

# **COUNTY OF EL PASO**

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

MINUTES OF AUGUST 6, 1996

# REGULAR MEETING

COMMISSIONERS PRESENT:	MICHAEL C. CROWLEY, CHAIRMAN LOUIS E. ZUNIGA, COUNTY COMMISSIONER DANIEL G. MENA, COUNTY COMMISSIONER
OTHERS PRESENT:	MARY JO LEE, PERSONNEL DIRECTOR 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 2:00 P.M. by Michael C. Crowley, Chairman, Civil Service Commission.

MOTION #1

ITEM #1 APPROVED

Discuss and take appropriate action on minutes of regular meeting of July 2, 1996. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Daniel G. Mena and seconded by Michael C. Crowley to accept the minutes of the regular meeting of July 2, 1996 as submitted by Mary Jo Lee, Personnel Director.

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MOTION #2 ITEM #2 APPROVED.

> Discuss and take appropriate action on the request from Brenda Pasillas to become a recipient of donated vacation leave, pursuant to 2.32 of the Civil Service Rules and Regulations. (Brenda Pasillas, Court Clerk, District Clerk)

ACTION: It was moved by Daniel G. Mena and seconded by Michael C. Crowley to approve the request on Pooled Vacation Leave submitted by Brenda Pasillas, Court Clerk, District Clerk.

MOTION CARRIED

### MOTION #3

ITEM #3 TABLED

Discuss, clarify and take action in reference to Rule 1.32 of the Civil Service Rules & Regulations regarding Nepotism. (Humberto Ornelas, President, El Paso County Employees Association)

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to table the matter in reference to Rule 1.32 of the Civil Service Rules & Regulations regarding Nepotism. The Commission requested a proposed definition of "Nepotism" from Eddie Castillo, Assistant County Attorney, County Attorney Department, and El Paso County Employees Association, to be submitted for the September 3, 1996 Civil Service Commission Meeting.

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MOTION #4 ITEM #4 APPROVED.

> Discuss and take appropriate action on the following item: (Jorge Larios, Interim Administrator, Medical Examiner Department)

Additional guidelines to be followed as per job description regarding Medical Examiner Investigators staying in the office during their shift.

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the adopted guidelines as amended by Jorge Larios, Interim Administrator, Medical Examiner Department, to be followed as per job description regarding Medical Examiner Investigators.

MOTION CARRIED

MOTION #5

ITEM #5 DELETED.

Discuss and take action with respect to the House Bill giving subpoena power to the Civil Service Commission. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to delete the item with respect to the House Bill giving subpoena power to the Civil Service Commission.

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#### GRIEVANCES

EXECUTIVE SESSION: REGULAR SESSION FOR THE VOTE IF EXECUTIVE SESSION IS NOT WAIVED. PURSUANT TO OPEN MEETING LAW NO. 6. SECTION 2 (E) AND (G).

#### MOTION #6

ITEM #6 TABLED.

ALICIA HERNANDEZ, SECRETARY I, JUVENILE PROBATION DEPT. (SAM SANTANA, JUVENILE PROBATION OFFICER - ARTHUR PROVENGHI, LEGAL ADVISOR, JUVENILE PROBATION DEPT.)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to table the grievance filed by Alicia Hernandez, Secretary I, Juvenile Probation Department, for one month as requested by Ms. Hernandez. The matter will be discussed at the next regularly scheduled meeting of the Civil Service Commission, September 3, 1996 at 2:00 p.m.

MOTION CARRIED

MOTION #7

ITEM #7 TABLED.

RUTH ESTRADA-SURO, SECRETARY I, JUVENILE PROBATION DEPT. (SAM SANTANA, JUVENILE PROBATION OFFICER - ARTHUR PROVENGHI, LEGAL ADVISOR, JUVENILE PROBATION DEPT)

ACTION: It was moved by Michael C. Crowley and seconded by Louis E. Zuniga to table the grievance filed by Ruth Estrada-Suro, Secretary I, Juvenile Probation Department, for one month as requested by John T. Garcia, Attorney at Law. The matter will be discussed at the next regularly scheduled meeting of the Civil Service Commission, September 3, 1996 at 2:00 p.m.

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### GRIEVANCES

MOTION #8 ITEM #8 TABLED.

RICHARD BOWMAN, INVESTIGATOR, MEDICAL EXAMINER DEPARTMENT - BILL ELLIS, ATTORNEY AT LAW (JUAN U. CONTIN, MEDICAL EXAMINER)

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to delete the grievance filed under Rule 1.32 and Rule 1.69 and to table the grievance based on Rule 1.75 until the next regularly scheduled meeting of the Civil Service Commission of September 3, 1996.

MOTION CARRIED.

MOTION #9

ITEM #9 TABLED

DANIEL FLORES, INVESTIGATOR, MEDICAL EXAMINER DEPARTMENT - BILL ELLIS, ATTORNEY AT LAW (JUAN U. CONTIN, MEDICAL EXAMINER)

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena to delete the grievance filed under Rule 1.32 and Rule 1.69 and to table the grievance based on Rule 1.75 until the next regularly scheduled meeting of the Civil Service Commission of September 3, 1996.

MOTION CARRIED

CHAIRMAN MICHAEL C. CROWLEY ANNOUNCED THAT THE MEETING WOULD RECESS INTO EXECUTIVE SESSION TO CONSIDER EMPLOYEE GRIEVANCES PURSUANT TO TEXAS GOVERNMENT CODE SEC. 551.0074 AND PURSUANT TO SECTION 551.101. THE COMMISSION RECESSED AT 2:30 P.M.

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#### MEETING RECONVENES

THE COMMISSION RECONVENED INTO REGULAR OPEN SESSION AFTER EXECUTIVE SESSION AT 3:04 P.M.

MOTION #10

**ITEM #10** 

LETICIA JARVIS, INVESTIGATOR, MEDICAL EXAMINER DEPARTMENT - BILL ELLIS, ATTORNEY AT LAW (JUAN U. CONTIN, MEDICAL EXAMINER)

#### ACTION: FIRST MOTION:

It was moved by Daniel G. Mena and seconded by Michael C. Crowley to delete the grievance filed under Rule 1.32 and Rule 1.69 and to table the grievance based on Rule 1.75 until the next regularly scheduled meeting of the Civil Service Meeting of September 3, 1996.

### SECOND MOTION

Expunge Employee Warning Reports from grievant's personnel file as follows:

1) Dated - August 19, 1994 Type of violation: Attendance

2) Dated - June 12, 1996 Type of violation: Disruption of office policies.

3) Dated June 12, 1996 Type of violation: Insubordination

MOTION CARRIED.

#### ACTION: THIRD MOTION.

It was moved by Michael C. Crowley and seconded by Louis E. Zuniga that the grievance filed on May 28, 1996 for retaliation and harassment based on a workers' compensation claim be denied.

VOTE: YES - Crowley, Zuniga

MOTION CARRIED.

NO - Daniel G. Mena

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MOTION #11 ITEM#11 TABLED.

> GLORIA E. ROSADO, DEPUTY CLERK, DISTRICT CLERK - CHARLES MCDONALD, ATTORNEY AT LAW, (EDIE RUBALCAVA, DISTRICT CLERK)

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to table the grievance filed by Gloria E. Rosado, Deputy Clerk at her request. The matter will be discussed at the next regularly scheduled meeting of the Civil Service Commission, September 3, 1996 at 2:00 p.m. VOTE: YES - Crowley, Zuniga Abstained - Mena

MOTION CARRIED.

CHAIRMAN MICHAEL C. CROWLEY ANNOUNCED THAT THE MEETING WOULD RECESS INTO EXECUTIVE SESSION AT 3:05 P.M.

## MEETING RECONVENES

THE COMMISSION RECONVENED INTO REGULAR OPEN SESSION AFTER EXECUTIVE SESSION AT 3:30 P.M.

MOTION #12 ITEM #12 DENIED.

> GERARDO PRIETO, DEPUTY CLERK, COUNTY CLERK/REC. MGT. (HECTOR ENRIQUEZ, COUNTY CLERK, WALDO ALARCON, CHIEF DEPUTY)

ACTION: It was moved by Louis E. Zuniga and seconded by Daniel G. Mena that the grievance filed on June 27, 1996 by Gerardo Prieto, Deputy Clerk, pertaining to rule 2.74 (b), (c), & (d), be denied.

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# MEETING ADJOURNED

By motion of Michael Crowley seconded by Louis E. Zuniga, the meeting was adjourned at 3:34 p.m.

14 MICHAEL C. CROWLEY, CHAIRMAN

ESTELA SALGADO, RECORDING SECRETARY