

EL PASO COUNTY CIVIL SERVICE COMMISSION
EL PASO COUNTY COURTHOUSE
500 E. SAN ANTONIO - ROOM 302
EL PASO, TEXAS 79901

MINUTES OF MAY 03, 1993

COMMISSIONERS PRESENT: LUPE BAIN, CHAIRPERSON
RICHARD YETTER
MARIO MARTINEZ

OTHERS PRESENT: NITA CORRAL-NAVA, DIRECTOR
CIVIL SERVICE/PERSONNEL

LUPE C. MARTIN, RECORDING SECRETARY

MAUREEN HILTON, LEGAL COUNSEL

The El Paso County Civil Service Commission met in Commissioner's Court Chambers, Room 303 and was called to order at 4:05 P.M. by Lupe Bain, Chairperson.

ITEM #1 DISCUSS AND TAKE APPROPRIATE ACTION ON MINUTES FOR APRIL 20, 1993.

ACTION: MARIO MARTINEZ MOTIONED TO APPROVE THE MINUTES FOR APRIL 20, 1993. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #2 DISCUSS AND TAKE APPROPRIATE ACTION ON APPROVAL TO MAKE A CHANGE ON THE COUNTY TAX OFFICE MANNING TABLE.

ACTION: RICHARD YETTER MOTIONED TO TABLE PER DEPARTMENTAL REQUEST. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #3 DISCUSS AND TAKE APPROPRIATE ACTION ON CIVIL SERVICE RULE 2.05 REGARDING DEFINITIONS OF EMPLOYEES.

ACTION: MARIO MARTINEZ MOTIONED TO SEND MEMO TO DEPARTMENT HEADS RE: 2.05 (b) TEMPORARY EMPLOYEES HIRED TO PERFORM A JOB FOR A LIMITED TIME, NOT TO EXCEED SIX MONTHS.

GRIEVANCE

ITEM #4 VICKI SANCHEZ, NUTRITION PROJECT

ACTION: LUPE BAIN MOTIONED TO REMOVE THIS EVALUATION FROM THE GRIEVANT'S PERSONNEL FILE. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #5 MARCELA OCHOA, COUNTY CLERK'S OFFICE

ACTION: MARIO MARTINEZ MOTIONED TO DISMISS GRIEVANCE, GRIEVANT FAILED TO APPEAR WITHOUT NOTIFICATION TO CIVIL SERVICE/PERSONNEL OFFICE. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #6 DISCUSS DIRECTOR'S MARCH/APRIL MONTHLY DEPARTMENTAL REPORT.

ACTION: RICHARD YETTER MOTIONED TO APPROVE THE REPORT WITH THE CORRECTION ON GRIEVANCES RESOLVED BEFORE HEARING FOR THE MONTH OF MARCH. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #7 DISCUSS AND TAKE APPROPRIATE ACTION ON CIVIL SERVICE COMMISSION FISCAL YEAR 1994 BUDGET PROPOSAL.

ACTION: RICHARD YETTER MOTIONED TO PRESENT PROPOSED BUDGET TO COUNTY AUDITORS. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #8 DISCUSS AND TAKE APPROPRIATE ACTION REGARDING ESTABLISHING CIVIL SERVICE REGULATIONS.

ACTION: RICHARD YETTER MOTIONED THAT CIVIL SERVICE COMMISSION ESTABLISH PROCEDURES OF REGULATIONS THAT WOULD INTERPRET, AND IDENTIFY RULES. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #9 DISCUSS AND TAKE APPROPRIATE ACTION ON INTERPRETATION OF CIVIL SERVICE RULE 2.07 REGARDING INACTIVE EMPLOYEE.

ACTION: MARIO MARTINEZ MOTIONED TO TABLE UNTIL MAUREEN HILTON, LEGAL COUNSEL, RENDERS OPINION ON ACCRUED LENGTH OF SERVICE CREDIT FOR BENEFIT PURPOSES REGARDING RULE 2.07 OF CIVIL SERVICE RULES AND REGULATIONS. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #10 DISCUSS AND TAKE APPROPRIATE ACTION ON CIVIL SERVICE RULES SECTION IV 4.00 THRU 4.07 LEAVE POLICIES.

ACTION: MARIO MARTINEZ MOTIONED THAT A DEPARTMENT HEAD CANNOT MAKE DEPARTMENTAL RULES WHICH ARE IN CONFLICT WITH CIVIL SERVICE RULES, IF THEY MAKE THEM MORE RESTRICTIVE. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #11 DISCUSS WHETHER OR NOT COMMISSIONER'S COURT OR CIVIL SERVICE COMMISSION HAS AUTHORITY TO AMEND CIVIL SERVICE RULES AND TAKE APPROPRIATE ACTION.

ACTION: MARIO MARTINEZ MOTIONED MATTER BE PUT ON JUNE AGENDA, TO REQUEST COUNTY ATTORNEY JOSE RODRIGUEZ TO ATTEND JUNE MEETING TO REVIEW RULES AND REGULATIONS TO SEE HOW WE CAN BEST WORK WITH COUNTY ATTORNEY'S OFFICE. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #12 DISCUSS AND TAKE APPROPRIATE ACTION ON CARLOS REYNOZO'S APRIL 20TH GRIEVANCE TO REMOVE LETTER OF REPRIMAND FROM PERSONNEL FILE.

ACTION: MARIO MARTINEZ MOTIONED TO TABLE UNTIL ORIGINAL LETTER IS SEEN BY THE COMMISSION OR PERSONNEL DIRECTOR AT WHICH TIME LETTER WILL BE PULLED FROM THE FILE. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #13 DISCUSS AND TAKE APPROPRIATE ACTION ON THE REINSTATEMENT OF CARLOS REYNOZO AND COMMISSIONER'S COURT ACTION OF APRIL 28, 1993.

ACTION: LUPE BAIN MOTIONED NO ACTION BE TAKEN ON THIS ITEM. THIS ITEM WAS PLACED FOR DISCUSSION AS TO WHY IT WAS REVIEWED BY COMMISSIONER'S COURT, ON APRIL 28, 1993 REGARDING THE CARLOS REYNOZO DECISION MADE BY CIVIL SERVICE COMMISSION. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #14 DISCUSS THE OFFICE ARRANGEMENTS WITH RISK MANAGEMENT DEPARTMENT.

ACTION: MARIO MARTINEZ MOTIONED THAT THE RISK MANAGER BE ADVISED THAT HE MUST MOVE TO ORIGINAL OFFICE DESIGNATED FOR RISK MANAGER LOCATED AT THE FAR END CORNER OF THE CIVIL SERVICE/PERSONNEL OFFICE. THIS IS BEING DONE TO CONTROL THE TRAFFIC FLOW AND DIFFERENTIATE THE DEPARTMENTS. THIS IS STRICTLY A MATTER OF LOGISTICS. RICHARD YETTER SECONDED. MOTION CARRIED.

Meeting adjourned at 5:40 P.M.

LUPE C. MARTIN, RECORDING SECRETARY

LUPE BAIN, CHAIRPERSON