



## 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  
Carol Garcia*

### MINUTES OF JANUARY 5, 2010

**COMMISSIONERS PRESENT:** *Paula* PAULA MITCHELL, CHAIRPERSON  
CAROL GARCIA, COMMISSIONER

**ABSENT:** TRINI MUNOZ, COMMISSIONER

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

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The El Paso County Civil Service Commission met in Commissioners' Court Room and was called to order at 3:12 p.m. by Estela Salgado, Employment Civil Service/Specialist.

#### **MOTION #1**

**ITEM #1** Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of November 3, 2009. (Betsy C. Keller, Human Resources Director)

**ACTION:** It was moved by Carol Garcia, Commissioner and seconded by Paula Mitchell, Chairperson, to approve the minutes of the Civil Service Commission regularly scheduled meeting of November 3, 2009 as submitted by Betsy C. Keller, Human Resources Director.

VOTE: YES - Mitchell, Garcia

Absent – Munoz

MOTION CARRIED.

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**MOTION #2**

**ITEM #2** Discuss and take appropriate action on current grievances scheduled for January 5, 2010 as listed in back-up and schedule a special meeting if necessary. (Paula Mitchell, Chairperson)

**ACTION:** It was moved by Paula Mitchell, Chairperson and seconded by Carol Garcia, Commissioner to table the matter regarding current grievances scheduled for January 5, 2010 as listed in back-up and schedule a special meeting if necessary until the end of the meeting.

VOTE: YES - Mitchell, Garcia

Absent – Munoz

MOTION CARRIED.

**MOTION #9**

**ITEM #2** Discuss and take appropriate action on current grievances scheduled for January 5, 2010 as listed in back-up and schedule a special meeting if necessary. (Paula Mitchell, Chairperson)

**ACTION:** It was moved by Paula Mitchell, Chairperson and seconded by Carol Garcia, Commissioner to take action on Items #14, #15, #16, and #17 on an individual basis.

**Item #14 was being withdrawn; Item #15 was postponed due to a settlement agreement; Item #16 was postponed after a motion for continuance was requested by grievant's representative, Jim Jopling; Item #17 was postponed after a motion for continuance was filed by the Public Defender's Office.**

VOTE: YES - Mitchell, Garcia

Absent – Munoz

MOTION CARRIED.

**MOTION #3**

**ITEM #3** Discuss and take appropriate action regarding the use of live streaming video of the Civil Service Commission meetings. (Liza Reyes, Assistant Human Resources Director)

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**ACTION:** It was moved by Carol Garcia, Commissioner and seconded by Paula Mitchell, Chairperson, to deny the live streaming video of the Civil Service Commission meetings.

VOTE: YES - Mitchell, Garcia

Absent – Munoz

MOTION CARRIED.

**MOTION #4**

**ITEM #4** Discuss and take appropriate action on **Rule 4.37** of the Civil Service Rules and Regulations Book. (Paula Mitchell, Chairperson) (Postponed from 11/03/2009)

**ACTION:** It was moved by Carol Garcia, Commissioner and seconded by Paula Mitchell, Chairperson, to delete Item #4 pertaining to Rule 4.37 of the Civil Service Rules and Regulations Book as requested by Betsy C. Keller.

VOTE: YES - Mitchell, Garcia

Absent – Munoz

MOTION CARRIED.

**MOTION #5**

**ITEM #5** Discuss and take appropriate action on the adoption of a Civil Service Rule allowing covered employees to seek public office without having to resign their position. (Trini Munoz, Commissioner) (Postponed from 12/01/2009)

**ACTION:** It was moved by Carol Garcia, Commissioner and seconded by Paula Mitchell, Chairperson, to delete Item #5 pertaining to the adoption of a Civil Service Rule allowing covered employees to seek public office without having to resign their position.

VOTE: YES - Mitchell, Garcia

Absent – Munoz

MOTION CARRIED.

**MOTION #6**

**ITEM #6** Discuss and take appropriate to approve the revised job description of **Voter Registration Manager** for the Elections Department. (Elsie West, Personnel Manager) (Postponed from 12/01/2009)

**ACTION:** It was moved by Carol Garcia, Commissioner and seconded by Paula Mitchell, Chairperson, to approve the revised job description of Voter Registration Manager for the Elections Department as presented by Betsy C. Keller and submitted by Elsie West, Personnel Manager.

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VOTE: YES - Mitchell, Garcia

Absent – Munoz

MOTION CARRIED.

**MOTION #7**

**ITEM #7** Discuss and take appropriate to approve the revised job description of **Grant Writer** for the Council of Judges. (Elsie West, Personnel Manager) (Postponed from 12/01/2009)

**ACTION:** It was moved by **Carol Garcia, Commissioner** and seconded by **Paula Mitchell, Chairperson**, to delete the revised job description of **Grant Writer** for the Council of Judges as requested by **Elsie West, Personnel Manager**.

VOTE: YES - Mitchell, Garcia

Absent – Munoz

MOTION CARRIED.

**MOTION #8**

**ITEM #8** Discuss and take appropriate in reference to Civil Service Rule 2.00 (b) and accept the names of the employees who shall be considered by the Civil Service Commission to be non-covered as requested by **Jo Anne Bernal, County Attorney**. (Jo Anne Bernal, County Attorney)

**ACTION:** It was moved by **Carol Garcia, Commissioner** and seconded by **Paula Mitchell, Chairperson**, to accept the names of the employees who shall be considered by the Civil Service Commission to be non-covered as requested by **Jo Anne Bernal, County Attorney** and presented by **Manuel Romero, Sr. Trial Attorney** as follows:

**Sue Collins, Office Adm./Support Manager  
Lori Lopez, Executive Assistant  
Bruce Manvell, Chief Investigator**

VOTE: YES - Mitchell, Garcia

Absent – Munoz

MOTION CARRIED.

GRIEVANCES

**EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE § 551.074**

On this day, the Civil Service Commission discussed Item #14 in open session due to withdrawal of grievance.

On this day, the Civil Service Commission discussed Item #15 in open session due to the fact the grievance is in the process of a settlement agreement as informed by Janet Monteros, County Attorney's Office and Theresa Caballero, grievant's representative.

On this day, the Civil Service Commission discussed Item #16 in open session due to postponement of grievance.

On this day, the Civil Service Commission discussed Item #17 in open session due to postponement of grievance.

On this day, the Civil Service Commission discussed Item #18 in open session as requested by Ms. Maria G. Sanchez, Office Specialist, Senior for JP #5.

**MOTION #10**

ITEM #14 Take appropriate action on a grievance filed/dated July 16, 2009, regarding German Avila, Deputy Constable, Constable Pct. #1, pertaining to **Demotion & Hostile Environment**. (Robert White, Constable Pct. #1 – Janet Monteros, Sr. Trial Attorney – Jim Jopling, Cleat Attorney) (Postponed from 11/03/09) (Postponed from 12/01/2009)

**ACTION:** It was moved by Carol Garcia, Commissioner and seconded by Paula Mitchell, Chairperson to accept withdrawal of a grievance filed/dated July 16, 2009, regarding German Avila, Deputy Constable, Constable Pct. #1, pertaining to Demotion & Hostile Environment due to the fact that there was a settlement agreement reached by the grievant, Mr. German Avila and by Robert White, Constable Pct. #1 as stated by Jim Jopling, grievant's attorney, and Janet Monteros, Sr. Trial Attorney.

VOTE: YES - Mitchell, Garcia

Absent – Munoz

MOTION CARRIED.

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**MOTION #11**

ITEM #15 Take appropriate action on a grievance filed/dated October 6, 2009, regarding Rose M. Porras, Office Specialist, Intermediate, District Clerk's Office pertaining to **Termination and Rule 7.09 A & D.** (Gilbert Sanchez, District Clerk – Janet Monteros, Sr. Trial Attorney – Theresa Caballero, Attorney at Law) (Postponed from 12/01/2009)

**ACTION:** It was moved by Carol Garcia, Commissioner and seconded by Paula Mitchell, Chairperson to postpone grievance filed/dated October 6, 2009, regarding Rose M. Porras, Office Specialist, Intermediate, District Clerk's Office pertaining to Termination and Rule 7.09 A & D pending a settlement agreement. The grievance will be re-scheduled for February 2, 2010 at 3:00 p.m.

VOTE: YES - Mitchell, Garcia

Absent – Munoz

MOTION CARRIED.

**MOTION #12**

ITEM #16 Take appropriate action on a grievance filed/dated October 14, 2009, regarding Rodney D. Treat, Deputy Constable, Constable Pct. #5 pertaining to **Termination-Age Discrimination & Rules 2.21, 2.39, & 2.43.** (Manny Lopez, Constable, Pct. #5 – Janet Monteros, Sr. Trial Attorney – Jim Jopling, Cleat Attorney)

**ACTION:** It was moved by Carol Garcia, Commissioner and seconded by Paula Mitchell, Chairperson to postpone grievance filed/dated October 14, 2009, regarding Rodney D. Treat, Deputy Constable, Constable Pct. #5 pertaining to Termination-Age Discrimination & Rules 2.21, 2.39, & 2.43 as requested by Jim Jopling, Cleat Attorney and agreed by Janet Monteros, Sr. Trial Attorney. The Commission allowed Mr. Jopling access of additional documentation for all current employees from the Constable's office. The grievance will be heard on February 2, 2010 at 3:00 p.m.

VOTE: YES - Mitchell, Garcia

Absent – Munoz

MOTION CARRIED.

**MOTION #13**

ITEM #17 Take appropriate action on a grievance filed/dated October 22, 2009, regarding Alfredo Nava Jr., Deputy Constable, Constable Pct. #6 pertaining to **Termination & Rules 2.37 – 2.44.** (Jesus Gustavo Ramirez, Constable, Pct. #6 – Janet Monteros, Sr. Trial Attorney – Miles J. McNeal, Cleat Attorney)

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**ACTION:** It was moved by Carol Garcia, Commissioner and seconded by Paula Mitchell, Chairperson to postpone grievance filed/dated dated October 22, 2009, regarding Alfredo Nava Jr., Deputy Constable, Constable Pct. #6 pertaining to Termination & Rules 2.37 – 2.44 as agreed by both Andrew L. Steed, Public Defender’s Office and Miles J. McNeal, Cleat Attorney. The grievance will be heard on February 2, 2010 at 3:00 p.m.

VOTE: YES - Mitchell, Garcia

Absent – Munoz

MOTION CARRIED.

**MOTION #14**

**ITEM #18** Take appropriate action on a grievance filed/dated November 10, 2009, regarding Maria G. Sanchez, Office Specialist, Senior, JP#5, pertaining to **Termination & Rules 204, 2.51, 7.09 A, C, &D.** (Monica Teran, Judge, JP#5 – Naomi Gonzalez - Sr. Trial Attorney)

**ACTION:** It was moved by Carol Garcia, Commissioner and seconded by Paula Mitchell, Chairperson to uphold grievance filed/dated November 10, 2009, regarding Maria G. Sanchez, Office Specialist, Senior, JP#5, pertaining to Termination & Rules 204, 2.51, 7.09 A, C, & D. The Civil Service Commission recommended back pay and full benefits pending final approval by Commissioners’ Court.

VOTE: YES - Mitchell, Garcia

Absent – Munoz

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, Commissioner, Carol Garcia and seconded by Paula Mitchell, Chairperson, moved to adjourn the meeting, at 5:53 p.m.

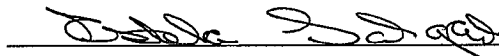
VOTE: YES - Garcia, Mitchell

MOTION CARRIED.



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PAULA MITCHELL, CHAIRPERSON



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ESTELA SALGADO, RECORDING SECRETARY

cc: Anthony Cobos, County Judge