



## **COUNTY OF EL PASO**

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
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*Chairperson*  
*Paula Mitchell*

*Commissioners*  
*Trini Munoz*  
*Susanna Visconti*

### **MINUTES OF JULY 7, 2009**

COMMISSIONERS PRESENT: PAULA MITCHELL,  CHAIRPERSON  
SUSANNA VISCONTI, COMMISSIONER

OTHERS PRESENT: LIZA REYES, HUMAN RESOURCES  
ESTELA SALGADO, HUMAN RESOURCES  
CHRISTINA SANCHEZ, COUNTY ATTORNEY'S OFFICE

ABSENT: TRINI MUNOZ, COMMISSIONER  
BETSY KELLER, HUMAN RESOURCES DIRECTOR

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The El Paso County Civil Service Commission met in Commissioners' Court Room and was called to order at 3:00 p.m. by Estela Salgado, Employment/Civil Service Specialist.

### **CONSENT AGENDA**

ITEM #1

**MOTION #1 APPROVED.**

Discuss and take appropriate action to approve the minutes for the regularly scheduled meeting of June 2, 2009. (Betsy C. Keller, Human Resources Director).

**ACTION:** It was moved by Susanna Visconti, Commissioner and seconded by Paula Mitchell, Chairperson, to approve the minutes for the regularly scheduled meeting of June 2, 2009.

VOTE: YES - Visconti, Mitchell,

ABSENT: Munoz

MOTION CARRIED.

ITEM #2

**MOTION #1 APPROVED.**

Discuss and take appropriate action on the requests from employees listed in the back-up to be recipients of donated vacation leave. (Betsy C. Keller, Human Resources Director).

**ACTION:** It was moved by Susanna Visconti, Commissioner and seconded by Paula Mitchell, Chairperson, to approve the request from employees listed in the back-up to be recipients of donated vacation leave.

VOTE: YES - Visconti, Mitchell,

ABSENT: Munoz

MOTION CARRIED.

**REGULAR AGENDA**

ITEM #3

**MOTION #2 APPROVED.**

Discuss and take appropriate action on a newly created job description of Community Development Manager. (Elsie West, Personnel Manager).

**ACTION:** It was moved by Susanna Visconti, Commissioner, and seconded by Paula Mitchell, Chairperson, to approve the newly created job description of Community Development Manager as submitted by Elsie West, Personnel Manager.

VOTE: YES - Visconti, Mitchell,

ABSENT: Munoz

MOTION CARRIED.

GRIEVANCE

On this day, the Civil Service Commission discussed Item #5 in open session due to postponement of the grievance.

ITEM #5

**MOTION #3 GRIEVANCE POSTPONED.**

Take appropriate action on a grievance filed/dated April 28, 2009, regarding Maria Guadalupe Ibarra, TDHCA Program Coordinator, Planning & Development Department, pertaining to **Termination, and Rule 7.09 (b) (c) & (d)**. (Robert Rivera, Public Works/Road and Bridge Administrator – Rosendo Torres, Sr. Trial Attorney)

**ACTION:** It was moved by Susanna Visconti, Commissioner, and seconded by Paula Mitchell, Chairperson, to postpone a grievance filed/dated April 28, 2009, regarding Maria Guadalupe Ibarra, TDHCA Program Coordinator, Planning & Development Department, pertaining to Termination, and Rule 7.09 (b) (c) & (d) at the request of Ms. Ibarra, grievant. The grievance will be scheduled for August 4, 2009 at 3:00 p.m.

VOTE: YES - Visconti, Mitchell,

ABSENT: Munoz

MOTION CARRIED.

For the record, Chairperson, Paula Mitchell, informed the Commission that she would not be present for the August meeting.

MEETING ADJOURNED

On this day, there being no further business to discuss, Commissioner, Susanna Visconti, moved to adjourn the meeting, seconded by Chairperson, Paula Mitchell at 3:13 p.m.

VOTE: YES - Visconti, Mitchell,

ABSENT: Munoz

MOTION CARRIED.

A handwritten signature in cursive script, appearing to read "Paula Mitchell", is written over a horizontal line.

PAULA MITCHELL, CHAIRPERSON

A handwritten signature in cursive script, appearing to read "Estela Salgado", is written over a horizontal line.

ESTELA SALGADO, RECORDING SECRETARY

cc: Anthony Cobos, County Judge