



# COUNTY OF EL PASO

**CIVIL SERVICE COMMISSION**  
**500 E. SAN ANTONIO, R.M. 302**  
**EL PASO, TEXAS 79901**  
**(915) 546-2218**  
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*Chairman*  
*Rafael Adame*

*Commissioners*  
*Dr. Paula Mitchell*  
*Fernando Parra*

## MINUTES OF OCTOBER 2, 2007

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

OTHERS PRESENT: LIZA REYES, INTERIM H.R. DIRECTOR  
ESTELA SALGADO, EMPLOYMENT/CS SPECIALIST  
HOLLY LYTLE, COUNTY ATTORNEY'S OFFICE

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The El Paso County Civil Service Commission met in Commissioners Court Room and was called to order at 3:06 p.m. by Ralph Adame, Chairman.

**MOTION #1**  
**ITEM #1 APPROVED CONSENT AGENDA ITEMS.**

It was moved by Commissioner Mitchell, and seconded by Chairman Adame, to approve the following Consent Agenda items:

1. Approval of Minutes of the regularly scheduled meeting of September 4, 2007.

**REGULAR AGENDA**

**MOTION #5 DELETED.**

**ITEM #2** Discuss and take appropriate action to approve the newly created job description of “**Licensed Trade Technician**” for the Facilities Management Department. (Manuel Lucero, Jr., Interim Facilities Manager) **(Postponed from July 10, 2007)**

**ACTION:** It was moved by Commissioner Mitchell and seconded by Commissioner Parra, to delete the newly created job description of “**Licensed Trade Technician**” for the Facilities Management Department as requested by Liza Reyes, Interim Human Resources Director and Manuel Lucero, Interim Facilities for further review.

VOTE: YES – Adame, Mitchell, Parra

ABSENT: None

MOTION CARRIED.

**GRIEVANCES**

**EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071 AND 551.074.**

On this day, the Civil Service Commission discussed Item 8, 10, 11, & 12 in open session, due to withdrawal or postponement of grievances.

The Civil Service Commissioners began to deliberate at 6:15 p.m.

**MEETING RECONVENED**

On this day, the Civil Service Commission reconvened into regular open session following closed session at 6:25 p.m.

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**PAGE 3  
CIVIL SERVICE MINUTES  
OCTOBER 2, 2007**

**MOTION #2 WITHDRAWN.  
ITEM #8**

Take appropriate action on a grievance filed/dated, May 17, 2007 regarding Iren G. Valenzuela, Program Coordinator, Planning & Development, pertaining to **Termination-Insubordination and Rule 7.09 (a), (b), and (c)**. (Jack Alayyan, Contract Manager, – Ralph Girvin, Sr. Trial Attorney) **(Postponed from July 10, 2007)**

**ACTION:** It was moved by Commissioner Mitchell and seconded by Chairman Adame, to withdraw a grievance filed/dated, May 17, 2007 regarding Iren G. Valenzuela, Program Coordinator, Planning & Development, pertaining to **Termination-Insubordination and Rule 7.09 (a), (b), and (c)** as requested by both parties due to the fact that there was a settlement agreement between the grievant and County Attorney's office.

VOTE: YES – Mitchell, Adame

ABSENT: Parra

MOTION CARRIED.

**MOTION #6 DENIED.  
ITEM #9**

Take appropriate action on a grievance filed/dated, July 26, 2007 regarding Irma E. Isais, Custodian Facilities Management Department, pertaining to **Termination and Rules 2.05 – 2.54**. (Manuel Lucero Jr., Interim Facilities Manager – Manuel Romero, Sr. Trial Attorney) **(Postponed from July 10, 2007)**

**ACTION:** It was moved by Commissioner Mitchell and seconded by Chairman Adame, to deny a grievance filed/dated, July 26, 2007 regarding Irma E. Isais, Custodian Facilities Management Department, pertaining to **Termination and Rules 2.05 – 2.54** due to the fact that the Civil Service Commission board does not have jurisdiction since the employee was not dismissed from her employment by the department.

VOTE: YES – Mitchell, Adame

No: Parra

MOTION CARRIED.

**MOTION #3 POSTPONED.  
ITEM #10**

Take appropriate action on a grievance filed/dated, April 30, 2007 regarding Yvonne Caldera, Office Specialist, Intermediate, Justice Peace #5, pertaining to **Termination/ and Rule 2.00, 2.01, 2.21, 6.01, 6.02, 6.06, 6.08, 6.10, 2.51, 2.52, and 2.55**. (Judge Monica Teran, Justice Peace #5 – Kitty Schild, Sr. Trial Attorney-Jim K. Jopling, Attorney at Law)

**PAGE 4**  
**CIVIL SERVICE MINUTES**  
**OCTOBER 2, 2007**

**ACTION:** It was moved by Commissioner Mitchell and seconded by Chairman Adame, to postpone a grievance filed/dated, April 30, 2007 regarding Yvonne Caldera, Office Specialist, Intermediate, Justice Peace #5, pertaining to Termination/ and Rule 2.00, 2.01, 2.21, 6.01, 6.02, 6.06, 6.08, 6.10, 2.51, 2.52, and 2.55 as requested by the County Attorney's office. The grievance will be scheduled for November 6, 2007 at 3:00 p.m.

VOTE: YES – Mitchell, Adame

Absent: Parra

MOTION CARRIED.

**MOTION #4 POSTPONED.**  
**ITEM #11**

Take appropriate action on a grievance filed/dated, June 6, 2007 regarding Dolores Bolanos, Senior Clerk II, County Clerk's office, pertaining to **Termination and Rule 7.09 (d)**. (Delia Briones – County Clerk, - Daniel Ordonez, Sr. Trial Attorney)

**ACTION:** It was moved by Commissioner Mitchell and seconded by Chairman Adame, to postpone a grievance filed/dated, June 6, 2007 regarding Dolores Bolanos, Senior Clerk II, County Clerk's office, pertaining to **Termination and Rule 7.09 (d)** as requested by County Clerk's office. The grievance is scheduled for November 6, 2007 at 3:00 p.m.

VOTE: YES – Adame, Mitchell

Absent: Parra

MOTION CARRIED.

**MOTION #7 POSTPONED.**  
**ITEM #12**

Take appropriate action on a grievance filed/dated, February 20, 2007 regarding Noel Pando, Heavy Equipment Operator II, Road & Bridge Department, pertaining to **One (1) day suspension**. (Robert Rivera, Public Works/R&B Director – Manuel Romero, Sr. Trial Attorney – Bill Arballo, AFSCME Representative)

**PAGE 5  
CIVIL SERVICE MINUTES  
OCTOBER 2, 2007**

**ACTION:** It was moved by Commissioner Parra and seconded by Commissioner Mitchell, to postpone a grievance filed/dated, February 20, 2007 regarding Noel Pando, Heavy Equipment Operator II, Road & Bridge Department, pertaining to One (1) day suspension as requested by the County Attorney's office and Mr. Arballo, grievant's representative. Both parties will meet to see if they come to an agreement. If no resolution is made than a request for a special meeting would be made.

VOTE: YES – Adame, Mitchell, Parra

ABSENT: None

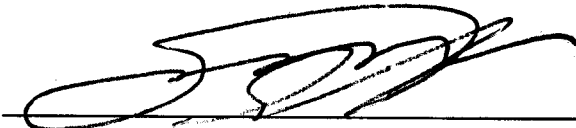
MOTION CARRIED.

**MEETING ADJOURNED**

On this day, there being no further business to discuss, the meeting was adjourned at 6:30 p.m.

VOTE: YES – Adame, Mitchell, Parra

MOTION CARRIED.



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RAFAEL ADAME, CHAIRMAN



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ESTELA SALGADO, RECORDING SECRETARY

cc: Anthony Cobos, County Judge