



COUNTY OF EL PASO

CHAIRMAN:
MARIO J. MARTINEZ

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8126

COMMISSIONERS:
RICHARD YETTER
QUETA G. FIERRO

MINUTES OF AUGUST 08, 1994

COMMISSIONERS PRESENT: MARIO J. MARTINEZ, CHAIRPERSON
RICHARD YETTER
QUETA G. FIERRO

OTHERS PRESENT: NITA CORRAL-NAVA, DIRECTOR
OF PERSONNEL & CIVIL SERVICE ADM.

ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioner's Court Chambers, Room 303 and was called to order at 4:06 P.M. by Mario J. Martinez, Chairperson.

MOTION #1 DISCUSS AND TAKE APPROPRIATE ACTION ON MINUTES OF REGULAR ITEM #1 MEETING OF AUGUST 8, 1994.

ACTION: RICHARD YETTER MOTIONED TO APPROVE THE MINUTES OF THE REGULAR MEETING OF AUGUST 8, 1994. QUETA G. FIERRO SECONDED. MOTION CARRIED.

MOTION #3 DISCUSS AND TAKE APPROPRIATE ACTION ON PERSONNEL ITEM #2 DEPARTMENTAL REPORT FOR THE MONTH OF JUNE, 1994.

ACTION: QUETA G. FIERRO MOTIONED TO APPROVE THE PERSONNEL DEPARTMENTAL REPORT FOR THE MONTH OF JUNE, 1994. RICHARD YETTER SECONDED. MOTION CARRIED.

MOTION #2 DISCUSS AND TAKE APPROPRIATE ACTION ON SECOND DRAFT OF ITEM #3 CURRENT OFFICE POLICIES AND PROCEDURES FOR AGRICULTURAL EXTENSION SERVICE.

ACTION: QUETA G. FIERRO MOTIONED TO APPROVE THE SECOND DRAFT OF CURRENT OFFICE POLICIES AND PROCEDURES FOR AGRICULTURAL EXTENSION SERVICE SUBMITTED BY DR. LARRY A. BROWN, COUNTY EXTENSION DIRECTOR, FOR THE TEXAS AGRICULTURAL EXTENSION SERVICE. RICHARD YETTER SECONDED. MOTION CARRIED.

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MOTION #4 DISCUSS AND TAKE APPROPRIATE ACTION ON UPDATE OF CIVIL
ITEM #4 SERVICE COMMISSION'S SUBPOENA POWER LEGISLATION.

ACTION: QUETA G. FIERRO MOTIONED TO GRANT AUTHORITY TO MARIO J.
MARTINEZ, CHAIRMAN TO DISCUSS THE MATTER WITH STATE
REPRESENTATIVE, PAUL MORENO, AND SUBMIT A PROPOSED BILL
TO THE COMMISSION AT THE NEXT MEETING FOR CONSIDERATION.
RICHARD YETTER SECONDED. MOTION CARRIED.

EXECUTIVE SESSION: REGULAR SESSION FOR THE VOTE IF EXECUTIVE
SESSION IS NOT WAIVED. PURSUANT TO OPEN
MEETING LAW NO. 6 SECTION 2 (E) N AND (G)

GRIEVANCE

MOTION #5 DANIEL FLORES, MEDICAL EXAMINER INVESTIGATOR, MEDICAL
ITEM #5 EXAMINER'S OFFICE. (JUAN U. CONTIN, MEDICAL EXAMINER,
MEDICAL EXAMINER'S OFFICE)

ACTION: MARIO J. MARTINEZ, CHAIRMAN, MOTIONED TO DISQUALIFY MS.
LUPE BAIN TO BE EMPLOYEE REPRESENTATIVE IN THE MATTER OF
DANIEL FLORES, BECAUSE AT THE TIME THAT THE EVENTS WHICH
GAVE RISE TO THE GRIEVANCE, MS. BAIN WAS CHAIRPERSON OF
THE COMMISSION. THE GRIEVANCE WAS TABLED UNTIL THE NEXT
CIVIL SERVICE COMMISSION MEETING TO GIVE THE PARTY
ADEQUATE TIME TO GET LEGAL REPRESENTATION. RICHARD
YETTER SECONDED. MOTION CARRIED.

MOTION #6 LETICIA JARVIS, MEDICAL INVESTIGATOR, MEDICAL EXAMINER'S
ITEM #6 OFFICE. (JUAN U. CONTIN, MEDICAL EXAMINER, MEDICAL
EXAMINER'S OFFICE)

ACTION: MARIO J. MARTINEZ, CHAIRMAN, MOTIONED TO DISQUALIFY MS.
LUPE BAIN TO BE EMPLOYEE REPRESENTATIVE IN THE MATTER OF
LETICIA JARVIS, BECAUSE AT THE TIME THAT THE EVENTS WHICH
GAVE RISE TO THE GRIEVANCE, MS. BAIN WAS CHAIRPERSON OF
THE COMMISSION. THE GRIEVANCE WAS TABLED UNTIL THE NEXT
CIVIL SERVICE COMMISSION MEETING TO GIVE THE PARTY
ADEQUATE TIME TO GET LEGAL REPRESENTATION. RICHARD
YETTER SECONDED. MOTION CARRIED.

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MOTION #7 DARCEY J. GALINDO, ASSISTANT SUPERVISOR, COUNTY TAX
ITEM #7 OFFICE AND OTHER TAX OFFICE EMPLOYEES. (JAMES HICKS, TAX
ASSESSOR, COUNTY TAX OFFICE)

ACTION: MARIO J. MARTINEZ MOTIONED THAT JAMES S. HICKS, TAX
ASSESSOR COLLECTOR, PRESENT TO THE CIVIL SERVICE
COMMISSION ON THE NEXT REGULARLY SCHEDULED MEETING THE
FOLLOWING:

- (1) A COPY OF THE REQUEST AND SAFETY HAZARD REPORT BY
TILLMAN HEALTH CENTER TO BE CONDUCTED ON A FRIDAY.
- (2) A COPY OF THE REPORT CONCERNING BOTH MORNING AND
AFTERNOON EMPLOYEE BREAK SCHEDULE FOR THE COUNTY
TAX OFFICE.
- (3) A COPY OF A REPORT FROM GENE WEIGEL, RISK MANAGER,
PROVIDING A DETERMINATION AND EVALUATION OF
SUGGESTED CHANGES TO EXISTING AND POTENTIAL
PROBLEMS THAT COULD ARISE.

RICHARD YETTER SECONDED MOTION CARRIED.

MOTION #8 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUESTED CHANGES
ITEM #8 TO THE CIVIL SERVICE RULES & REGULATIONS.

ACTION: MARIO J. MARTINEZ MOTIONED TO EXTEND THE DEADLINE ON
REQUESTED CHANGES TO THE CIVIL SERVICE RULES &
REGULATIONS TO A WEEK BEFORE THE NEXT SEPTEMBER 12, 1994
MEETING FOR CONSIDERATION. QUETA G. FIERRO SECONDED.
MOTION CARRIED.

MOTION #9 DISCUSS AND TAKE APPROPRIATE ACTION ON STATING THE
ITEM #9 PARTICULAR RULE INTERPRETATION ON EACH ITEM DISCUSSED.

ACTION: NO ACTION WAS TAKEN. THIS WAS AN INFORMATION ITEM.

MOTION #10 DISCUSS AND TAKE APPROPRIATE ACTION ON CHANGING THE
ITEM #10 CIVIL SERVICE COMMISSION MEETING DAY AND TIME.

ACTION: RICHARD YETTER MOTIONED TO CHANGE THE DATE & TIME ON
FUTURE CIVIL SERVICE COMMISSION MEETINGS TO THE FIRST
TUESDAY OF EACH MONTH SUBJECT TO ANY CONFLICT WITH
HOLIDAYS ETC... AND THAT THE MEETINGS COMMENCE AT 2:00
P.M. AND THE CHANGE TO BECOME EFFECTIVE ON OCTOBER,
1994. QUETA G. FIERRO SECONDED. MOTIONED CARRIED.
FURTHERMORE, MARIO J. MARTINEZ MOTIONED TO AMEND RULE
1.05 AND SUBMIT TO COMMISSIONER'S COURT FOR APPROVAL.
RICHARD YETTER SECONDED. MOTION CARRIED.

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MOTION #11 DISCUSS AND TAKE APPROPRIATE ACTION ON THE SUBSEQUENT
ITEM #11 WORK SESSION TO BE HELD TO UPDATE THE CIVIL SERVICE
RULES & REGULATIONS.

ACTION: MARIO J. MARTINEZ MOTIONED TO NOTIFY DEPARTMENT HEADS AND
UNION ORGANIZATIONS OF A SCHEDULED WORK SESSION FOR THE
NEXT CIVIL SERVICE COMMISSION MEETING. RICHARD YETTER
SECONDED. MOTION CARRIED.

MOTION #12 DISCUSS AND TAKE APPROPRIATE ACTION ON CIVIL SERVICE
FORMS.

ACTION: MARIO J. MARTINEZ MOTIONED TO ACCEPT THE CHANGES TO THE
CIVIL SERVICE FORMS SUBMITTED BY COMMISSIONER YETTER.
QUETA G. FIERRO SECONDED. MOTION CARRIED.

QUETA G. FIERRO MOTIONED TO ADJOURN. RICHARD YETTER SECONDED.
MOTION CARRIED. MEETING WAS ADJOURNED AT 5:44 P.M.


MARIO J. MARTINEZ, CHAIRMAN


ESTELA SALGADO, RECORDING SECRETARY