



EL PASO COUNTY SHERIFF'S OFFICE - CIVIL SERVICE COMMISSION

MINUTES OF NOVEMBER 7, 2011

COMMISSIONERS PRESENT: PERRY MARTIN, CHAIR (SHERIFF'S OFFICE)
FERMIN ACOSTA JR., COMMISSIONER (DA'S OFFICE)
BARRY BOGLE, COMMISSIONER (COMMISSIONERS COURT)

OTHERS PRESENT: RICHARD D. WILES, SHERIFF
WILLIAM ELLIS, SHERIFF'S OFFICE
DANNY ROLLINGS, SHERIFF'S OFFICE
MELISSA CARRILLO, HUMAN RESOURCES
ESTELA SALGADO, HUMAN RESOURCES
MARGIE MORALES, HUMAN RESOURCES
MARILYN MUNGERSON, COUNTY ATTORNEY'S OFFICE
HOLLY LYTLE, COUNTY ATTORNEY'S OFFICE
JOSE MARRUFO, EPCSOA
BROCK BENJAMIN, CLEAT

ABSENT: NONE

ITEM #1 The El Paso County Sheriff's Civil Service Commission met in the Cesar Arreola Briefing Room and was called to order at 1:35 p.m. by Perry Martin, Chair.

ITEM #2 ESTABLISH QUORUM

A quorum was formed by all 3 members being present at the meeting.

ITEM #3 PUBLIC COMMENTS

No comments were made at this time.

ITEM #4 **MOTION #1 - APPROVED**

Discuss and take appropriate action on the minutes for the Civil Service Commission regular-scheduled meeting of October 3, 2011.

ACTION: It was moved by Fermin Acosta Jr., Commissioner, and seconded by Barry Bogle, Commissioner, to approve the minutes for the Civil Service Commission regular-scheduled meeting of October 3, 2011.

VOTE: YES – Fermin, Bogle, Martin NO – None

MOTION CARRIED.

ITEM #5 NO ACTION

Notify the commission of the Sheriff's decision regarding the non-disciplinary grievance as filed by Detention Officer Y. Campos.

ITEM #6 MOTION #5 - APPROVED

Discuss and take appropriate action on the request from employees listed on the back up to be recipients of donated vacation leave.

ACTION: It was moved by Barry Bogle, Commissioner, and seconded by Fermin Acosta Jr., Commissioner, to approve the vacation leave for the listed employees.

VOTE: YES – Bogle, Acosta, Martin NO – None

MOTION CARRIED.

ITEM #7 MOTION #6 – APPROVED

Discuss and take appropriate action regarding calendar of proposed Civil Service meetings for FY2012 (October 2011 through September 2012).

ACTION: It was moved by Barry Bogle, Commissioner, and seconded by Fermin Acosta Jr., Commissioner, to approve calendar of proposed Civil Service meeting for FY 2012 (October 2011 through September 2012).

VOTE: YES – Acosta, Bogle, Martin NO - None

MOTION CARRIED.

ITEM #8 MOTION #3 – POSTPONED UNTIL December 5, 2011.

Discuss and take appropriate action to adopt Grievance form for the Sheriff's Office Civil Service.

ITEM #9 MOTION #2 – APPROVED

Discuss and take appropriate action regarding additional language to Civil Service Rules Chapter 10, section 5.

ACTION: It was moved by Fermin Acosta Jr., Commissioner, and seconded by Barry Bogle, Commissioner to approve the additional language to the Civil Service Rules Chapter 10, section 5 as amended by Chair Perry Martin regarding the language be changed in each section as follows:

(a) "...the affected employee, the county attorney, or a designee of the employee or county attorney administer oaths and issue subpoenas and subpoenas duces tecum for the attendance of the witnesses..."

(b) "The subpoena *shall* be served by any person authorized to serve process under Texas law."

(c) "Any party or witness objecting to a subpoena..."

VOTE: YES – Acosta, Bogle, Martin

NO - None

MOTION CARRIED.

ITEM #9 MOTION #4 – APPROVED

Discuss and take appropriate action regarding additional language to Civil Service Rules Chapter 10, section 5.

ACTION: It was moved by Perry Martin, Chair and seconded by Barry Bogle, Commissioner to add the following additional language in paragraph (a): "...provided the request is filed with the Sheriff's Human Resources Department by the 10th day before the hearing is held."

VOTE: YES – Martin, Bogle, Acosta

NO - None

MOTION CARRIED.

ITEM #10 MOTION #7 - MEETING ADJOURNED

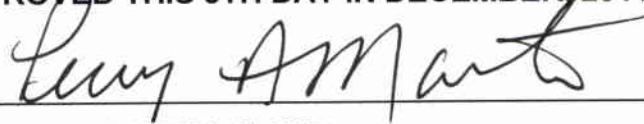
ACTION: On this day, there being no further business to discuss, Fermin Acosta Jr., Commissioner, moved to adjourn the meeting at 1:56 p.m., and Barry Bogle, Commissioner, seconded the motion.

VOTE: YES – Bogle, Acosta, Martin

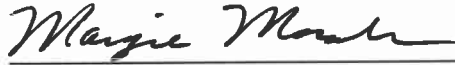
NO - None

MOTION CARRIED.

EXAMINED AND APPROVED THIS 5TH DAY IN DECEMBER, 2011:



PERRY MARTIN, CHAIR



MARGIE MORALES, RECORDING SECRETARY