

COUNTY OF EL PASO



**CIVIL SERVICE COMMISSION  
REGULAR MEETING MINUTES  
1:00 P.M., THURSDAY, JUNE 27, 2019  
COUNTY JUDGES CONFERENCE ROOM #301  
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 1:02 p.m. Commissioners present were Matthew Keats, Raul Campos and Sharon Voelz. Staff present were Christina Ford, Patricia Lopez 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**

A comment was made by Michelle Cochrane from the Human Resources Department to notify the commission that we will be taking pictures of the Civil Service Commissioners during the next scheduled regular meeting of the Civil Service Commission.

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**CONSENT AGENDA**

**JUNE 27, 2019**

**MOTION 1 (ITEM #1)**

Approve the minutes of the Civil Service Commission Special Meeting of April 15, 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 April 15, 2019 Special Meeting Minutes of the Civil Service Commission.

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

**REGULAR AGENDA**

**JUNE 27, 2019**

**MOTION 2 (ITEM #2)**

Discuss and take appropriate action to approve the Office Policies from the Justice of the Peace Precinct #6-1.

-- Judge Ruben Lujan, Justice of the Peace Precinct #6-1

On this day, on motion of Commissioner Voelz and seconded by Commissioner Campos, it is the order of the Commission to approve the Office Policies from the Justice of the Peace Precinct #6-1.

VOTE: YES- Campos, Voelz and Keats

NO: None

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**JUNE 27, 2019**

**MOTION 3 (ITEM #3)**

Discuss and take appropriate action to approve the Civil Service Commission 2018 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 2018 Annual Report.

VOTE: YES- Campos, Voelz and Keats

NO: None

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**JUNE 27, 2019**

**MOTION 4 (ITEM #4)**

Discuss and take appropriate action to approve the revised County Holiday 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 County Holiday Policy.

VOTE: YES- Campos, Voelz and Keats

NO: None

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**JUNE 27, 2019**

**MOTION 5 (ITEM #5)**

Discuss and take appropriate action to approve the revised Overpayments, Underpayments, & Repayment 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 Overpayments, Underpayments, & Repayment Policy.

VOTE: YES- Campos, Voelz and Keats

NO: None

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**JUNE 27, 2019**

**MOTION 6 (ITEM #6)**

Discuss and take appropriate action to delete the postponed agenda item #6 from the February 5, 2019 Regular Meeting that reads "Discuss and take appropriate action to approve the Human Resources Department Employee Handbook from the El Paso County Human Resources Department."

-- 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 delete the postponed agenda item #6 from the February 5, 2019 Regular Meeting that reads "Discuss and take appropriate action to approve the Human Resources Department Employee Handbook from the El Paso County Human Resources Department."

VOTE: YES- Campos, Voelz and Keats

NO: None

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**JUNE 27, 2019**

**MOTION 7 (ITEM #7)**

Discuss and take appropriate action to determine Jurisdiction on Grievance filed/dated May 13, 2019 by Judge Ruben Lujan, Justice of the Peace Precinct #6-1.

-- Judge Ruben Lujan, Justice of the Peace Precinct #6-1

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to deny Jurisdiction on the Grievance filed/dated May 13, 2019 by Judge Ruben Lujan, Justice of the Peace Precinct #6-1.

VOTE: YES- Campos, Voelz and Keats

NO: None

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**GRIEVANCES**

**JUNE 27, 2019**

**(ITEM #9)**

Discuss a Grievance filed/dated December 10, 2018 by Marcos Chavez, Sgt. Deputy Constable, Constable Precinct #3, pertaining to Termination.

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

An amendment was made to Regular Agenda Item #9 to read "Discuss a Grievance filed/dated December 10, 2018 by Marcos Chavez, Sgt. Deputy Constable, Constable Precinct #3, pertaining to employee disciplinary report."

Amanda Frizzelle, Assistant County Attorney on behalf of the County and Constable Precinct #3, requested the grievance be dismissed since the grievant and his representative did not submit a motion for continuance nor were present for the Meeting.

No action was taken on this item. The action taken is on Item #11.

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**OPEN SESSION**

**JUNE 27, 2019**

**(ITEM #8)**

Discuss a Grievance filed/dated December 19, 2018 by Gilbert Mijarez, Public Works Building Manager, Facilities Maintenance Department, pertaining to Termination.

-- (Gilbert Mijarez, Public Works Building Manager, Facilities Maintenance Department)  
(Ian Kaplan, Assistant County Attorney)

Bruce Ponder, Attorney for grievant Gilbert Mijarez, announced that the grievant requested that Item #8 be heard in Executive Session. County Attorney Ian Kaplan was not opposed to it.

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**EXECUTIVE SESSION**

**JUNE 27, 2019**

**(ITEM #8)**

Discuss a Grievance filed/dated December 19, 2018 by Gilbert Mijarez, Public Works Building Manager, Facilities Maintenance Department, pertaining to Termination.

-- (Gilbert Mijarez, Public Works Building Manager, Facilities Maintenance Department)  
(Ian Kaplan, Assistant County Attorney)

On this day, Civil Service Commission Secretary Maria D. Gonzalez announced the Civil Service Commission moved into executive session at 1:23 p.m. pursuant to Texas Government Code §551.074.

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

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**CLOSED SESSION**

**JUNE 27, 2019**

**(ITEM #8)**

Discuss a Grievance filed/dated December 19, 2018 by Gilbert Mijarez, Public Works Building Manager, Facilities Maintenance Department, pertaining to Termination.

-- (Gilbert Mijarez, Public Works Building Manager, Facilities Maintenance Department)  
(Ian Kaplan, Assistant County Attorney)

On this day, the Commission went into Closed Session at 2:41 p.m. pursuant to Texas Government Code §551.071 and exits Closed Session at 2:48 p.m.

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**OPEN SESSION**

**JUNE 27, 2019**

**MOTION 8 (ITEM #10)**

Take appropriate action on a Grievance filed/dated December 19, 2018 by Gilbert Mijarez, Public Works Building Manager, Facilities Maintenance Department, pertaining to Termination

-- (Gilbert Mijarez, Public Works Building Manager, Facilities Maintenance Department)  
(Ian Kaplan, Assistant County Attorney)

On this day, the Commission reconvened in open session at 2:49 p.m. to take official action.

On this day, on motion of Commissioner Campos and seconded by Commissioner Voelz, it is the order of the Commission to uphold the termination of Gilbert Mijarez, Public Works Building Manager, Facilities Maintenance Department.

VOTE: YES- Campos, Voelz and Keats

NO: None

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**JUNE 27, 2019**

**MOTION 9 (ITEM #11)**

Take appropriate action on a Grievance filed/dated December 10, 2018 by Marcos Chavez, Sgt. Deputy Constable, Constable Precinct #3, pertaining to employee disciplinary report.

-- (Marcos Chavez, Sgt. 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 dismiss a Grievance filed/dated December 10, 2018 by Marcos Chavez, Sgt. Deputy Constable, Constable Precinct #3, pertaining to employee disciplinary report.

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

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**ADJOURN**

**MOTION 10 (ITEM #12)**

On this day, there being no further business to discuss, on motion of Commissioner Campos and seconded by Commissioner Voelz the meeting adjourned at 2:52 p.m.

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

**EXAMINED AND APPROVED THIS 19TH DAY IN SEPTEMBER 2019**



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MATTHEW KEATS, CHAIR



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MARIA D. GONZALEZ, RECORDING SECRETARY