



# COUNTY OF EL PASO

**CIVIL SERVICE COMMISSION**  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
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*Chairman*  
*L. Carlos Sandoval*

*Commissioners*  
*Rafael Adame*  
*Dr. Paula Mitchell*

## MINUTES OF JULY 11, 2006

COMMISSIONERS PRESENT: L. CARLOS SANDOVAL, CHAIRMAN  
RAFAEL ADAME, COMMISSIONER  
DR. PAULA MITCHELL, COMMISSIONER

OTHERS PRESENT: ROBERT M. ALMANZÁN,  
HUMAN RESOURCES DIRECTOR  
HOLLY LYTLE, COUNTY ATTORNEY'S OFFICE  
KITTY SCHILD, COUNTY ATTORNEY'S OFFICE  
ESTELA SALGADO, RECORDING SECRETARY

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The El Paso County Civil Service Commission met in the Judge's Conference room and was called to order at 3:15 p.m. by Commissioner Rafael Adame.

**ITEM #1      INFORMATIVE ITEM.**

Introduction of new board member, Paula Mitchell appointed by Commissioner Daniel Haggerty, Commissioner Precinct #4. (L. Carlos Sandoval, Chairman)

**ACTION:** No action was taken on introduction of new board member, Dr. Paula Mitchell, was nominated by Commissioner Daniel Haggerty, Precinct #4 and appointed by Commissioners' Court, effective 07/10/06.

**MOTION #2      APPROVED.**

**ITEM #2** Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of June 6, 2006. (Robert M. Almanzán, Human Resources Director)

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**ACTION:** It was moved by Chairman Sandoval, and seconded by Commissioner Adame, to approve the Civil Service Commission minutes of regularly scheduled meeting of June 6, 2006 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Sandoval, Adame

ABSTAIN – Mitchell

MOTION CARRIED.

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

Discuss and take appropriate action to approve a newly created job description of “**Juvenile Case Manager**”, for the department of Justice Peace #7. (Judge Bruce King, Justice Peace #7)

**ACTION:** It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to approve a newly created job description of “**Juvenile Case Manager**” for the department of Justice Peace #7 as submitted by Judge Bruce King.

VOTE: YES – Adame, Sandoval, Mitchell

MOTION CARRIED.

**MOTION #4**  
**ITEM #4 ACCEPTED.**

Discuss and take appropriate action to approve the policies and procedures for the Communications Department. (Victor Montes, Communications Director)

**ACTION:** It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to accept the policies and procedures for the Communications Department as submitted by Victor Montes, Communications Department.

VOTE: YES – Sandoval, Adame, Mitchell

MOTION CARRIED.

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**ITEM #5 NO ACTION TAKEN.**

Discuss and take appropriate action to set up a time on the Civil Service Commission meetings. (Robert M. Almanzán, Human Resources Director)

**ACTION:** No action was taken to set up a time on the Civil Service Commission meetings. The commission will continue to meet at 3:00 p.m. every first Tuesday of every month.

**MOTION #5 APPROVED TO SET PUBLIC HEARING.**

**ITEM #6**

Discuss and take appropriate action on a report from County Attorney's office pertaining to revisions on the El Paso County Civil Service Rules & Regulations Book. (Holly Lytle, Sr. Trial Attorney)

**ACTION:** It was moved by Chairman Sandoval and seconded by Commissioner Adame to set up a public hearing on August 1, 2006 at 5:00 p.m. to review any comments, suggestions, and concerns on the proposed changes to the El Paso County Civil Service Rules & Regulations Book. The commission agreed to present the draft along with the recommendations at the public hearing.

**MOTION #1**

**ITEM #8 POSTPONED.**

Take appropriate action on a grievance filed/dated April 27, 2006 regarding Eugene L. Dean, Custodian I, pertaining to Written Warning Report dated 3/30/06. (Ted Traffansted, Facilities Manager, - Gabriella Holguin-Edwards, Sr. Trial Attorney)

**ACTION:** It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to postpone a grievance filed/dated April 27, 2006 regarding Eugene L. Dean, Custodian I, pertaining to Written Warning Report dated 3/30/06. The grievance will be heard on August 1, 2006 @ 3:00 p.m.

VOTE: YES – Adame, Sandoval, Mitchell

MOTION CARRIED.

**MEETING ADJOURNED**

On this day, there being no further business to discuss, the meeting was adjourned at 4:00 p.m.

VOTE: YES – Sandoval, Adame, Mitchell

MOTION CARRIED.



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L. CARLOS SANDOVAL, CHAIRMAN



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ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge