



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, R.M. 302
EL PASO, TEXAS 79901
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Chairman
Rafael Adame

Commissioners
Dr. Paula Mitchell
Fernando Parra

MINUTES OF MARCH 6, 2007

COMMISSIONERS PRESENT: RALPH ADAME, CHAIRMAN
DR. PAULA MITCHELL, COMMISSIONER
FERNANDO PARRA, COMMISSIONER

OTHERS PRESENT: ROBERT M. ALMANZÁN,
HUMAN RESOURCES DIRECTOR
RICHARD SANTILLANA, HUMAN RESOURCES
HOLLY LYTLE, COUNTY ATTORNEY'S OFFICE

The El Paso County Civil Service Commission met in Commissioners' Court Room #303 and was called to order at 3:10 p.m. by Ralph Adame, Chairman.

MOTION #1

ITEM #1 ACCEPTED.

Discuss and take appropriate action on minutes of the Civil Service Commission re-scheduled meeting of January 16, 2007 and minutes of regularly scheduled meeting of February 6, 2007. (Robert Almanzán, Human Resources Director)

ACTION: It was moved by Chairman Adame, and seconded by Commissioner Parra, to accept minutes of the Civil Service Commission re-scheduled meeting of January 16, 2007 and minutes of regularly scheduled meeting of February 6, 2007.

VOTE: YES –Adame and Parra

ABSENT: Mitchell

MOTION CARRIED.

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NO ACTION TAKEN
ITEM #2

Discuss and take appropriate action to modify Rule 1.09 (b) of the Civil Service Rules and Regulations book to include effective dates and level of justification in which elected officials must provide to the Commission. (Fernando Parra, Civil Service Commissioner)

ACTION: No action was taken on action to modify Rule 1.09 (b) of the Civil Service Rules and Regulations book to include effective dates and level of justification in which elected officials must provide to the Commission.

MOTION #2
ITEM #3 **DELETED**

Discuss and take appropriate action to rescind the Commission's January 16, 2007 vote on status of District Clerk's **Jury Coordinator** position, make such position a "covered" Civil Service employee as defined by the Civil Service rules #1, to be effective January 1st 2007. (Fernando Parra, Civil Service Commissioner)

ACTION: It was moved by Commissioner Parra, and seconded by Chairman Adame, to delete the item to rescind the Commission's January 16, 2007 vote on status of District Clerk's Jury Coordinator position, make such position a "covered" Civil Service employees as defined by the Civil Service rules #1, to be effective January 1st 2007.

VOTE: YES –Adame and Parra

ABSENT: Mitchell

MOTION CARRIED.

GRIEVANCES

EXECUTIVE SESSION: On this day, it was announced that the Civil Service Commission would enter into Executive Session to discuss the following item pursuant to Texas Government Code pursuant to 551.071 and 551.074 at 3:25 p.m.

MEETING RECONVENED

On this day, the Civil Service Commission reconvened into regular open session following closed session at 3:28 p.m. Further, it was requested by Jim Jopling, Attorney at Law, to have this grievance discussed in open session. The request was accepted by the board.

****Dr. Paula Mitchell entered the Courtroom at 3:33 p.m.**

**MOTION #3
ITEM #7 POSTPONED.**

Discuss a grievance filed/dated January 16, 2007 regarding Dorothy Keeble, Office Adm. Support Manager, County Clerk's office, pertaining to Termination and Rules 2.56, 2.00, 2.01, 2.21, 6.01, 6.02, 6.08, & 6.06. (Bill Arballo, AFSCME Representative – Anabell Perez, Division/Unit Chief)

ACTION: It was moved by Chairman Adame, and seconded by Commissioner Parra to postpone grievance filed/dated January 16, 2007 regarding Dorothy Keeble, Office Adm. Support Manager, County Clerk's office pertaining to Termination and Rules 2.56, 2.00, 2.01, 2.21, 6.01, 6.02, 6.08 & 6.06. The postponement was requested by the grievant, Dorothy Keeble. The grievance will be heard on April 3, 2007.

VOTE: YES – Adame and Parra

ABSENT: Mitchell

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MOTION CARRIED.

MOTION #4
ITEM #8 GRIEVANCE UPHELD.

Discuss a grievance filed/dated January 5, 2007 regarding Yvonne Caldera, Supervisor, County Clerk's office, pertaining to Termination & Rule 7.09 (a) & (d). (Jim Jopling, Attorney at Law – Anabell Perez, Division/Unit Chief)

ACTION: It was moved by Chairman Adame, and seconded by Commissioner Mitchell, to uphold a grievance filed/dated January 5, 2007 regarding Yvonne Caldera, Supervisor, County Clerk's office, pertaining to Termination & Rule 7.09 (a) & (d). Further, the Commission recommends that the Commissioners Court approve payment of appropriate back pay to the grievant from her date of termination to her day of hire at her new position.

VOTE: YES –Adame, Mitchell, Parra

NO- NONE

MOTION CARRIED.

MOTION #3
ITEM #9 POSTPONED.

Discuss a grievance filed/dated January 12, 2007 regarding Patricia Marquez, Supervisor, County Clerk's office, pertaining to Termination/Dismissal without cause & Rule 2.51. (Bill Arballo, AFSCME Representative – Anabell Perez, Division/Unit Chief)

ACTION: It was moved by Chairman Adame, and seconded by Commissioner Mitchell, to postpone a grievance filed/dated January 12, 2007 regarding Patricia Marquez, Supervisor, County Clerk's office, pertaining to Termination/Dismissal without cause & Rule 2.51. The postponement was requested by Bill Arballo, AFSCME Representative. The grievance will be heard April 3, 2007 at 3:00 p.m.

VOTE: YES –Adame, Mitchell, Parra

ABSENT: Mitchell

MOTION CARRIED.


MEETING ADJOURNED

On this day, there being no further business to discuss, the meeting was adjourned at 6:50 p.m.

VOTE: YES – Adame, Mitchell, Parra

NO-NONE

MOTION CARRIED.

A handwritten signature in black ink, appearing to be 'Rafael Adame', written over a horizontal line.

RAFAEL ADAME, CHAIRMAN

A handwritten signature in black ink, appearing to be 'Richard Santillana', written over a horizontal line.

RICHARD SANTILLANA, RECORDING SECRETARY

cc: Anthony Cobos, County Judge

