



## COUNTY OF EL PASO

CHAIRMAN:  
MARIO J. MARTINEZ

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

COMMISSIONERS:  
RICHARD YETTER  
QUETA G. FIERRO

### MINUTES OF APRIL 2, 1996

#### REGULAR MEETING

**COMMISSIONERS PRESENT:** RICHARD YETTER, INTERIM CHAIRPERSON  
QUETA G. FIERRO

**OTHERS PRESENT:** MARY JO LEE, PERSONNEL DIRECTOR  
ESTELA SALGADO, RECORDING SECRETARY

**ABSENT:** MARIO J. MARTINEZ, CHAIRMAN  
CIVIL SERVICE COMMISSION

---

OPEN MEETING:

MOTION #1  
ITEM #1 **APPROVED.**

Discuss and take appropriate action on minutes of regular meeting of March 5, 1996. (Mary Jo Lee, Personnel Director)

**ACTION:** It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the minutes of regular meeting of March 5, 1996 as submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

MOTION #2  
ITEM #2 **APPROVED.**

Discuss and take appropriate action on Personnel Departmental Report for the month of February 1996. (Mary Jo Lee, Personnel Director)

PAGE 2  
CIVIL SERVICE MEETING  
APRIL 2, 1996

**ACTION:** It was moved by Queta G. Fierro and seconded by Richard Yetter to approve the Personnel Departmental Report for the month of February 1996 as submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

MOTION #3  
ITEM #3 **APPROVED.**

Accept report from the Personnel Director on the annual statistical revisions to the County Affirmative Action Plan. (Mary Jo Lee, Personnel Director)

**ACTION:** It was moved by Queta G. Fierro and seconded by Richard Yetter to accept the annual statistical revisions to the County Affirmative Action Plan submitted by Mary Jo Lee, Personnel Director. The Commission commended Ms. Lee for the comprehensive report.

MOTION CARRIED.

MOTION #4  
ITEM #4 **APPROVED.**

Discuss and take appropriate action to approve the Dress Code Policy as submitted by Renslar R. Keagle, Operations Officer, for the department of County Clerk. (Hector Enriquez Jr., County Clerk)

**ACTION:** It was moved by Queta G. Fierro and seconded by Richard Yetter to accept the memorandum dated March 15, 1996 on the Dress Code Policy as submitted by Renslar R. Keagle, Operations Officer, for the department of County Clerk. Said policy shall be placed in the records of the Civil Service Commission.

MOTION CARRIED.

MOTION #5  
ITEM #5 **TABLED.**

Accept the names of the employees who shall be considered by the Civil Service Commission to be non-covered as stated in rule 1.09 (b) of the Civil Service Rules & Regulations Book. (Jose R. Rodriguez, County Attorney)

PAGE 3  
CIVIL SERVICE MEETING  
APRIL 2, 1996

**ACTION:** It was moved by Queta G. Fierro and seconded by Richard Yetter to table the matter submitted by Jose R. Rodriguez until the May 7, 1996 meeting as follows:

Names of the employees who shall be considered by the Civil Service Commission to be non-covered as stated in rule 1.09 (b) of the Civil Service Rules & Regulations.

The Commission instructed Ms. Lee to inform Jose R. Rodriguez that they would prefer someone from his department to present this item in case the Commission has any questions.

MOTION CARRIED.

MOTION#6  
ITEM #6 **TABLED.**

Accept letter from Jose R. Rodriguez to assume responsibility for the selection of all persons who are to be considered for employment within his department.

**ACTION:** It was moved by Queta G. Fierro and seconded by Richard Yetter to table the matter submitted by Jose R. Rodriguez until the May 7, 1996 meeting as follows:

Accept letter as notification on electing to assume responsibility for the selection of all persons who are to be considered for employment within the department as provided for in Section 158.010 (a) of the Texas Local Government Code.

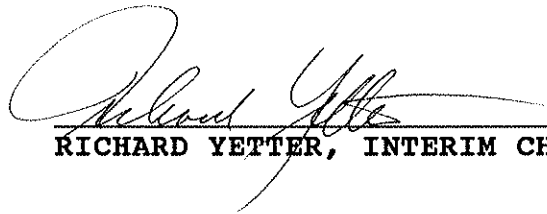
The Commission instructed Ms. Lee to inform Jose R. Rodriguez that they would prefer someone from his department to present this item in case the Commission has any questions.

MOTION CARRIED.

PAGE 4  
CIVIL SERVICE MEETING  
APRIL 2, 1996

MEETING ADJOURNED

By motion of Queta G. Fierro, seconded by Richard Yetter the meeting was adjourned at 2:32 p.m.

  
RICHARD YETTER, INTERIM CHAIRMAN

  
ESTELA SALGADO, RECORDING SECRETARY