



## COUNTY OF EL PASO

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

*Chairperson  
Paula Mitchell*

*Commissioners  
Trini Munoz  
Susanna Visconti*

### MINUTES OF AUGUST 4, 2009

**COMMISSIONERS PRESENT:** TRINI MUNOZ, ACTING CHAIRMAN  
SUSANNA VISCONTI, COMMISSIONER

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

**ABSENT:** PAULA MITCHEL, CHAIRPERSON  
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 Trini Munoz, Acting Chairman.

#### **PUBLIC COMMENT:**

On this day, the following person appeared before the Civil Service Commission to offer a Public comment.

Kitty Schild, County Attorney's office, addressed the Commission regarding Item #3, pertaining to Vanessa Flores, 65<sup>th</sup> District Court. Ms. Schild requested that the Commission delete the item from the agenda since the grievant was not present.

The board advised Ms. Schild, that they would continue the meeting until they reached Ms. Flores' item before taking any action.

**CONSENT AGENDA**

ITEM #1

**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 Trini Munoz, Acting Chairman, to approve the request from employees listed in the back-up to be recipients of donated vacation leave.

VOTE: YES - Visconti, Munoz,

ABSENT: Mitchell

MOTION CARRIED.

**REGULAR AGENDA**

ITEM #2

**MOTION #2 DENIED.**

Discuss and take appropriate action on a jurisdiction issue on grievance filed/dated 07/14/2009 regarding Elena Labrado, Court Coordinator, 171<sup>st</sup> District Court, as per rules 2.00 (i) and 7.04 of the Civil Service Rules and Regulations Book. (Elena Labrado)

**ACTION:** **FIRST MOTION:**

It was moved by Trini Munoz, Chairman, and seconded by Susanna Visconti, Commissioner, that the Civil Service Commission had no jurisdiction over, grievance filed/dated 07/14/2009, regarding Elena Labrado, Court Coordinator, 171<sup>st</sup> District Court, as per rules 2.00 (i) and 7.04 of the Civil Service Rules and Regulations.

**SECOND MOTION:**

Furthermore, the Commission instructed the Human Resources Department to conduct an exit interview by the end of the week and give Ms. Labrado any guidance as to what steps to take to seek remedy.

VOTE: YES - Visconti, Munoz,

ABSENT: Mitchell

MOTION CARRIED.

GRIEVANCE

On this day, Trini Munoz, Acting Chairman, announced that the Civil Service Commission would recess and instructed HR staff to contact Vanessa Flores, 65<sup>th</sup> District Court and inform her of the meeting taking place in reference to her grievance. The Court would reconvene to take official action.

On this day, the Civil Service Commission discussed Items #3, & #6, in open session due to the fact that the grievant, Vanessa Flores, 65<sup>th</sup> District Court, was not present and the item was deleted.

Items #5 & #8 were in open session because the grievant, Liza Maldonado, District Clerk's Office, requested to withdraw her grievance.

On this day, the Commission announced that the Civil Service Commission would recess into executive session to discuss the following items pursuant to Texas Government Code § 551.074 at 3:38 p.m. The Court would reconvene to take official action.

The Civil Service Commission entered into Open Session at 3:55 p.m.

ITEM #6  
MOTION #3 GRIEVANCE DELETED.

Take appropriate action on a grievance filed/dated April 10, 2009, regarding Vanessa Flores, Office Specialist, 65<sup>th</sup> District Court, pertaining to Termination, Harassment, Hostile Environment and Rules 2.51, 4.21, 5.01, and 7.05. (Yahara, Gutierrez, 65<sup>th</sup> District Court, Richard Ainsa, Juvenile Court Referee, - Kitty Schild, Sr. Trial Attorney)

**ACTION:** It was moved by Trini Munoz, Acting Chairperson, and seconded by Susanna Visconti, Commissioner, to delete a grievance filed/dated April 10, 2009, regarding Vanessa Flores, Office Specialist, 65<sup>th</sup> District Court, pertaining to Termination, Harassment, Hostile Environment and Rules 2.51, 4.21, 5.01, and 7.05. An attempt to call the grievant was requested by Trini Munoz, Acting Chairman, to Ms. Flores by Estela Salgado, Human Resources, and grievant was unable to be contacted.

VOTE: YES - Visconti, Munoz,

ABSENT: Mitchell

MOTION CARRIED.

ITEM #7

**MOTION #4 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 Trini Munoz, Acting Chairman, to postpone 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). The grievance will be scheduled for September 1, 2009 at 3:00 p.m. Ms. Ibarra was provided a copy of the response by Rosendo Torres, County Attorney's office, to be used at the hearing.

VOTE: YES - Visconti, Munoz,

ABSENT: Mitchell

MOTION CARRIED.

ITEM #8

**MOTION #5 GRIEVANCE WITHDRAWN.**

Take appropriate action on a grievance filed/dated June 16, 2009 regarding Liza Maldonado, Office Specialist, Intermediate, District Clerk's office pertaining to **Termination, and Rules 2.51, 2.55, & 7.09 (d)** (Gilbert Sanchez, District Clerk – Naomi Gonzalez, Sr. Trial Attorney)

**ACTION:** It was moved by Trini Munoz, Acting Chairman, and seconded by Susanna Visconti, Commissioner, to withdraw the grievance filed/dated June 16, 2009 regarding Liza Maldonado, Office Specialist, Intermediate, District Clerk's office, pertaining to Termination, and Rules 2.51, 2.55, & 7.09 (d) as requested by Ms. Maldonado.

VOTE: YES - Visconti, Munoz,

ABSENT: Mitchell

MOTION CARRIED.

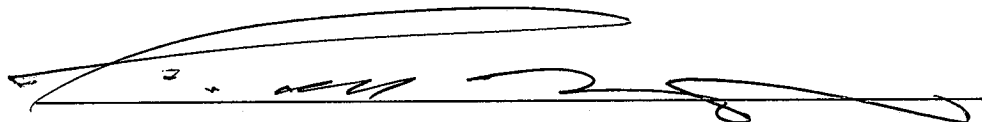
MEETING ADJOURNED

On this day, there being no further business to discuss, Commissioner, Susanna Visconti, moved to adjourn the meeting, seconded by Acting Chairman, Trini Munoz at 4:00 p.m.

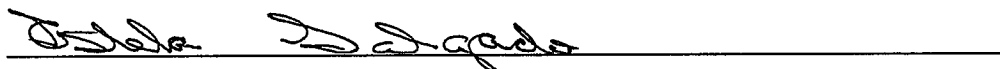
VOTE: YES - Visconti, Munoz,

ABSENT: Mitchell

MOTION CARRIED.



TRINI MUNOZ, ACTING CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY

cc: Anthony Cobos, County Judge