

This meeting may include one or more Commissioners that will participate by videoconference, and El Paso County employees that will participate by videoconference, which is allowed pursuant to Texas Government Code Section 551.127. A quorum of the Civil Service Commission will be physically present at the Enrique Moreno Courthouse, 500 East San Antonio, Alicia Chacon Commissioners Courtroom, 3rd floor, room 303, El Paso, Texas 79901. The meeting is open to the public during the open portions of the meeting, and the Commissioner participating by video conference shall be visible and audible to the public for as long as the Commissioner is able to participate. 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 AGENDA 1:00 P.M., TUESDAY, MAY 7, 2024

FILED FOR RECORD
IN MY OFFICE

2024 MAY 03 PM 12:03

DELIA BRIONES
COUNTY CLERK
EL PASO COUNTY, TEXAS

Chair
Sharon Voelz

Commissioners
Yusuf E. Farran
Laura Urrutia

OPEN MEETING

NOTICE TO THE PUBLIC

All matters listed under the Consent Agenda will be considered by the Civil Service Commissioners to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Court or persons in the audience request that specific items be removed from the Consent Agenda to the Regular Agenda for discussion prior to the time the Court votes on the motion to adopt the Consent Agenda.

All matters listed on the Consent or Regular Agenda may be discussed in executive session at the option of the El Paso County Civil Service Commission and following oral announcement, if an appropriate exception to the open meeting requirement of the Texas Open Meetings Act is applicable.

PUBLIC COMMENT

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.

Speaking time limits will be observed. During Public Comment, the speaking time limit is five (5) minutes per person. During discussion of an agenda item, the speaking time limit is five (5) minutes per person. Time cannot be delegated from one speaker to another.

CONSENT AGENDA

1. Approve the minutes of the Civil Service Commission Regular Meeting of November 07, 2023.
-- Submitted by Janet Sanchez, Civil Service Commission Secretary
2. Approve the ratification of the revised Professional Development Policy. 2977-OP
-- Submitted by Natalia Chaparro, Human Resources
3. Approve the ratification of the revised Travel Policy and Procedure. 2976-OP
-- Submitted by Natalia Chaparro, Human Resources
4. Approve the ratification of the revised Performance Management and Evaluations Policy. 2748-OP
-- Submitted by Natalia Chaparro, Human Resources
5. Approve the ratification of the Community Center Political Activity Policy as presented by the El Paso County Community Services Department. 3045-OP
-- Submitted by Natalia Chaparro, Human Resources Department

REGULAR AGENDA

6. Receive a presentation for the Civil Service Commission 2023 Annual Report from the Human Resources Department. Further, discuss and take appropriate action to approve the Civil Service Commission 2023 Annual Report.
-- Submitted by Natalia Chaparro, Human Resources
7. Receive a notification regarding the involuntary demotion of a Supervision Officer, Int. with the Criminal Justice Coordination Department, effective February 18, 2024.
-- Submitted by Natalia Chaparro, Human Resources Department
8. Receive a notification of the resolution of the ARM (Alternative Resolution Meeting) for Stephanie Flores, former Criminal Justice Coordination Department employee.
-- Submitted by Natalia Chaparro, Human Resources Department
9. Receive a notification of the settlement agreement reached prior to the ARM for Brenda Urbina, former Public Works employee.
-- Submitted by Natalia Chaparro, Human Resources Department
10. Discuss and take appropriate action to approve the revised Leave Procedure Policy as presented by the El Paso County Domestic Relations Office. 2749-OP
-- Submitted by Natalia Chaparro, Human Resources Department

11. Discuss and take appropriate action to approve the following policy updates as presented by the El Paso County Criminal Justice Department: 4104-OP

- a. Chain of Command Policy
- b. Staff Ethics and Standards of Conduct Policy
- c. Dress Code Policy
- d. Leave Policy
- e. Staff Training and Development Policy
- f. Departmental Meetings Policy
- g. Social Media Usage Policy

-- Submitted by Natalia Chaparro, Human Resources Department

12. Discuss and take appropriate action to approve the Fraud, Waste, and Abuse Policy as presented by the El Paso County Auditor's Department. 4126-OP

-- Submitted by Natalia Chaparro, Human Resources Department

13. ADJOURN