

**COUNTY OF EL PASO**



**CIVIL SERVICE COMMISSION**

**REGULAR MEETING MINUTES  
1:00 P.M., TUESDAY, AUGUST 7, 2012  
COMMISSIONER'S COURTROOM, ROOM 303  
500 E. SAN ANTONIO  
EL PASO, TEXAS 79901**

**Selena N. Solis, Chair**

**Grace D. Munoz, Commissioner**

**Carlos Gomez, Commissioner**

**OPEN MEETING**

The meeting was called to order at 1:12 p.m. Staff present were Kevin McCary from the County Attorney's Office, Melissa Carrillo, Elsie West, Arlene Acosta and Estela Salgado from the Human Resources Department. Others present were Lee Shapleigh from the County Attorney's Office. A quorum was established with Commissioner Grace Munoz being absent.

**PUBLIC COMMENT**

NO PUBLIC COMMENT

---

**APPROVED - CONSENT AGENDA**

**AUGUST 7, 2012**

**MOTION #1 (ITEM #1)**

On this day, on motion of Chair Solis, seconded by Commissioner Gomez, it is the order of the Commission to approve Consent Agenda Item #1 of the Civil Service Commission Meeting of July 3, 2012 with the modification on Motion 2 (Item #4) to read as follows:  
Submitted by: Betsy C. Keller, Human Resources Director

On this day, on motion of Chair Solis, seconded by Commissioner Gomez, it is the order of the Commission to sustain **the** grievance filed/dated March 16, 2012 regarding Maharai Esquivel pertaining to Termination and Rule 2.20,7.09(A) (B) & (D) and overturn the termination and reinstate with recommendation of back pay.

VOTE: YES - Gomez, Solis

NO - None

---

**APPROVED – REGULAR AGENDA**

**AUGUST 7, 2012**

**MOTION #2 (ITEM #2)**

On this day, on motion of Commissioner Gomez, seconded by Chair Solis, it is the order of the Commission to approve the newly created job description of Child Support Manager for the Domestic Relations Office.

Submitted by: Elsie West, Personnel Manager

VOTE: YES - Gomez, Solis

NO - None

---

**NO ACTION – CIVIL SERVICE AND EMPLOYEE HANDBOOKS**

**AUGUST 7, 2012**

**(ITEM #3)**

On this day, no formal action was taken regarding the County's intent to reconcile the Civil Service Rules and Regulations and the Employee Handbook by converting both sets of Rules into one policy manual.

Submitted by: Melissa M. Carrillo, Assistant Human Resources Director

**NO ACTION**

---

**EXECUTIVE SESSION**

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

**AUGUST 7, 2012**

**MOTION #3 (ITEM #4)**

On this day, HR staff announced that the Civil Service Commission would recess into executive session at 1:25 p.m. to discuss the following item, pursuant to *Texas Government Code §551.071 and §551.074*. The Court would reconvene to take official action.

DISCUSS THE GRIEVANCE FILED/DATED MAY 18, 2012 REGARDING VERONICA CELERINO PERTAINING TO TERMINATION & RULES 7.09(B) & (D). (POSTPONED FROM JULY 3, 2012)

-- (Veronica Celerino, Office Specialist, Senior – Daniel Robledo, Attorney at Law) (Norma Favela, District Clerk – John Valdez, Senior Trial Attorney)

The Court recessed at 1:16 p.m.

---

**MEETING RECONVENED**

**AUGUST 7, 2012**

**MOTION #4**

**On this day the Civil Service Commission reconvened into regular open session following executive session at 1:20 p.m.**

---

**POSTPONED – GRIEVANCE REGARDING VERONICA CELERIO**

**AUGUST 7, 2012**

**MOTION #5 (ITEM #4 & 5)**

On this day, on motion of Chair Solis, seconded by Commissioner Gomez, it is the order of the Commission to postpone the grievance filed/dated May 18, 2012 regarding Veronica Celerino pertaining to Termination and Rules 7.09 (B) & (D). The item will be scheduled for September 4, 2012 at 1:00 p.m.

VOTE: YES - Gomez, Solis

NO – None

---

**MEETING ADJOURNED**

**AUGUST 7, 2012**

**MOTION #6 (ITEM #6)**

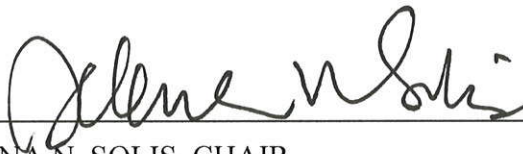
On this day, there being no further business to discuss, Commissioner Gomez moved to adjourn the meeting at 1:23 p.m., seconded by Chair Solis.

VOTE: YES - Gomez, Solis

NO – None

---

**EXAMINED AND APPROVED THIS 4<sup>th</sup> DAY IN SEPTEMBER 2012**



SELENA N. SOLIS, CHAIR



ESTELA SALGADO, RECORDING SECRETARY