

EL PASO COUNTY SHERIFF'S OFFICE



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2019 APR -9 AM 9: 38

Bertha Bronies

**COUNTY CLERK
EL PASO COUNTY, TEXAS**

CIVIL SERVICE COMMISSION

REGULAR MEETING MINUTES

1:30 P.M. MONDAY, JANUARY 7, 2019

SHERIFF'S HEADQUARTERS

3850 JUSTICE ROAD

SHERIFF'S CONFERENCE ROOM

EL PASO, TEXAS 79938

Chair

Fermin Acosta Jr.

Commissioner

Maria Elvira Williams

Bertha A. Gallardo

OPEN MEETING

The meeting was called to order at 1:32 pm. Members present were Chair Acosta and Commissioner Williams. County personnel present were Marilyn Mungerson, from the County Attorney's Office; Ludy Velo, Natalia Chaparro and Suky Gomez, from the Human Resources Department; Bill Ellis from the Sheriff's Office, and Holly Lytle from the County Attorney's Office. Not present Commissioner Gallardo.

PUBLIC COMMENT

Ludy Velo introduced Natalia Chaparro as the Civil Service Liaison and as independent HR representative who will help with the guidance and advice without knowing the details of the agenda items or grievance.

APPROVE – CONSENT AGENDA

JANUARY 7, 2019

MOTION #1 (ITEM #1&2)

Approve the minutes of the Special Meeting for the Sheriff's Civil Service Commission on September 17, 2018.

Approve notification to the Commission of the appeal letter of termination on Officer Karla Rubio, Internal Affairs Case Number SOIA2018-009.

On this day, on motion of Commissioner Williams, seconded by Chair Acosta, it is the order of the Commission to approve item one and two. The motion carried by majority vote of the commission.

VOTE: YES – Chair Acosta, Commissioner Williams
NO – None
ABSENT: Commissioner Gallardo

REGULAR AGENDA

JANUARY 7, 2019

MOTION #2 (ITEM #3)

Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 2 *Employment – Employment Procedure*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. (Time of Recording 2:50)

On this day, on motion of Commissioner Williams, seconded by Chair Acosta, it is the order of the Commission to approve the recommended changes to Chapter 2, Section 2 *Employment – Employment Procedure*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. After Ludy Velo from Human Resources provided a synopsis and explained policy is being revised from Employment Procedure to New Hire Procedures with more detail as to the hiring process with electronic applications, testing, pre-employment, backgrounds, and new hire orientation. Chair Acosta asked, "out of curiosity do you outsource verification references." Ludy Velo further explained that we do have investigators within the Sheriff's office that do the backgrounds to include polygraph for the Detention Officers and the County does have an independent vendor. No other comments or concerns were addressed by the commission, the motion carried by majority vote of the commission.

VOTE: YES – Chair Acosta, Commissioner Williams
NO – None
ABSENT: Commissioner Gallardo

JANUARY 7, 2019

MOTION #3 (ITEM #4)

Discuss and take appropriate action to approve recommended changes to Chapter 2, Section 14 *Employment – Work Hours Scheduling*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. (Time of Recording 4:50)

On this day, on motion of Commissioner Williams, seconded by Chair Acosta, it is the order of the Commission to approve the recommended changes to Chapter 2, Section 14 *Employment – Work Hours Scheduling*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations. After Ludy Velo from Human Resources provided a synopsis and the significant changes to add flex schedule which gives the opportunity to both the supervisor and employee to have a specific flex schedule, it's beneficial for the department, and good morale practice for the employees to use less leave. Commissioner Williams asked, "is this something the supervisor has to approve." Ludy Velo from the Human Resources responded, "this has to be approved by the Sheriff."

Commissioner Williams asked, "what kind of positions are this for, who can do that." Ludy Velo from the Human Resources responded, "Civilian positions." Chair Acosta asked, "It is my understanding that we are trying to do clean up and catch up to match policies with the County policies." Ludy Velo from Human Resources responded, "this changes is again is to incorporate the language with the County and the County has been practicing the flex schedule." Ludy Velo from the Human Resources also noted a minor correction under 2.14.03 by adding the word "are." No other comments or concerns were addressed by the commission, the motion carried by majority vote of the commission.

VOTE: YES – Chair Acosta, Commissioner Williams
NO – None
ABSENT: Commissioner Gallardo

MEETING ADJOURNED

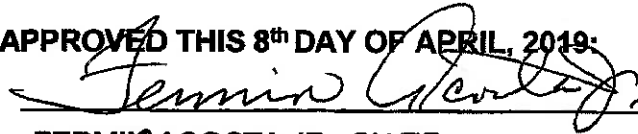
JANUARY 7, 2019

MOTION #4 (ITEM #5)

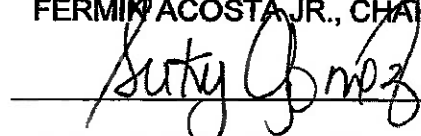
On this day, there being no further business to discuss, Commissioner Williams moved to adjourn the meeting at 1:41 p.m., seconded by Chair Acosta. The motion carried by majority vote of the commission.

VOTE: YES – Chair Acosta, Commissioner Williams
NO – None
ABSENT: Commissioner Gallardo

EXAMINED AND APPROVED THIS 8th DAY OF APRIL, 2019:



FERMIN ACOSTA JR., CHAIR



SUKY GOMEZ, RECORDING SECRETARY