

EL PASO COUNTY SHERIFF'S OFFICE



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CIVIL SERVICE COMMISSION

Debra Brown
COUNTY CLERK
EL PASO COUNTY, TEXAS

REGULAR MEETING MINUTES

1:30 P.M. MONDAY, APRIL 8, 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 1:30 pm. Members present were Chair Acosta and Commissioner Williams. County personnel present were Marilyn Mungerson and Holly Lytle, from the County Attorney's Office; Ludy Velo, Natalia Chaparro and Suky Gomez, from the Human Resources Department. Not present Commissioner Gallardo.

PUBLIC COMMENT

No public comment.

APPROVE – CONSENT AGENDA

APRIL 8, 2019

MOTION #1 (ITEM #1)

Approve the minutes of the Regular Meeting for the Sheriff's Civil Service Commission on January 7, 2019.

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 #2)

Discuss and take appropriate action to approve recommended changes to Chapter 5, Section 11 *Leave Policies – Pooled Leave for Emergencies*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.

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 5, Section 11 *Leave Policies – Pooled Leave for Emergencies*, 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 has always been in place and now is being revised as part of our cleanup project and adding it to the Civil Service Rules. Chair Acosta asked, "where we abiding by it." Ludy Velo from Human Resources explained, "we have been abiding by this policy". Holly Lytle, County Attorney's office briefly explained, that the old rules referenced the County policy so we are just observing by the County policy. Ludy Velo from the Human Resources also noted a minor correction under 5.11.05 by adding the word "in." next to pregnancy. 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

APRIL 8, 2019

MOTION #3 (ITEM #3)

Discuss and take appropriate action to approve recommended changes to Chapter 5, Section 13 *Leave Policies – Family and Medical Leave*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.

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 5, Section 13 *Leave Policies – Family and Medical Leave*, 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 that this policy is a new policy and has been practiced by the County, but was not under the Civil Service Rules. 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

APRIL 8, 2019

MOTION #4 (ITEM #4)

Discuss and take appropriate action to approve recommended changes to Chapter 7, Section 1 *Performance Evaluation System*, of the El Paso County Sheriff's Office Civil Service Commission Rules and Regulations.

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 7, Section 1 *Performance Evaluation System*, 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 the Performance Management and evaluations process and policies; which allows management to provide feedback and guidance to meet objectives and goals for the employee and if management would like to use quarterly forms (every 3 months) and then the annual evaluation. The difference would be that the previous evaluation had a score and the new one would only include: meet standards, exceed standards, and below standards as appose to a number. Commissioner Williams asked, "If there was an employee who needs improvement, what is the process to help them get along and help them keep their job." Ludy Velo from Human Resources explained that having the quarterly forms will help with addressing deficiencies and will allow feedback throughout the year. We also have the performance improvement plan available. Commissioner Williams stated, "So ultimately at the fourth period that they are evaluated and they are not performing at that time that's when they are terminated." Ludy Velo from Human Resources further explained, we have the probationary evaluations which are done monthly. Annual evaluations are done when they have been in their position for a year. If they don't pass evaluation they won't receive their step, this applies to civilians only not officers. No other comments or concerns were addressed by the commission, the motion carried by majority vote of the commission.

MEETING ADJOURNED

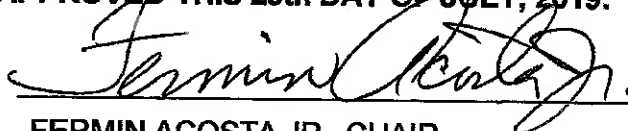
APRIL 8, 2019

MOTION #5 (ITEM #5)

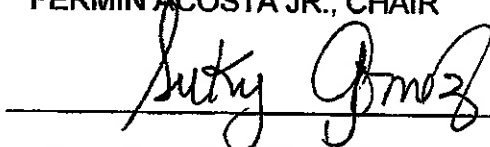
On this day, there being no further business to discuss, Commissioner Williams moved to adjourn the meeting at 1:37 p.m., seconded by Chair Acosta. The motion carried by majority vote of the commission.

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

EXAMINED AND APPROVED THIS 29th DAY OF JULY, 2019:



FERMIN ACOSTA JR., CHAIR



SUKY GOMEZ, RECORDING SECRETARY