

**COUNTY OF EL PASO**



**CIVIL SERVICE COMMISSION**

**REGULAR MEETING MINUTES  
1:00 P.M., TUESDAY, JUNE 4, 2013  
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 1:14 p.m. Staff present were Kevin McCary from the County Attorney's Office, Elsie West & Estela Salgado, from the Human Resources Department. A full quorum was established with all members present.

**PUBLIC COMMENT**

NO PUBLIC COMMENT

---

**APPROVED - CONSENT AGENDA**

**JUNE 4, 2013**

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

APPROVE THE MINUTES OF THE REGULARLY SCHEDULED CIVIL SERVICE COMMISSION MEETING OF MAY 7, 2013.

--Betsy C. Keller, Human Resources

On this day, on motion of Commissioner Solis, seconded by Commissioner Munoz, it is the order of the Commission to approve Consent Agenda Item #1 of the Civil Service Commission Meeting Minutes of May 7, 2013.

VOTE: YES- Solis, Gomez, Munoz

NO: NONE

---

**REGULAR AGENDA**

**ACCEPTED - EL PASO COUNTY TAX OFFICE POLICIES  
AND PROCEDURE MANUAL**

**JUNE 4, 2013**

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

DISCUSS AND TAKE APPROPRIATE ACTION TO ACCEPT THE REVISED EL PASO COUNTY TAX OFFICE POLICIES AND PROCEDURE MANUAL.

-- (Victor Flores, Tax Assessor Collector)

On this day, on motion of Chair Solis, seconded by Commissioner Munoz, it is the order of the Commission to accept the El Paso County Tax Office and Procedure Manual for filing purposes.

VOTE: YES- Solis, Gomez, Munoz

NO: NONE

---

**APPROVED – AMEND RULE 7.22 OF THE EL PASO COUNTY CIVIL SERVICE  
COMMISSION RULES AND REGULATIONS**

**JUNE 4, 2013**

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

DISCUSS AND TAKE APPROPRIATE ACTION TO AMEND RULE 7.22 OF THE ELPASO COUNTY CIVIL SERVICE COMMISSION RULES AND REGULATIONS.

--Betsy C. Keller, Human Resources

On this day, on motion of Commissioner Munoz, seconded by Commissioner Gomez, it is the order of the Commission to amend Rule 7.22 of the El Paso County Civil Service Commission Rules and Regulations to read as follows:

*7.22 Added/Approved: Civil Service on 05/07/13- Comm. Ct. Approval on 06/10/13  
Effective 06/05/13*

**PRE-HEARING MEETING AND OTHER PROCEDURES**

It shall be the policy of the El Paso County Civil Service Commission to encourage the timely pre-hearing ~~settlement~~ resolution of grievances. In keeping with this policy, all parties shall adhere to the following procedures:

- (a) Upon the filing of a grievance, Human Resources personnel shall advise the grievant of the existence of these Civil Service rules and provide a hyperlink to these rules on a paper form, as approved by the Human Resources Director. The grievant should acknowledge receipt by signing the form.

- 
- (b) No fewer than 10 days nor more than 17 days from the filing of a grievance, the COUNTY ATTORNEY shall contact the grievant, or his or her attorney, if represented, and confirm that the grievant (or attorney) has obtained a copy of these rules and regulations;
- (c) The Parties may agree to arrange an Alternative Resolution Meeting (ARM). The purpose of an ARM meeting is to determine if a mutually acceptable resolution to the grievance can be achieved prior to the hearing. A member of County Human Resources staff, as assigned by the Director of Human Resources, shall be present at any ARM to facilitate communication. County Human Resources staff may also assist the grievant with the ARM process if the grievant is not represented. However, Human Resources staff may not advocate on behalf of the grievant. In accordance with Texas law, discussions at an ARM are confidential and may not be recorded or otherwise entered into evidence at a grievance hearing or any other matter (see Texas Rule of Evidence 408).
- (d) Parties may request a continuance in order to facilitate alternative resolution in accordance with rule 7.26.
- 

### **GRIEVANCES**

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

On this day, HR staff announced that the Civil Service Commission would remain in open session at 1:25 p.m. to discuss the following item, pursuant to *Texas Government Code §551.074 as requested by grievant's representative Alyssa Perez, Cleat Attorney.*

On this day, HR staff announced that the Civil Service Commission would recess in executive session for legal advice at 1:47 p.m.

On this day the Civil Service Commission came back into regular open session at 2:06 p.m.

On this day, HR staff announced that the Civil Service Commission would recess in executive session for legal advice at 2:46 p.m. The Court would reconvene to take official action.

On this day the Civil Service Commission came back into regular open session at 4:11 p.m.

---

---

**UPHOLD THE GRIEVANCE FILED BY MYRA C. PONCE & ORDER  
RE-INSTANTMENT AND RECOMMEND BACK PAY FROM 01/25/2013 THROUGH  
JUNE 4, 2013, PERTAINING TO TERMINATION & RULES 1.00, 1.09, 2.51, 2.53,  
6.05, 6.08, 6.09, & 7.09**

**JUNE 4, 2013**

**MOTION #5 (ITEM #6)**

TAKE APPROPRIATE ACTION ON A GRIEVANCE FILED/DATED APRIL 23, 2013, BY MYRA C. PONCE, DEPUTY CONSTABLE, PERTAINING TO TERMINATION & RULES 1.00, 1.09, 2.51, 2.53, 6.05, 6.08, 6.09, & 7.09.

-- (Myra C. Ponce, Constable Pct. #2 – Alyssa Perez, Cleat Attorney) (Jeremiah Haggerty, Constable – Kathleen Anderson, County Attorney's Office)

On this day, on motion of Chair Solis, seconded by Commissioner Gomez, it is the order of the Commission to uphold the grievance filed/dated April 23, 2013 by Myra C. Ponce, order reinstatement and recommend back pay from 01/25/2013 through 06/04/2013, pertaining to Termination & Rules 1.00, 1.09, 2.51, 2.53, 6.05, 6.08, 6.09, & 7.09.

VOTE: YES- Solis, Gomez, Munoz

NO: NONE

---

**DISMISSED – GRIEVANCE ON LINDA MENA PERTAINING TO TERMINATION &  
RULES 7.09 (A) (B), (C) AND (D)**

**JUNE 4, 2013**

**MOTION #4 (ITEM #7)**

TAKE APPROPRIATE ACTION ON A GRIEVANCE FILED/DATED MAY 14, 2013, BY LINDA MENA, ADM. ASSISTANT, SENIOR, PERTAINING TO TERMINATION & RULES 7.09 (A) (B), (C) & (D).

-- (Linda Mena, County Clerk's Office) (Delia Briones, County Clerk – Amy Monsivais, County Attorney's Office)

On this day, on motion of Chair Solis, seconded by Commissioner Munoz, it is the order of the Commission to dismiss the grievance filed/dated May 14, 2013, by Linda Mena, Adm. Assistant, Senior, pertaining to Termination & Rules 7.09 (A) (B), (C) & (D), due to the fact that the grievant was not present at the meeting.

VOTE: YES- Solis, Gomez, Munoz

NO: NONE

---

**MEETING ADJOURNED**

**JUNE 4, 2013**

**MOTION #6 (ITEM #8)**

On this day, there being no further business to discuss, Chair Solis moved to adjourn the meeting at 2:28 p.m. seconded by Commissioner Munoz.

VOTE: YES - Solis, Gomez, Munoz

NO: NONE

---

**EXAMINED AND APPROVED THIS 11<sup>TH</sup> DAY IN JULY 2013**



---

SELENA N. SOLIS, CHAIR



---

ESTELA SALGADO, RECORDING SECRETARY