

**MINUTES OF DECEMBER 6, 2005**

**COMMISSIONERS PRESENT:** L. CARLOS SANDOVAL, CHAIRMAN  
RAFAEL ADAME, COMMISSIONER  
JOHNNY KILGORE, COMMISSIONER

**OTHERS PRESENT:** ROBERT M. ALMANZÁN,  
HUMAN RESOURCES DIRECTOR  
MONICA GALANTE, ASSISTANT DIRECTOR  
HOLLY LYTLE, COUNTY ATTORNEY'S OFFICE  
RICHARD SANTILLANA, RECORDING SECRETARY

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The El Paso County Civil Service Commission met in Commissioners' Court Chambers and was called to order at 3:09 p.m. by L. Carlos Sandoval, Chairman.

**MOTION #1**

ITEM #1 **APPROVED.**

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of May 2, 2006. (Robert M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Johnny Kilgore, Commissioner, and seconded by Chairman Sandoval, to approve the Civil Service Commission minutes of regularly scheduled meeting of May 2, 2006 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Sandoval, Kilgore, Adame

MOTION CARRIED.

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**MOTION #3  
ITEM #2 APPROVED.**

Discuss and take appropriate action to approve a request from Sandra Turner, Clerk III, County Clerk's office, to be a recipient for donated vacation leave. (Sandra Turner)

**ACTION:** It was moved by Rafael Adame, Acting Chairman, and seconded by Commissioner Kilgore, to approve the newly created job description of "Human Resources Assistant Director" to be replaced with the Employment Manager job description for the Human Resources Department.

VOTE: YES – Sandoval, Adame, Kilgore

MOTION CARRIED.

**MOTION #3  
ITEM #3 APPROVED.**

Discuss, and take appropriate action to approve a request from Brenda Pasillas, Court Clerk

**ACTION:** It was moved by Rafael Adame, Acting Chairman, and seconded by Commissioner Kilgore, to approve the newly created job description of "Inventory Control Clerk", for the Road & Bridge Department as submitted by Robert Rivera/Public Works Adm.

VOTE: YES – Adame, Kilgore

ABSENT: Sandoval

MOTION CARRIED.

**MOTION #5  
ITEM #4 APPROVED.**

Discuss and take appropriate action to approve a request from Arturo Magallanez, Heavy Equipment Operator I, Road & Bridge Department, to be a recipient for donated vacation leave. (Arturo Magallanez)

**ACTION:** It was moved by Rafael Adame, Acting Chairman, and seconded by

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**Commissioner Kilgore, to approve a request from Arturo Magallanez, Heavy Equipment Operator I, Road & Bridge Department, to be a recipient for donated vacation leave.**

VOTE: YES – Adame, Kilgore

ABSENT: Sandoval

MOTION CARRIED.

**MOTION #6**  
**ITEM #5 APPROVED.**

Discuss and take appropriate action to change the Civil Service Commission regularly scheduled meeting of January 3, 2006 to January 10, 2006. (Robert M. Almanzán, Human Resources Director)

**ACTION: It was moved by Rafael Adame, Acting Chairman, and seconded by Commissioner Kilgore, to change the Civil Service Commission regularly scheduled meeting of January 3, 2006 to January 10, 2006 as requested by Robert M. Almanzán, Human Resources Director.**

VOTE: YES – Adame, Kilgore

ABSENT: Sandoval

MOTION CARRIED.

**MOTION #7**  
**ITEM #6 DENY TO GRANT MOTION TO RE-OPEN DECISION OF GRIEVANCE OF JULY 26, 2005. CHANGE DECISION BY THE RULING ON THE PENALTY PERTAINING TO SUSPENSION.**

Discuss and take appropriate action on whether to grant motion to re-open Civil Service Commission decision of grievance of July 26, 2005 pertaining to Ms. Irma Isais, Custodian I, Facilities Management Department. (Ted Traffansted, Facilities Manager, - Maria Salas-Mendoza, Sr. Trial Attorney)

**ACTION: It was moved by Commissioner Kilgore, and seconded by Rafael Adame, Acting Chairman, to change the decision by the ruling on the penalty of the decision from three (3) days suspension to one (1) day suspension, pertaining to Ms. Irma Isais, Custodian I, Facilities Management Department. The change is in reference to previous decision/ruling made on the September 6, 2005 Civil Service meeting. Ms. Isais was suspended for three (3) days in July 2005.**

VOTE: YES – Adame, Kilgore

ABSENT: Sandoval

MOTION CARRIED.

**MEETING RECONVENED**

On this day, the Civil Service Commission reconvened into regular open session following closed session at 3:45 p.m.

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**MOTION #8**  
ITEM #7

Discuss and take appropriate action on whether to grant motion to re-open Civil Service Commission decision of grievance of October 4, 2005 pertaining to Ms. Elvia Ivonne Marquez, Justice Peace #4 (Written Warning of 08/02/05 – Rules 2.74 (a), (b), (d), (f), & 2.55 & Office Violation). (Judge Rosalio Muñoz, Justice Peace #4 - Maria Salas-Mendoza, Sr. Trial Attorney)

**FIRST MOTION:**

**ACTION:** It was moved by Commissioner Kilgore, and seconded by Rafael Adame, Acting Chairman, to **deny** on whether to grant motion to re-open Civil Service Commission decision of grievance of October 4, 2005 pertaining to Ms. Elvia Ivonne Marquez, Justice Peace #4 (Written Warning of 08/02/05 – Rules 2.74 (a), (b), (d), (f), & 2.55 & Office Violation).

VOTE: YES – Adame, Kilgore

ABSENT: Sandoval

MOTION CARRIED.

**SECOND MOTION:**

**ACTION:** It was moved by Commissioner Kilgore, to **postponed** motion to re-open Civil Service Commission decision of grievance of October 4, 2005 pertaining to Ms. Elvia Ivonne Marquez, Justice Peace #4 (Written Warning of 08/02/05 – Rules 2.74 (a), (b), (d), (f), & 2.55 & Office Violation) **until the next regularly Civil Service Commission meeting.**

**MOTION FAILS DUE TO A LACK OF A SECOND.**

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**MOTION #9**  
**ITEM #8**

Discuss and take appropriate action on whether to grant motion to re-open Civil Service Commission decision of grievance of October 4, 2005 pertaining to Ms. Elvia Ivonne Marquez, Justice Peace #4 (**2<sup>nd</sup> Warning of 07/11/05 – Rules 2.74 (a), (b), (d), (f), & 2.55.** (Judge Rosalio Muñoz, Justice Peace #4 - Maria Salas-Mendoza, Sr. Trial Attorney)

**FIRST MOTION:**

**ACTION:** It was moved by Commissioner Kilgore, and seconded by Rafael Adame, Acting Chairman, to **deny** on whether to grant motion to re-open Civil Service Commission decision of grievance of October 4, 2005 pertaining to Ms. Elvia Ivonne Marquez, Justice Peace #4, (**2<sup>nd</sup> Warning of 07/11/05 – Rules 2.74 (a), (b), (d), (f), & 2.55.**

**VOTE: YES – Adame, Kilgore**

**ABSENT: Sandoval**

**MOTION CARRIED.**

**SECOND MOTION:**

**ACTION:** It was moved by Commissioner Kilgore, and seconded by Rafael Adame, Acting Chairman, to **postponed** on whether to grant motion to re-open Civil Service Commission decision of grievance of October 4, 2005 pertaining to Ms. Elvia Ivonne Marquez, Justice Peace #4, (**2<sup>nd</sup> Warning of 07/11/05 – Rules 2.74 (a), (b), (d), (f), & 2.55 until the next regularly Civil Service Commission meeting.**

**MOTION FAILS DUE TO A LACK OF A SECOND.**

**MOTION #10**

**ITEM #9 DENY TO GRANT MOTION TO RE-OPEN DECISION OF GRIEVANCE OF OCTOBER 4, 2005.**

Discuss and take appropriate action on whether to grant motion to re-open Civil Service Commission decision of grievance of October 4, 2005 pertaining to Ms. Elvia Ivonne Marquez, Justice Peace #4 – **(Termination).** (Judge Rosalio Muñoz, Justice Peace #4 - Maria Salas-Mendoza, Sr. Trial Attorney)

**FIRST MOTION:**

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**ACTION:** It was moved by Commissioner Kilgore, and seconded by Rafael Adame, Acting Chairman, **to deny** on whether to grant motion to re-open Civil Service Commission decision of grievance of October 4, 2005 pertaining to Ms. Elvia Ivonne Marquez, Justice Peace #4 on her Termination.

**VOTE: YES – Adame, Kilgore**

**ABSENT: Sandoval**

**MOTION CARRIED.**

**SECOND MOTION:**

**ACTION:** It was moved by Commissioner Kilgore, and seconded by Rafael Adame, Acting Chairman, **to postponed** on whether to grant motion to re-open Civil Service Commission decision of grievance of October 4, 2005 pertaining to Ms. Elvia Ivonne Marquez, Justice Peace #4 on her Termination **until the next regularly Civil Service Commission meeting.**

**MOTION FAILS DUE TO A LACK OF A SECOND.**

**MOTION #2  
ITEM #11**

Take appropriate action on a grievance filed/dated October 14, 2005 regarding Valerie Forti, Court Clerk, District Clerk's office, pertaining to Warning Report of October 4, 2005. (Gilbert Sanchez, District Clerk – Kitty Schild, Sr. Trial Attorney)

**ACTION:** It was moved by Commissioner Kilgore, and seconded by Rafael Adame, Acting Chairman, **to delete a grievance** filed/dated October 14, 2005 regarding Valerie Forti, Court Clerk, District Clerk's office, pertaining to Warning Report of October 4, 2005 as requested by Ms. Forti.

**VOTE: YES – Adame, Kilgore**

**ABSENT: Sandoval**

**MOTION CARRIED.**

**MEETING ADJOURNED**

**On this day, there being no further business to discuss, the meeting was adjourned at 3:50 p.m.**

VOTE: YES – Adame, Kilgore

ABSENT: Sandoval

MOTION CARRIED.

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RAFAEL ADAME, ACTING CHAIRMAN

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ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge