day, there being no further business to discuss the meeting adjourned at 1:11 p.m.

VOTE:

YES- Campos, Voelz and Keats

NO: None

**EXAMINED AND APPROVED THIS 9<sup>TH</sup> DAY IN NOVEMBER 2021**

  
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SHARON VOELZ FOR MATTHEW KEATS, CHAIR

  
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JANET A. SANCHEZ, RECORDING SECRETARY