



## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
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*Chairperson*  
*Paula Mitchell*

*Commissioners*  
*Trini Muñoz*  
*Carol Garcia*

### MINUTES OF JULY 6, 2010

**COMMISSIONERS PRESENT:** PAULA MITCHELL, CHAIR *Paula*  
TRINI MUNOZ, COMMISSIONER  
CAROL GARCIA, COMMISSIONER

**OTHERS PRESENT:** BETSY C. KELLER, HUMAN RESOURCES  
ROBERT GALLEGOS, HUMAN RESOURCES  
ESTELA SALGADO, HUMAN RESOURCES  
GABRIELA ESQUIVEL, HUMAN RESOURCES  
LEE SHAPLEIGH, 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 3:00 p.m. by Paula Mitchell, Chair.

### PUBLIC COMMENT

On this day, the following persons appeared before the Civil Service Commission to offer public comment and spoke regarding issues pertaining to the state legislature of Chapter 158 County Civil Service, Subchapter A County Civil Service System, specifically paragraph 158.008 Appointment of Commission (regarding size of commission) and/or to consider adoption of Civil Service Rules which require meetings to be scheduled to allow all three members to be present to facilitate business of the Commission.

HR Director, Betsy Keller attempted to address the Commission regarding her concerns of the practical difficulties of a 3 person quorum, but was denied the opportunity to speak by Commissioner Munoz.

On this day, the following persons appeared before the Civil Service Commission to offer public comment and spoke regarding this being the last meeting for the Chair of the Board Paula

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Mitchell.

Betsy Keller, Human Resources Director

**CONSENT AGENDA**

ITEM #1

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

**ACTION:** It was moved by Trini Muñoz, Commissioner, and seconded by Carol Garcia, Commissioner, to approve the minutes of the regularly scheduled meeting of June 1, 2010 as submitted by Betsy C. Keller, Human Resources Director.

VOTE: YES - Garcia, Munoz, Mitchell

NO - None

MOTION CARRIED.

ITEM #2

**MOTION #1** Discuss and take appropriate action to amend **Rule 1.05** of the Civil Service Rules and Regulations Book as per action taken on the Civil Service Meeting of June 1, 2010, Item #13 to read as follows:

**1.05**

Regular meetings shall be held on the first Tuesday of each month and shall comply with the Texas Government Code, Chapter 551. ("Texas Open Meetings Act"). ~~Two~~ Three Commission members must be present to constitute a quorum. Should the first Tuesday of the month fall on a County Holiday, the Civil Service Commission meeting for that month will be held on the second Tuesday of the month. The El Paso County Civil Service Commission may change the day designated for its regular meeting. Special meetings and emergency meetings may be held as permitted by the Texas Open Meetings Act.

**ACTION:** It was moved by Trini Muñoz, Commissioner, and seconded by Carol Garcia, Commissioner, to amend Rule 1.05 of the Civil Service Rules and Regulations Book as submitted by Trini Muñoz, Commissioner to read as follows:

**RULE 1.05**

Regular meetings shall be held on the first Tuesday of each month and shall comply with the Texas Government Code, Chapter 551. ("Texas Open Meetings Act"). ~~Two~~ Three Commission members must be present to constitute a quorum. Should the first Tuesday of the month fall on a County Holiday, the Civil Service Commission meeting for that month will be held on the second Tuesday of the month. The El Paso County Civil Service Commission may change the day designated for its regular meeting. Special meetings and emergency meetings may be held as permitted by the Texas Open Meetings Act.

VOTE: YES - Garcia, Munoz, Mitchell

NO - None

MOTION CARRIED.

**ITEM #3**

**MOTION #1** 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 Trini Muñoz, Commissioner, and seconded by Carol Garcia, Commissioner, to approve the request from employees listed in the back up to be recipients of donated vacation leave as submitted by Betsy Keller, Human Resources Director.

VOTE: YES - Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.

**REGULAR AGENDA**

**ITEM #4**

**MOTION #2** Discuss and take appropriate action to rescind the non-covered status of the District Clerk's Office employees listed in the back-up and consider them to be covered as stated in Rule 1.09 of the Civil Service Rules and Regulations Book. (Gilbert Sanchez, District Clerk)

**ACTION:** It was moved by Trini Muñoz, Commissioner, and seconded by Carol Garcia, Commissioner, to approve the non-covered status of the District Clerk's Office employees listed in the back-up and consider them to be covered as stated in Rule 2.00(b) of the Civil Service Rules and Regulations Book as submitted by Gilbert Sanchez, District Clerk as follows:

Luke Leverton, Project Coordinator  
Aida Candelaria, Office Adm./Support Manager  
Robert Simental, Chief Deputy  
Maria Alderete, Accounting Manager  
Joe Edward Palomo, Jury Coordinator

VOTE: YES - Muñoz, Mitchell, Garcia

NO – None

MOTION CARRIED.

ITEM #5

**MOTION #3** Discuss and take appropriate action to approve the revised job description of **Office Administrative Support Manager for multiple departments** as submitted by Elsie West, Personnel Manager. (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 Office Administrative Support Manager for multiple departments with the following changes requested by Elsie West, Personnel Manager, as follows:

**Reports to:** ~~Executive Manager/Director~~ Department Head/Elected Official

VOTE: YES - Muñoz, Mitchell, Garcia

NO – None

MOTION CARRIED.

ITEM #6

**MOTION #4** Discuss and take appropriate action to reconsider the designation of two (2) positions at Justice of the Peace #2 as exempt from coverage by the Civil Service System and that the item be heard as soon as possible. (Trini Muñoz, Commissioner)

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**ACTION:** It was moved by Trini Muñoz, Commissioner, and seconded by Carol Garcia, Commissioner, to delete Item #6 as submitted by Trini Muñoz, Commissioner, pertaining to reconsider the designation of two (2) positions at Justice of the Peace # 2 as exempt from coverage by the Civil Service System.

VOTE: YES - Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.

**ITEM #7**

Discuss and take appropriate action regarding the request of Commissioners' Court and Judge Brian Haggerty's, (JP#2), request on **Court Coordinator** and **Administrative Assistant, Intermediate** positions to be exempt from the coverage of the Civil Service Rules pursuant to Civil Service Rule 2.00(b). (Paula Mitchell, Chair)

**MOTION #5**

**ACTION:** It was moved by, Trini Muñoz, Commissioner, to deny the request to reconsider the request on Court Coordinator and Administrative Assistant, Intermediate positions to be exempt from the coverage of the Civil Service System pursuant to Civil Service Rule 2.00(b) and uphold their original decision.

MOTION DIED FOR LACK OF A SECOND.

**MOTION #6**

**ACTION:** Furthermore, it was moved by Carol Garcia, Commissioner, to grant the request made by Judge Haggerty for both positions to be exempt from the Civil Service System.

MOTION DIED FOR LACK OF A SECOND.

**MOTION #9**

**ACTION:** It was moved by, Carol Garcia, Commissioner, and seconded by Paula Mitchell, Chair, to approve the Court Coordinator position to be Exempt from coverage of the Civil Service System.

VOTE: YES – Garcia, Mitchell

NO - Muñoz

MOTION CARRIED.

**MOTION #10**

**ACTION:** It was moved by, Carol Garcia, Commissioner, and seconded by Trini Muñoz, Commissioner, to approve the Administrative Assistant, Intermediate position to be Non-Exempt (covered) by the Civil Service System.

VOTE: YES – Garcia, Muñoz, Mitchell

NO - None

MOTION CARRIED.

**ITEM #8**

**MOTION #11** Discuss and determine whether grievance of Monica Miranda is within the jurisdiction of the Civil Service Commission and, if jurisdiction is found, discuss and take appropriate action on grievance of Monica Miranda pertaining to Rules 7.09 (a) and (d). (Monica Miranda) (Victor Flores, County Tax Assessor, - Gabriella Holguin-Edwards, Trial Team Chief)

**ACTION:** It was moved by Carol Garcia, Commissioner, and seconded by Paula Mitchell, Chair, that the case would not be heard, due to lack of jurisdiction on the matter of grievance filed by Monica Miranda pertaining to Rules 7.09 (a) and (d).

VOTE: YES – Garcia, Mitchell

NO - Muñoz

MOTION CARRIED.

GRIEVANCE

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

**On this day, the Civil Service Commission discussed Item #9 & Item #10 in open session as requested by Maria G. Sanchez, Office Specialist, Senior, JP#5.**

ITEM #10

**MOTION #14** Take appropriate action on grievance filed/dated June 9, 2010, regarding Maria G. Sanchez, Office Specialist, Senior, Justice of the Peace #5, pertaining to **Termination and Rule 7.09 (A - D)**. (Monica Teran, Justice of the Peace, JP#5  
– Janet Monteros, Sr. Trial Attorney)

**ACTION:** It was moved by Carol Garcia, Commissioner, and seconded by Paula Mitchell, Chair, to uphold termination on Maria G. Sanchez, Office Specialist, Senior, Justice of the Peace # 5, pertaining to termination and rule 7.09 (A - D).

VOTE: YES – Garcia, Mitchell

NO - Muñoz

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, Trini Muñoz, Commissioner, moved to adjourn the meeting at 6:06 p.m., Carol Garcia Seconded the motion.

VOTE: YES - Garcia, Muñoz, Mitchell

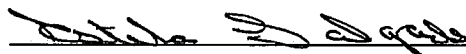
NO - None

MOTION CARRIED.



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PAULA MITCHELL, CHAIR



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ESTELA SALGADO, RECORDING SECRETARY