



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 MARCH 2, 2010

COMMISSIONERS PRESENT:  PAULA MITCHELL, CHAIRPERSON
CAROL GARCIA, COMMISSIONER
TRINI MUNOZ, COMMISSIONER

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

ABSENT: BETSY C. KELLER, HUMAN RESOURCES

The El Paso County Civil Service Commission met in Commissioners' Court Room and was called to order at 3:06 p.m. by Estela Salgado, HR Supervisor.

PUBLIC COMMENT

On this day, the following persons appeared before the Civil Service Commission to offer public comment.

Liza Reyes, Human Resources Department, spoke regarding issues on sick leave to be placed on Commissioners' Court.

Trini Muñoz, Civil Service Commissioner, spoke regarding furlough days for covered employees and to hear grievances before they are dismissed.

CONSENT AGENDA

MOTION #1

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of February 2, 2010. (Betsy C. Keller, Human Resources Director)

ACTION: It was moved by Carol Garcia, Commissioner, and seconded by Trini Muñoz, Commissioner, to approve the minutes of the regularly scheduled meeting of February 2, 2010 as submitted by Betsy C. Keller, Human Resources Director.

VOTE: YES - Mitchell, Garcia, Muñoz

Absent – None

MOTION CARRIED.

MOTION #1

ITEM #2 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 Carol Garcia, Commissioner, and seconded by Trini Muñoz, Commissioner, to approve the requests from employees listed in the back up to be recipients of donated vacation leave as submitted by Betsy C. Keller, Human Resources Director.

VOTE: YES - Mitchell, Garcia, Muñoz

Absent – None

MOTION CARRIED.

REGULAR AGENDA

MOTION #2

ITEM #3 Discuss and take appropriate action on the revised job description of **Cashier** for **multiple departments**. (Elsie West, Personnel Manager)

ACTION: It was moved by Carol Garcia, Commissioner, and seconded by Trini Muñoz, Commissioner, to approve the revised job description of **Cashier** for **multiple departments** as submitted by Elsie West, Personnel Manager.

VOTE: YES - Mitchell, Garcia, Muñoz

NO: None

MOTION CARRIED.

MOTION #3

ITEM #4 Discuss and take appropriate action on the revised job description of **Administrative Coordinator for Family & Community Development Services.**
(Elsie West, Personnel Manager)

ACTION: It was moved by Trini Muñoz, Commissioner, and seconded by Carol Garcia, Commissioner, to approve the revised job description of **Administrative Coordinator for the Family & Community Development Services** as submitted by Elsie West, Personnel Manager.

VOTE: YES - Mitchell, Garcia, Muñoz Absent – None

MOTION CARRIED.

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE § 551.074

On this day, the Civil Service Commission discussed Item #6 & Item #8 in open session due to the withdrawal of a grievance submitted by Marisela Casillas, County Clerk's Office.

On this day, the Civil Service Commission went into executive session to discuss Item #5 pursuant to Texas Government Code § 551.074 at 3:17 p.m.

On this day, the Civil Service Commission went into executive session to discuss Item #5 pursuant to Texas Government Code § 551.071 at 3:45 p.m.

The Civil Service Commission would go into open session to take official action.

ITEM #7 Take appropriate action on a grievance filed/dated January 27, 2010 regarding Renato Rosales, Deputy Constable, Constable Pct. #1, and if the Commission does find jurisdiction, discuss grievance filed dated January 27, 2010 regarding Renato Rosales, Deputy Constable, Constable Pct. #1, pertaining to Rescind Letter of Resignation and Rules 2.50, 6.02, & 6.05. (Robert White, Constable Pct. #1 – Janet Monteros, Sr. Trial Attorney, - Jim Jopling, Cleat Attorney)

MOTION #5 FIRST MOTION:

ACTION: It was moved by Trini Muñoz, Commissioner, that the board does have jurisdiction to hear the grievance filed/dated January 27, 2010 regarding Renato Rosales, Deputy Constable, Constable Pct. #1, pertaining to Rescind Letter of Resignation and Rules 2.50, 6.02, & 6.05.

VOTE: YES - Muñoz

NO: None

MOTION FAILED FOR LACK OF A SECOND.

MOTION #6 SECOND MOTION:

ACTION: It was moved by Carol Garcia, Commissioner, and seconded by Paula Mitchell, to deny the grievance filed/dated January 27, 2010 regarding Renato Rosales, Deputy Constable, Constable Pct. #1, pertaining to the Rescinding of the Letter of Resignation and Rules 2.50, 6.02, & 6.05, due to the fact that the Commission does not have jurisdiction to hear the grievance.

VOTE: YES – Garcia, Mitchell

NO: Muñoz

MOTION CARRIED.

MOTION #4

ITEM #8

Take appropriate action on a grievance filed/dated February 3, 2010 regarding Marisela Casillas, Office Specialist, Intermediate, and if the Commission does find jurisdiction, discuss grievance filed dated February 3, 2010 regarding Marisela Casillas, Office Specialist, Intermediate, County Clerk's Office, pertaining to Termination and Rule 7.09 ((A & D). (Delia Briones, County Clerk - Michael Wyatt, Sr. Trial Attorney)

ACTION: It was moved by Carol Garcia, Commissioner, and seconded by Paula Mitchell, Chairperson, to accept withdrawal of a grievance filed/dated February 3, 2010 regarding Marisela Casillas, Office Specialist, Intermediate, County Clerk's Office, pertaining to Termination and Rule 7.09 ((A & D) as requested by Ms. Casillas.

VOTE: YES - Mitchell, Garcia,

NO: Muñoz

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, Commissioner Muñoz, and seconded by Commissioner Garcia moved to adjourn the meeting, at 3:56 p.m.



PAULA MITCHELL, CHAIRPERSON



ESTELA SALGADO, RECORDING SECRETARY

VOTE: YES - Mitchell, Garcia, Muñoz

NO: None

MOTION CARRIED.

cc: Anthony Cobos, County Judge