



COUNTY OF EL PASO

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

Chairman
Rafael Adame

Commissioners
Dr. Paula Mitchell
Susanna Visconti

MINUTES OF AUGUST 5, 2008

COMMISSIONERS PRESENT: RALPH ADAME, CHAIRMAN
SUSANNA VISCONTI, COMMISSIONER
PAULA MITCHELL, COMMISSIONER

OTHERS PRESENT: BETSY C. KELLER, H.R. DIRECTOR
ESTELA SALGADO, HUMAN RESOURCES
GABRIEL HERRERA, HUMAN RESOURCES
HOLLY LYTLE, COUNTY ATTORNEY'S OFFICE

ABSENT: LIZA REYES, ASSISTANT H.R. DIRECTOR

The El Paso County Civil Service Commission met in Commissioners Court Room and was called to order at 3:00 p.m. by Ralph Adame, Chairman.

CONSENT AGENDA

MOTION #1

ITEM #1 APPROVED CONSENT AGENDA ITEMS.

It was moved by Commissioner Mitchell, and seconded by Commissioner Visconti, to approve the following Consent Agenda item:

1. Approval of Minutes of the regularly scheduled meeting of July 1, 2008.

REGULAR AGENDA

MOTION #2 APPROVED.
ITEM #2

Discuss and take appropriate action to approve the newly created job description of **Web Designer/Developer** for the Information Technology Department. (Peter Cooper, Information Technology Department)

ACTION: It was moved by Commissioner Visconti and seconded by Commissioner Mitchell to approve the newly created job description of **Web Designer/Developer** for the Information Technology Department as submitted by Peter Cooper, Chief Technology Officer.

VOTE: YES-Adame, Visconti, Mitchell

NO - None

MOTION CARRIED.

ITEM #3 NO ACTION TAKEN.

Discuss and take appropriate action on the Training policy for the County of El Paso. (**Postponed from 07/01/08**) (Betsy C. Keller, Human Resources Director)

ACTION: No action was taken on the Training Policy for the County of El Paso. Betsy C. Keller, Human Resources Director will continue to review the policy on several issues as to consistency and how the training agreement has been applied in the past for the County of El Paso.

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071 AND 551.074

GRIEVANCES

EXECUTIVE SESSION:

On this day, it was announced that the Civil Service Commission would enter into Executive Session to discuss a grievance pertaining to Jennifer Candelas, Collections Specialist, pursuant to Texas Government code 551.071 and 551.074 at 3:08 p.m.

Estela Salgado left the Courtroom at 4:50 p.m.

On this day, It was announced that the Civil Service Commission would enter into Open Session as requested by Yvette Rididick, Representative for Jennifer Candelas to deliberate at 5:20 p.m.

MOTION #3 UPHOLD GRIEVANCE.

ITEM #5

Take appropriate action on a grievance filed/dated October 10, 2007 regarding Jennifer Candelas, Collections Specialist, County Clerk's office, pertaining to a **RULE 7.21, 2.31, 2.20 & Discrimination.** (Delia Briones, County Clerk – Kitty Schild, Sr. Trial Attorney – Yvette Riddick, Representative) (Postponed from 07/01/08)

ACTION: It was moved by Chairman Adame and seconded by Commissioner Mitchell to uphold the grievance filed/dated October 10, 2007 regarding Jennifer Candelas, Collections Specialist, County Clerk's office, pertaining to a **RULE 7.21, 2.31, 2.20 & Discrimination.** Anna Perez, Division/Unit Chief, County Attorney's office was representing the department, due to the fact that Ms. Kitty Schild, Sr. Trial Attorney, was not able to attend the meeting.

VOTE: YES-Adame, Mitchell

NO: Visconti

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, Chairman Adame moved to adjourn the meeting, seconded by Commissioner Visconti at 5:41 p.m.

VOTE: YES – Adame, Visconti, Mitchell

NO: None

MOTION CARRIED.

A handwritten signature in black ink, appearing to read 'Rafael Adame', is written over a horizontal line.

RAFAEL ADAME, CHAIRMAN

Two handwritten signatures in blue ink are written over a horizontal line. The first signature appears to read 'Estela Salgado' and the second appears to read 'Gabriel Herrera'.

ESTELA SALGADO & GABRIEL HERRERA, RECORDING SECRETARY

cc: Anthony Cobos, County Judge