



## 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 MAY 4, 2010

**COMMISSIONERS PRESENT:** TRINI MUNOZ, ACTING CHAIRPERSON *TM*  
CAROL GARCIA, COMMISSIONER

**OTHERS PRESENT:** BETSY C. KELLER, HUMAN RESOURCES  
SUKIE GOMEZ, HUMAN RESOURCES  
ROBERT GALLEGOS, HUMAN RESOURCES  
CHRISTINA SANCHEZ, COUNTY ATTORNEY'S OFFICE  
LEE SHAPLEIGH, COUNTY ATTORNEY'S OFFICE

**ABSENT:** PAULA MITCHELL, CHAIR

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The El Paso County Civil Service Commission met in Commissioners' Court Room and was called to order at 3:06 p.m. by Trini Muñoz, Acting Chairperson.

### PUBLIC COMMENT

On this day, the following persons appeared before the Civil Service Commission to offer public comment and spoke regarding issues from the El Paso County Civil Service Rules and Regulations Book that states an elected official within thirty (30) days of taking oath of office shall submit to the El Paso County Civil Service Commission any position(s) that shall not be covered by these Rules.

Delia Briones, County Clerk's Office  
Becky Gonzalez, J.P. #2  
Jo Anne Bernal, County Attorney's Office

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Yvonne Villa, J.P.#2  
Victor Flores, Tax Office  
Lourdes Rios, J.P. #2  
Brian Haggerty, J.P. #2  
Norma Favela, Tax Office

**CONSENT AGENDA**

**MOTION #1**

**ITEM #1** Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of April 6, 2010. (Betsy C. Keller, Human Resources Director)

**ACTION:** It was moved by Carol Garcia, Commissioner, and seconded by Trini Muñoz, Acting Chair, to approve the minutes of the regularly scheduled meeting of April 6, 2010 as submitted by Betsy C. Keller, Human Resources Director.

VOTE: YES - Garcia, Muñoz

Absent – Mitchell

MOTION CARRIED.

**PRESENTATION:**

**MOTION #2**

**ITEM #2** Receive presentation by Jose Rojo regarding proposed changes to the Civil Service Rules 2.45 – 2.47. (Jose Rojo, Former Employee) (**Postponed from 04/06/2010**)

**ACTION:** It was moved by Carol Garcia, Commissioner, and seconded by Trini Muñoz, Acting Chair, to delete the presentation regarding proposed changes to the Civil Service Rules 2.45 – 2.47.

VOTE: YES - Garcia, Muñoz

Absent – Mitchell

MOTION CARRIED.

**REGULAR AGENDA**

**MOTION #4**

ITEM #3 Discuss and take appropriate action in reference to current 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 Brian J. Haggerty, Judge, Justice Peace #2. (Brian J. Haggerty, Judge)

**ACTION:** It was moved by Carol Garcia, Commissioner, to accept the names of the employees who shall be considered by the Civil Service Commission to be non-covered as requested by Brian J. Haggerty, Judge, Justice of the Peace Pct. #2, in reference to Civil Service Rule 2.00 (b) as follows:

Becky Gonzalez, Court Coordinator  
Yvonne Villa, Juvenile Case Manager  
Lourdes Rios, Administrative Assistant, Intermediate

**MOTION DIES FOR LACK OF A SECOND.**

**MOTION #5**

ITEM #4 Discuss and take appropriate action to accept the **Office Policies** for Justice Peace #2 as submitted by Brian J. Haggerty, Judge, Justice Peace #2. (Brian J. Haggerty, Judge)

**ACTION:** It was moved by Carol Garcia, Commissioner, and seconded by Trini Muñoz, Acting Chair, to accept the Office Policies for the Justice of the Peace Pct. #2, submitted by Brian J. Haggerty, Judge, with the deletion of the following policy:

**ADDRESSING OTHER EMPLOYEES.**

While in the office you must use the employees last name with the proper title: ex. Mr. Smith, Judge Haggerty, Miss Jones, Ms. Harris Mrs. Jackson.

VOTE: YES - Garcia, Muñoz

Absent – Mitchell

MOTION CARRIED.

**MOTION #6**

ITEM #5 Discuss and take appropriate action concerning video recording and broadcasting of Civil Service Commission meetings and Policy Guidelines submitted by Robert Gallegos, Risk Manager. (Roberto Gallegos, Risk Manager)

**ACTION:** It was moved by Carol Garcia, Commissioner, and seconded by Trini Muñoz, Acting Chair, to postpone the matter concerning video recording and broadcasting of Civil Service Commission meetings and Policy Guidelines submitted by Robert Gallegos, Risk Manager. The item will be heard on June 1, 2010.

VOTE: YES - Garcia, Muñoz

Absent – Mitchell

MOTION CARRIED.

**MOTION #7**

**ITEM #6** Discuss and take appropriate action on adopting a rule allowing covered employees the opportunity to rescind a resignation. (Trini Muñoz, Commissioner)

**ACTION:** It was moved by Trini Muñoz, Acting Chair, to adopt a rule allowing covered employees the opportunity to rescind a resignation by noon of the next business day.

**MOTION DIES FOR LACK OF A SECOND.**

**MOTION #8**

**ITEM #7** Discuss and take appropriate on adopting a rule that states the El Paso County Civil Service Commission has jurisdiction to hear all grievances filed by covered employees. (Trini Muñoz, Commissioner)

**ACTION:** It was moved by Trini Muñoz, Acting Chair and seconded by Carol Garcia to instruct Human Resources staff to post agenda items concerning jurisdiction on grievances as one item with the grievance to be considered.

VOTE: YES – Garcia, Muñoz

Absent – Mitchell

MOTION CARRIED.

**MOTION #3**

ITEM #8 Discuss and take appropriate action to delete **Rule 2.00 (b)** from the El Paso County Civil Service Rules and Regulations Book that states an elected official within thirty (30) days of taking oath of office shall submit to the El Paso County Civil Service Commission any position(s) that shall not be covered by these Rules, provided that said position(s) involve confidentiality or policy making in the elected official's office. In the event a new position is added to the elected official's manning table more than 30 days after taking office, the elected official shall have 30 days after the approval of the new position by El Paso County Commissioners Court to submit the position to the El Paso County Civil Service Commission as not covered, provided the position meets the requirements listed above. (Trini Muñoz, Commissioner)

**ACTION:** It was moved by Trini Muñoz, Acting Chair, to delete Rule 2.00 (b) from the El Paso County Civil Service Rules and Regulations Book that states an elected official within thirty (30) days of taking oath of office shall submit to the El Paso County Civil Service Commission any position(s) that shall not be covered by these Rules, provided that said position(s) involve confidentiality or policy making in the elected official's office. In the event a new position is added to the elected official's manning table more than 30 days after taking office, the elected official shall have 30 days after the approval of the new position by El Paso County Commissioners Court to submit the position to the El Paso County Civil Service Commission as not covered, provided the position meets the requirements listed above.

**MOTION DIES FOR LACK OF A SECOND.**

**NO ACTION TAKEN.**

ITEM #9 Discussion on the use of Roberts Rules and Regulations. (Trini Muñoz, Commissioner)

**ACTION:** No action was taken on the use of Roberts Rules and Regulations.

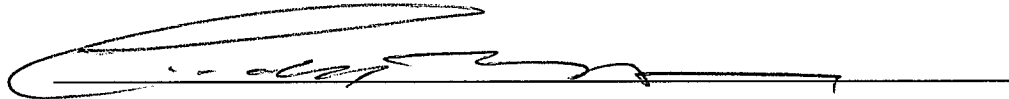
MEETING ADJOURNED

On this day, there being no further business to discuss, Carol Garcia, Commissioner, and seconded by Trini Muñoz, Acting Chair, moved to adjourn the meeting at 5:15 p.m.

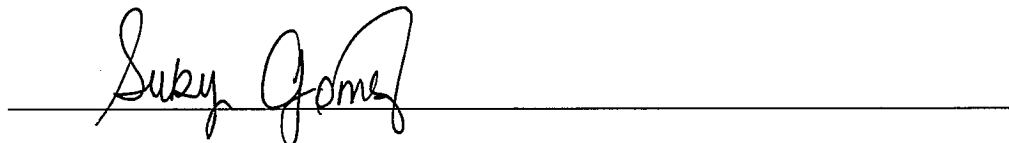
VOTE: YES - Garcia, Muñoz

ABSENT: Mitchell

MOTION CARRIED.

A handwritten signature in black ink, appearing to read "Trini Muñoz", written over a horizontal line.

TRINI MUNOZ, ACTING CHAIRPERSON

A handwritten signature in black ink, appearing to read "Sukie Gomez", written over a horizontal line.

SUKIE GOMEZ, RECORDING SECRETARY

cc: Anthony Cobos, County Judge