



## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
FAX (915) 546-8126

**COMMISSIONERS:**

LUPE BAIN, CHAIRPERSON  
RICHARD YETTER  
MARIO J. MARTINEZ

**MINUTES OF FEBRUARY 7, 1994**

**COMMISSIONERS PRESENT:** LUPE BAIN, CHAIRPERSON  
RICHARD YETTER  
MARIO MARTINEZ

**OTHERS PRESENT:** NITA CORRAL-NAVA, DIRECTOR *new for RB*  
OF PERSONNEL & CIVIL SERVICE ADM.  
ESTELA SALGADO, RECORDING SECRETARY

---

The El Paso County Civil Service Commission met in Commissioner's Court Chambers, Room 303 and was called to order at 4:10 P.M. by Lupe Bain, Chairperson.

ITEM #1 DISCUSS AND TAKE APPROPRIATE ACTION ON MINUTES OF SPECIAL MEETINGS OF JANUARY 25, 1994 AND FEBRUARY 1, 1994.

**ACTION:** RICHARD YETTER MOTIONED TO APPROVE THE MINUTES OF THE SPECIAL MEETINGS OF JANUARY 25, 1994 AND FEBRUARY 1, 1994. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #2 DISCUSSION OF CIVIL SERVICE RULE 2.26 ON NEPOTISM RULING DATED OCTOBER 19, 1993 SUBMITTED TO WILLIAM REED.

**ACTION:** NO ACTION WAS TAKEN. THIS WAS ONLY AN INFORMATION ITEM.

ITEM #3 DISCUSS AND TAKE APPROPRIATE ACTION ON SICK LEAVE POLICY AS SUBMITTED.

**ACTION:** MARIO MARTINEZ MOTIONED TO CHARGE AGAINST THE ANNUAL LEAVE FOR ANY EMPLOYEE WHO CLAIMS TO BE SICK AND IS NOT. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #4 DISCUSS AND TAKE APPROPRIATE ACTION ON NEW COUNTY SEXUAL HARASSMENT POLICY.

ACTION: MARIO MARTINEZ MOTIONED TO APPROVE AS AMENDED, THE FINALIZED SEXUAL HARASSMENT POLICY SUBMITTED BY THE COUNTY ATTORNEY'S OFFICE. LUPE BAIN SECONDED. MOTION CARRIED.

GRIEVANCE

ITEM #5 MARY LOU GALLEGOS, DIR. OF CONVENTIONS SVCING, TOURIST AND CONVENTION. (TOM CARADONIO, EXECUTIVE DIRECTOR, GREATER EL PASO CIVIC, CONVENTION AND TOURISM CENTER)

ACTION: LUPE BAIN MOTIONED THAT THE RETALIATION BE DISCONTINUED BY THE EXECUTIVE DIRECTOR, TOM CARADONIO, WITH A CONSCIENTIOUS EFFORT TO WORK OUT DIFFERENCES, AND THAT ALL MATERIAL OF A DRUG TESTING NATURE BE DESTROYED AND REMOVED FROM THE PERSONNEL FILE, THE DEPARTMENTAL FILE, AND ANY OTHER OFFICE FILE THAT MAY BE IN EXISTENCE. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #6 LIDIA SAMANIEGO, CLERK, DISTRICT CLERK'S OFFICE (EDIE RUBALCABA, DISTRICT CLERK)

ACTION: LUPE BAIN, CHAIRPERSON VOLUNTARILY RECUSED HERSELF FROM THIS HEARING DUE TO THE POTENTIAL CONFLICT THAT EXISTS BY HER ACQUAINTANCE WITH A KEY WITNESS IN THIS GRIEVANCE.

FIRST MOTION: RICHARD YETTER MOTIONED THAT THE GRIEVANCES FILED BY MS. LIDIA SAMANIEGO RELATING TO HER LETTERS OF WARNING AND DISMISSAL ARE NOT COVERED BY THE CIVIL SERVICE RULES AND REGULATIONS UNDER RULE 8.01. MARIO MARTINEZ SECONDED. MOTION CARRIED.

SECOND MOTION: MARIO MARTINEZ MOTIONED TO GRANT A CONTINUANCE TO GRIEVANT ALLOWING HER THE TIME NEEDED TO OBTAIN REPLACEMENT OF REPRESENTATION AND TABLED THE GRIEVANCE FOR THE MARCH 7, 1994 CIVIL SERVICE MEETING, WITH THE UNDERSTANDING THAT THE COUNTY ATTORNEY'S OFFICE AND THE COMMISSION BE NOTIFIED NO LATER THAN 4:00 P.M. ON FEBRUARY 21, 1994 OF THE NAME OF THE GRIEVANT'S ATTORNEY. RICHARD YETTER SECONDED. MOTION CARRIED.

PAGE 3  
CIVIL SERVICE  
FEBRUARY 7, 1994

ITEM #7 ANABEL ARZATE, CLERK, COUNTY ATTORNEY  
(JOSE RODRIGUEZ, COUNTY ATTORNEY)

ACTION: LUPE BAIN MOTIONED TO OVERTURN THE TERMINATION OF MS. ANABEL ARZATE, CLERK FOR THE COUNTY ATTORNEY'S OFFICE, AND THAT SHE BE REINSTATED IMMEDIATELY WITH FULL BENEFITS, AND BACK PAY. RICHARD YETTER SECONDED. MARIO MARTINEZ OPPOSED. MOTION CARRIED.

ITEM #8 MARINA GUERRA, CLERK, COUNTY ATTORNEY  
(JOSE RODRIGUEZ, COUNTY ATTORNEY)

ACTION: LUPE BAIN MOTIONED TO OVERTURN THE TERMINATION OF MS. ANABEL ARZATE, CLERK FOR THE COUNTY ATTORNEY'S OFFICE, AND THAT SHE BE REINSTATED IMMEDIATELY WITH FULL BENEFITS, AND BACK PAY. RICHARD YETTER SECONDED. MARIO MARTINEZ OPPOSED. MOTION CARRIED.

ITEM #9 RAUL SAMBRANO, CUSTODIAN SUPERVISOR, FACILITIES  
MANAGEMENT (CARLOS SAUCEDO, INTERIM DIRECTOR)

ACTION: RICHARD YETTER MOTIONED TO TABLE THIS GRIEVANCE FOR THE MARCH 7 1994 MEETING AT THE REQUEST OF THE DEPARTMENT HEAD. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #10 DISCUSS AND TAKE APPROPRIATE ACTION ON CIVIL SERVICE RULE  
2.35.

ACTION: MARIO MARTINEZ MOTIONED THAT ALL DEPARTMENT HEADS MUST POST WEEKLY, THE COUNTY JOB PLACEMENT ANNOUNCEMENTS, WITHIN THEIR DEPARTMENTS. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #11 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST FROM CIVIC  
CENTER EMPLOYEES TO SCHEDULE AN ORIENTATION WITH THE  
CIVIL SERVICE COMMISSION AT THE MARCH, 1994 MEETING.

ACTION: LUPE BAIN MOTIONED TO INVITE THE COUNTY EMPLOYEES FROM  
THE CIVIC CENTER TO AN ORIENTATION FOR THE MARCH 7, 1994  
CIVIL SERVICE COMMISSION MEETING. RICHARD YETTER  
SECONDED. MOTION CARRIED.

PAGE 4  
CIVIL SERVICE  
FEBRUARY 7, 1994

ITEM #12 DISCUSS AND TAKE APPROPRIATE ACTION ON COUNTY EMPLOYEES' CIVIL SERVICE RULES ORIENTATIONS AND SPECIFIC ISSUES BROUGHT TO THE ATTENTION OF THE CIVIL SERVICE COMMISSIONERS.

ACTION: LUPE BAIN MOTIONED TO TABLE THIS MATTER FOR THE MARCH MEETING. RICHARD YETTER SECONDED. MOTION CARRIED.

Meeting adjourned at 10:30 p.m.

---

LUPE BAIN, CHAIRPERSON

  
\_\_\_\_\_  
ESTELA SALGADO, RECORDING SECRETARY