

COUNTY OF EL PASO



CIVIL SERVICE COMMISSION

REGULARLY SCHEDULED MINUTES
1:00 P.M., TUESDAY, OCTOBER 1, 2013
JUDGE'S COURTROOM, ROOM 303
500 E. SAN ANTONIO
EL PASO, TEXAS 79901

Chair
Carlos Gomez

Cindy Karam, Commissioner
Grace Munoz, Commissioner

OPEN MEETING

The meeting was called to order at 1:06 p.m. Staff present were Kevin McCary from the County Attorney's Office, Elsie West, Melissa Carrillo and Estela Salgado, from the Human Resources Department. A full quorum was established with Commissioners Gomez, Munoz and Karam members present.

PUBLIC COMMENT

Elsie West congratulated Carlos Gomez as "New Chair" as approved by Commissioners' Court on September 16, 2013. She also thanked all board members Gomez, Munoz and Karam for their time and hard work with the Civil Service Commission

CONSENT AGENDA

APPROVED – CIVIL SERVICE MINUTES OF OCTOBER 1, 2013

OCTOBER 1, 2013

MOTION #1 (ITEM #1)

Approve the minutes of the Special Civil Service Commission meeting of September 10, 2013.
--Betsy C. Keller, Human Resources

On this day, on motion of Commissioner Munoz and seconded by Chair Gomez, it is the order of the Commission to approve the September 10, 2013 minutes of the Civil Service Commission with revision on date from 08/08/13 to 09/10/2013 on Page 5.

VOTE: YES- Munoz, Karam, Gomez

NO: None

REGULAR AGENDA

**APPROVED – SERVANDO HERNANDEZ FOR
THE EL PASO ETHICS COMMISSION**

OCTOBER 1, 2013

MOTION #2 (ITEM #2)

Discuss and take appropriate action regarding nominee(s) to recommend to Commissioners Court for the El Paso County Ethics Commission for the term of February 1, 2014 through January 31, 2016.

--Betsy C. Keller, Human Resources

On this day, on motion of Commissioner Munoz, seconded by Commissioner Karam, it is the order of the Commission to nominate, Servando Hernandez and recommend to Commissioners Court for the El Paso County Ethics Commission for the term of February 1, 2014 through January 31, 2016.

VOTE: YES- Munoz, Karam, Gomez

NO: None

**POSTPONED – CONVERSION STATUS OF THE CIVIL SERVICE RULES AND
REGULATIONS AND COUNTY POLICIES TO AN ONLINE FORMAT**

OCTOBER 1, 2013

MOTION #3 (ITEM #3)

Notify the Civil Service Commission regarding the conversion status of the Civil Service Rules and Regulations and County policies to an online format.

--Betsy C. Keller, Human Resources

On this day, on motion of Commissioner Munoz, seconded by Commissioner Karam it is the order of the Commission to postpone the conversion status of the Civil Service Rules and Regulations and County policies to an online format to be heard at the November meeting.

VOTE: YES- Munoz, Karam, Gomez

NO: None

**POSTPONED – AMEND RULE 7.26 – PRE-HEARING MEETING AND OTHER
PROCEDURES OF THE CIVIL SERVICE RULES AND REGULATIONS BOOK**

OCTOBER 1, 2013

MOTION #4 (ITEM #4)

Discuss and take appropriate action to amend Rule 7.26 – Pre-Hearing Meeting and Other Procedures of the Civil Service Rules and Regulations book, as per attached.

--Melissa Carrillo, Human Resources

On this day, on motion of Commissioner Munoz, seconded by Commissioner Karam, it is the order of the Commission to postpone the amendment of Rule 7.26 – Pre-hearing Meeting and other procedures of the Civil Service Rules and Regulations Book to be heard at the November meeting.

VOTE: YES- Munoz, Karam , Gomez

NO: None

**APPROVED – EL PASO COUNTY ELECTIONS DEPARTMENT OFFICE POLICIES
AND PROCEDURES TO BE EFFECTIVE IMMEDIATELY, WITH REVISIONS
ON GRAMMATICAL ERRORS AND RECOMMENDED CHANGES**

OCTOBER 1, 2013

MOTION #5 (ITEM #5)

Discuss and take appropriate to accept the El Paso County Elections Department Office Policies and Procedures to be effective immediately, once filed. These policies and procedures have been reviewed by County Attorney's Office and Human Resources Department.

--Javier Chacon, Elections Department

On this day, on motion of Commissioner Karam, seconded by Commissioner Munoz, it is the order of the Commission to approve the El Paso County Elections Department Office Policies and Procedures to be effective immediately, with revisions on grammatical errors and recommended revisions as indicated by the Commission. The department will provide the revised version at the November meeting.

VOTE: YES- Munoz, Karam, Gomez

NO: None

MEETING RECONVENED

OCTOBER 1, 2013

MOTION #6

On this day, the Civil Service Commission recessed into executive session at 1:36 p.m. pursuant to Texas Government Code §551.071. The court reconvened at 2:35 p.m. take official action.

**DENIED - MOTION TO RE-OPEN THE CIVIL SERVICE COMMISSION'S
AUGUST 8, 2013 ORDER PERTAINING TO ALFREDO NAVA**

OCTOBER 1, 2013

MOTION #7 (ITEM #6)

Discuss and take appropriate action, including a consideration for jurisdiction regarding Alfredo Nava motion to re-open the Civil Service Commission's August 8, 2013's Order for further consideration.

--(Alfredo Nava, Deputy Constable – Jim Jopling, Cleat Attorney (Javier I. Garcia, Constable – Amy Monsivais, Senior Trial Attorney)

On this day, on motion of Chair Gomez, seconded by Commissioner Munoz, it is the order of the Commission to DENY a consideration to re-open the Civil Service Commission's August 8, 2013' Order as the Commission does not have jurisdiction.

VOTE: YES- Munoz, Karam, Gomez

NO: None

MEETING ADJOURNED

OCTOBER 1, 2013

MOTION #8 (ITEM #7)

On this day, there being no further business to discuss, Commissioner Munoz moved to adjourn the meeting at 2:41 p.m. seconded by Commissioner Karam.

VOTE: YES- Munoz, Karam, Gomez

NO: None

EXAMINED AND APPROVED THIS 5TH DAY IN NOVEMBER 2013



CARLOS GOMEZ, CHAIR



ESTELA SALGADO, RECORDING SECRETARY