



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
Carol Garcia*

*Commissioners
Lee Urias
Kelly Dickson*

MINUTES OF AUGUST 2, 2010

COMMISSIONERS PRESENT: TRINI MUNOZ, ACTING CHAIRPERSON
KELLY DICKSON, COMMISSIONER

OTHERS PRESENT: ROBERT GALLEGOS, HUMAN RESOURCES
CHRISTINA SANCHEZ, COUNTY ATTORNEY'S OFFICE
LEE SHAPLEIGH, COUNTY ATTORNEY'S OFFICE

ABSENT: *ntb* CAROL GARCIA, COMMISSIONER
BETSY C. KELLER, HUMAN RESOURCES

The El Paso County Civil Service Commission met in Judge's Conference Room #301 and was called to order at 3:02 p.m. by Trini Muñoz, Acting Chairperson.

PUBLIC COMMENT

On this day, the following person appeared before the Civil Service Commission to offer public comment:

Acting Chairperson, Trini Muñoz, welcomed the new Civil Service Commission board member, Kelly Dickson.

CONSENT AGENDA

ITEM #1

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

PAGE 2
CIVIL SERVICE MINUTES
AUGUST 2, 2010

ACTION: It was moved by Trini Muñoz, Acting Chairperson, and seconded by Kelly Dickson, Commissioner, to postpone the minutes of the regularly scheduled meeting of July 6, 2010 as submitted by Betsy C. Keller, Human Resources Director.

VOTE: YES - Muñoz, Dickson

Absent - Garcia

MOTION CARRIED.

ITEM #2

MOTION #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, Kelly Dickson, Commissioner and seconded by, Trini Muñoz, Acting Chairperson, 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 - Muñoz, Dickson

Absent - Garcia

MOTION CARRIED.

REGULAR AGENDA

ITEM #3

MOTION #3 Discuss and take appropriate action on a newly created job description of **Visitation Specialist** for the Domestic Relations Office. (Elsie West, Personnel Manager)

ACTION: It was moved by, Kelly Dickson, Commissioner, and seconded by Trini Muñoz, Acting Chairperson, to approve the newly created job description of **Visitation Specialist** for the Domestic Relations Office as submitted by Elsie West, Personnel Manager.

VOTE: YES - Muñoz, Dickson

Absent - Garcia

MOTION CARRIED.

ITEM #4

MOTION #4 Discuss and take appropriate action on a newly created job description of **Visitation Specialist Supervisor** for the Domestic Relations Office. (Elsie West, Personnel Manager)

ACTION: It was moved by, Kelly Dickson, Commissioner, and seconded by Trini Muñoz, Acting Chairperson, to approve the newly created job description of **Visitation Specialist Supervisor** for the Domestic Relations Office as submitted by Elsie West, Personnel Manager.

VOTE: YES - Muñoz, Dickson

Absent - Garcia

MOTION CARRIED.

GRIEVANCE

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE §551.074

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

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

ITEM #6

MOTION #5 Take appropriate action on a grievance filed/dated May 25, 2010, regarding Jose Ruben Valverde, Truck Driver, Intermediate, Road and Bridge Department, pertaining Termination and Rule 7.09 (a) and (d). (Robert Rivera, Pub. Works Dir./ R & B Admin., - Ian Kaplan, Sr. Trial Attorney)

ACTION: It was moved by, Kelly Dickson, Commissioner, and seconded by Trini Muñoz, Acting Chairperson, to uphold the termination on a grievance filed/dated May 25, 2010, regarding Jose Ruben Valverde, Truck Driver, Intermediate, Road and Bridge Department, pertaining Termination and Rule 7.09 (a) and (d).

VOTE: YES - Muñoz, Dickson

Absent - Garcia

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, Trini Muñoz, Acting Chairperson, moved to adjourn the meeting at 4:35 p.m., Kelly Dickson, Commissioner, seconded the motion.

VOTE: YES - Muñoz, Dickson

Absent - Garcia

MOTION CARRIED.



CAROL GARCIA, CHAIR AS OF AUGUST 2010



ESTELA SALGADO, RECORDING SECRETARY