



## 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*  
*Carol Garcia*

*Commissioners*  
*Lee Urias*  
*Kelly Dickson*

### MINUTES OF OCTOBER 5, 2010

COMMISSIONERS PRESENT: CAROL GARCIA, CHAIR  
KELLY DICKSON, COMMISSIONER  
LEE URIAS, COMMISSIONER

OTHERS PRESENT: BETSY C. KELLER, HUMAN RESOURCES  
CHRISTINA SANCHEZ, COUNTY ATTORNEY'S OFFICE  
LEE SHAPLEIGH, COUNTY ATTORNEY'S OFFICE  
ESTELA SALGADO, HUMAN RESOURCES

ABSENT: ROBERT GALLEGOS, HUMAN RESOURCES

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The El Paso County Civil Service Commission met in Commissioners' Court Room #303 and was called to order at 3:04 p.m. by Estela Salgado, Human Resources.

### PUBLIC COMMENT

No public comment made at this meeting.

### CONSENT AGENDA

#### MOTION #1 APPROVED.

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of September 7, 2010. (Betsy C. Keller, Human Resources Director)

**ACTION:** It was moved by Kelly Dickson, Commissioner, and seconded by Lee Urias, Commissioner, to approve the minutes of the regularly scheduled meetings of September 7, 2010 of Civil Service meetings.

VOTE: YES – Dickson, Garcia, Urias NO: - None

MOTION CARRIED.

### **REGULAR AGENDA**

#### **MOTION #2 APPROVED.**

ITEM #2 Discuss and take appropriate action to approve the newly created job description of **Facilities Superintendent** for the Facilities Management Department. (Elsie West, Personnel Manager)

**ACTION:** It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Commissioner, to approve the newly created job description of **Facilities Superintendent**, for the Facilities Management Department as submitted by Elsie West, Personnel Manager, and presented by Gabriel Herrera, Admin. Assistant, Intermediate.

VOTE: YES – Dickson, Garcia, Urias NO: - None

MOTION CARRIED.

#### **MOTION #3 APPROVED.**

ITEM #3 Discuss and take appropriate action to select nominees, for Commissioners' Court to replace the unexpired term of David Chavez, on the El Paso County Ethics Commission. (Betsy C. Keller, Human Resources Director)

**ACTION:** It was moved by Kelly Dickson, Commissioner, and seconded by Lee Urias, Commissioner to accept Servando Hernandez as nominee for Commissioners' Court to replace the unexpired term of David Chavez, on the El Paso County Ethics Commission.

VOTE: YES – Dickson, Garcia, Urias NO: - None

MOTION CARRIED.

**GRIEVANCE**

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

**On this day, the Civil Service Commission stayed in open session to discuss Item #4 pursuant to Texas Government Code § 551.074.**

**MOTION #4 ACCEPTED WITHDRAWAL LETTER ON GRIEVANCE.**

**ITEM #4**

Discuss and determine whether grievance of Rocio F. Chavez, Administrative Assistant, Sheriff's Office, is within the jurisdiction of the El Paso County Civil Service Commission and, if jurisdiction is found, discuss and take appropriate action on grievance of Rocio F. Chavez, pertaining to Termination & Rule 2.51 of the El Paso County Civil Service Rules & Regulations book. (Rocio F. Chavez, Administrative Assistant, Sheriff's Office, - Miles McNeal, Cleat Attorney)

**ACTION:** It was moved by Kelly Dickson, Commissioner, and seconded by Lee Urias, Commissioner, to accept withdrawal letter on a grievance filed/dated May 25, 2010 regarding Rocio F. Chavez, Administrative Assistant, Sheriff's Office, pertaining to Termination & Rule 2.51 of the El Paso County Civil Service Rules & Regulations book as requested by grievant.

**VOTE:** YES – Dickson, Garcia, Urias

**NO:** - None

**MOTION CARRIED.**

**NO ACTION TAKEN ON ITEM #5**

**ITEM #5** Discuss a grievance filed by Rocio F. Chavez, pertaining to Termination & Rule 2.51 of the El Paso County Civil Service Rules & Regulations book. (Rocio F. Chavez, Administrative Assistant, Sheriff's Office, - Miles McNeal, Cleat Attorney)

**NO ACTION TAKEN ON ITEM #6**

**ITEM #6** Take appropriate action on a grievance filed by Rocio F. Chavez, pertaining to Termination & Rule 2.51 of the El Paso County Civil Service Rules & Regulations book. (Rocio F. Chavez, Administrative Assistant, Sheriff's Office, - Miles McNeal, Cleat Attorney)

**MEETING ADJOURNED**

On this day, there being no further business to discuss, Lee Urias, Commissioner, moved to adjourn the meeting at 1:28 p.m., Carol Garcia, Chair, seconded the motion.

VOTE: YES – Garcia, Dickson, Urias

NO: None

MOTION CARRIED.



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CAROL GARCIA, CHAIR



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ESTELA SALGADO, RECORDING SECRETARY