



## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, R.M. 302  
EL PASO, TEXAS 79901

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*Commissioners*  
*Trini Munoz*  
*Susanna Visconti*

*Chairman*  
*Paula Mitchell*

### MINUTES OF SEPTEMBER 1, 2009

**COMMISSIONERS PRESENT:** *Paula Mitchell* PAULA MITCHELL, CHAIRPERSON  
TRINI MUNOZ, COMMISSIONER  
SUSANNA VISCONTI, COMMISSIONER

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

**ABSENT:**  
BETSY KELLER, HUMAN RESOURCES DIRECTOR

The El Paso County Civil Service Commission met in Commissioners' Court Room and was called to order at 3:01 p.m. by Estela Salgado, Employment Civil Service/Specialist.

### CONSENT AGENDA

ITEM #1  
MOTION #1 APPROVED.

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meetings of July 7, 2009 and August 4, 2009. (Betsy C. Keller, Human Resources Director).

**ACTION:** It was moved by Susanna Visconti, Commissioner and seconded by Trini Munoz, Commissioner, to approve the minutes of the Civil Service Commission regularly scheduled meetings of July 7, 2009 and August 4, 2009 as submitted by Betsy C. Keller, Human Resources Director.

VOTE: YES - Visconti, Munoz, Mitchell  
MOTION CARRIED.

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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 Trini Munoz, Commissioner, to approve the requests from employees listed in the back-up to be recipients of donated vacation leave.

VOTE: YES - Visconti, Munoz, Mitchell

MOTION CARRIED.

REGULAR AGENDA

ITEM #3  
MOTION #2 NO ACTION TAKEN.

Discuss and take appropriate action to insure that all county employees have an exit interview at the time of their termination or voluntary separation by Human Resources. (Trini Munoz, Commissioner)

**ACTION:** No action was taken on the item submitted by Commissioner, Trini Munoz, to insure that all county employees have an exit interview at the time of their termination or voluntary separation by Human Resources. The Commission recommended that Human Resources provide the Commission with a report on the exit interview process and any progress currently being revised on the new hire process.

VOTE: YES - Visconti, Munoz, Mitchell

MOTION CARRIED.

ITEM #4  
MOTION #3 NO ACTION TAKEN.

Discuss and take appropriate action to extend the right to file grievances to non-covered county employees with the El Paso County Civil Service Commission. (Trini Munoz, Commissioner)

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**ACTION:** No action was taken on an item submitted by Commissioner, Trini Munoz, to extend the right to file grievances to non-covered county employees with the El Paso County Civil Service Commission. Christina Sanchez, County Attorney's Office, informed the Civil Service Commission Board that this is a policy issue and that, Commission by statute is legally not authorized to extend coverage without any change to the statute.

VOTE: YES - Visconti, Munoz, Mitchell

MOTION CARRIED.

GRIEVANCES

On this day, the Civil Service Commission discussed Items #5 and Items #8 in open session due to the fact that the grievance filed by Armida Teran, District Clerk's Office was requested to be withdrawn.

On this day, the Civil Service Commission discussed Items #6 and Items #9 in open session due to the fact that the grievance filed by Laura Aranda, County Clerk's Office was requested to be continued as per County Attorney's Office.

On this day, the Commission announced that the Civil Service Commission would recess into executive session to discuss Item # 7 pursuant of the Texas Government Code §551.074 at 3:38 p.m. The Court would reconvene to take official action.

On this day, Chairperson, Paula Mitchell, announced that the Civil Service Commission would recess at 5:10 p.m.

On this day, the Civil Service Commission reconvened into executive session at 5:17 p.m.

On this day, it was announced that the Civil Service Commission would be closed for deliberation at 6:42 p.m.

The Court would reconvene to take official action.

On this day, the Civil Service Commission went into open session at 7:15 p.m.

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ITEM #8  
MOTION #4 GRIEVANCE WAS WITHDRAWN. SETTLEMENT AGREEMENT MADE BY  
GRIEVANT & DEPARTMENT.

Take appropriate action on a grievance filed/dated June 10, 2009, regarding Armida Teran, Office Specialist, Intermediate, District Clerk's Office pertaining to **Demotion & Disciplinary action taken against employee without proper cause.** (Gilbert Sanchez, District Clerk – Janet Monteros, Sr. Trial Attorney – John B. Bright, Attorney at Law) (Postponed from 08/04/09)

ACTION:  
It was moved by Trini Munoz, Commissioner, and seconded by Susanna Visconti, Commissioner, to withdraw the grievance filed/dated June 10, 2009 regarding Armida Teran, Office Specialist, Intermediate, District Clerk's Office pertaining to **Demotion & Disciplinary action taken against employee without proper cause,** due to the fact that a settlement agreement was reached by Ms. Teran and the department.

VOTE: YES - Visconti, Munoz, Mitchell  
MOTION CARRIED.

ITEM #9  
MOTION #5 POSTPONED.

Take appropriate action on a grievance filed/dated July 10, 2009, regarding Laura Aranda, Collections Specialist, County Clerk's Office, pertaining to **Termination and Rule 7.09 (A-D).** (Delia Briones, County Clerk – Rosendo Torres, Sr. Trial Attorney)

ACTION:  
It was moved by Trini Munoz, Commissioner, and seconded by Susanna Visconti, Commissioner, to postpone a grievance filed/dated July 10, 2009, regarding Laura Aranda, Collections Specialist, County Clerk's Office, pertaining to **Termination and Rule 7.09 (A-D).** The grievance will be heard on October 6, 2009 at 3:00 p.m.

VOTE: YES - Visconti, Munoz, Mitchell  
MOTION CARRIED.

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ITEM #7  
MOTION #6 UPHOLD GRIEVANCE, TERMINATION DENIED & NO BACK PAY.

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)

FIRST MOTION

ACTION:

It was moved by Trini Munoz, Commissioner, and seconded by Susanna Visconti, Commissioner, to rule in favor of the grievant and deny the County's request to uphold the dismissal pertaining to the 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).

SECOND MOTION

The Commission also ruled that no back pay be made available to Ms. Ibarra.

VOTE: YES - Visconti, Munoz, Mitchell

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, Commissioner, Trini Munoz and seconded by Susanna Visconti, Commissioner, moved to adjourn the meeting, seconded by Trini Munoz at 7:20 p.m.

VOTE: YES - Visconti, Munoz, Mitchell  
MOTION CARRIED.

  
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PAULA MITCHELL, CHAIRPERSON

  
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ESTELA SALGADO, RECORDING SECRETARY

cc: Anthony Cobos, County Judge