

EL PASO COUNTY SHERIFF'S OFFICE - CIVIL SERVICE COMMISSION

MINUTES OF JULY 11, 2011

COMMISSIONERS PRESENT: FERMIN ACOSTA JR., COMMISSIONER (DA'S OFFICE)

BARRY BOGLE, COMMISSIONER (COMMISSIONERS COURT)

OTHERS PRESENT: MELISSA CARRILLO, HUMAN RESOURCES

SUKY GOMEZ, HUMAN RESOURCES

JOSE MARRUFO, EPCSOA BENJAMIN BROCK, CLEAT BILL ELLIS, SHERIFF'S OFFICE

DANIEL ROLLINGS, SHERIFF'S OFFICE

JOE PADILLA, SHERIFF'S OFFICE

MARILYN MUNGERSON, COUNTY ATTORNEY'S OFFICE FLORA BRUNO, INTERN COUNTY ATTORNEY'S OFFICE

ABSENT: PERRY MARTIN, CHAIR (SHERIFF'S OFFICE)

HOLLY LYTLE, COUNTY ATTORNEY'S OFFICE

ITEM #1 The El Paso County Sheriff's Civil Service Commission met in Cesar Arreola

Briefing Room and was called to order at 1:31 p.m. by Fermin Acosta Jr., Acting

Chair.

ITEM #2 PUBLIC COMMENT

NONE

MOTION #1 - APPROVED ITEM #3

> Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of June 6, 2011.

It was moved by Barry Bogle, Commissioner, and seconded by Fermin ACTION:

Acosta Jr., Acting Chair, to approve the minutes of the regularly

scheduled meeting of June 6, 2011 of Civil Service meeting.

YES - Bogle, Acosta VOTE:

NO - None ABSENT - Martin

MOTION CARRIED.

COMMISSION NOTIFIED - NO ACTION TAKEN ITEM #4

Notify the Commission regarding the appeal letter of suspension on Detention

Officer Oscar Almazan.

MOTION #2 - APPROVED ITEM #5

Discuss and take appropriate action on the request from employees listed on the

back up to be recipients of donated vacation donation.

It was moved by Barry Bogle, Commissioner, and seconded by Fermin ACTION:

Acosta Jr., Acting Chair, agreed to approve the leave request.

YES - Bogle, Acosta VOTE:

NO - None

ABSENT - Martin

MOTION CARRIED.

MOTION #3 - APPROVED ITEM #6

Discuss and take appropriate action regarding on the revised job description for

the position of Grant Writer.

It was moved by Barry Bogle, Commissioner, and seconded by Fermin ACTION:

Acosta Jr., Acting Chair, to approve the job description for the

position of Grant Writer.

VOTE:

YES – Bogle, Acosta

NO - None

ABSENT - Martin

MOTION CARRIED.

ITEM #7

MOTION #4 - APPROVED

Discuss and take appropriate action regarding on the revised job description for the position of Communications Manager.

ACTION:

It was moved by Barry Bogle, Commissioner, and seconded by Fermin Acosta Jr., Acting Chair, to approve the job description for the position of Communications Manager.

VOTE:

YES – Bogle, Acosta

NO - None

ABSENT - Martin

MOTION CARRIED.

ITEM #8

MOTION #5 - MEETING ADJOURNED

ACTION:

On this day, there being no further business to discuss Berry Bogle, Commissioner, moved to adjourn the meeting at 1:40 p.m., Fermin Acosta Jr., Acting Chair, seconded the motion.

VOTE:

YES – Bogle, Acosta

NO - None

ABSENT - Martin

MOTION CARRIED.

EXAMINED AND APPROVED/THIS 1ST DAY IN AUGUST, 2011:

FERMIN ACOSTA, ACTING CHAIR

SUKY GOMEZ, RECORDING SECRETARY