



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, R.M. 302
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8126

MINUTES OF SEPTEMBER 12, 2006

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

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

The El Paso County Civil Service Commission met in the Judge's Conference Room and was called to order at 3:03 p.m. by Commissioner Rafael Adame.

MOTION #1 APPROVED.

ITEM #1 Discuss and take appropriate action on minutes of the Civil Service Commission re-scheduled meeting of August 8, 2006. (Robert M. Almanzán, Human Resources Director)

ACTION: It was moved by Commissioner Adame, and seconded by Commissioner Mitchell, to approve the re-scheduled minutes of August 8, 2006.

VOTE: YES – Mitchell, Adame

ABSENT- Sandoval

MOTION CARRIED.

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MOTION #2 APPROVED.

ITEM #2 Discuss and take appropriate action to approve a request from Evelyn Renteria, Clerk/Cashier, Domestic Relations office, to be a recipient for donated vacation leave. (Evelyn Renteria)

ACTION: It was moved by Commissioner Adame, and seconded by Commissioner Mitchell, to approve a request from Evelyn Renteria, Clerk/Cashier, Domestic Relations office, to be a recipient for donated vacation leave.

VOTE: YES – Adame, Mitchell

ABSENT - Sandoval

MOTION CARRIED.

MOTION #3 APPROVED.

ITEM #3 Discuss and take appropriate action to approve a request from Erika Badillo, Legal Secretary I, County Attorney's office, to be a recipient for donated vacation leave. (Erika Badillo).

ACTION: It was moved by Commissioner Mitchell, and seconded by Commissioner Adame, to approve a request from Erika Badillo, Legal Secretary I, County Attorney's office, to be a recipient for donated vacation leave.

VOTE: YES – Adame, Mitchell

ABSENT - Sandoval

MOTION CARRIED.

MOTION #4 APPROVED.

ITEM #4 Discuss, and take appropriate action approve a request from Nancy Devora, Legal Secretary II, County Attorney's office, to be a recipient for donated vacation leave. (Nancy Devora)

ACTION: It was moved by Commissioner Mitchell, and seconded by Commissioner Adame, to approve a request from Nancy Devora, Legal Secretary II, County Attorney's office, to be a recipient for donated vacation leave.

VOTE: YES – Adame, Mitchell

ABSENT - Sandoval

MOTION CARRIED.

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MOTION #5 POSTPONED.

ITEM #5 Discuss, and take appropriate action approve the newly created job description of "Program Coordinator" to be replaced with the Grant Writing Coordinator for the Family and Community Services Department. (Rosemary Neill, Family & Community Services. Director).

ACTION: It was moved by Commissioner Mitchell, and seconded by Commissioner Adame, to postponed the newly created job description of Program Coordinator" to be replaced with the Grant Writing Coordinator for the Family and Community Services Department.

VOTE: YES – Adame, Mitchell

ABSENT - Sandoval

MOTION CARRIED.

Commissioner Sandoval walked into the Judges Conference Room at 3:10 p.m.

MOTION #6 RECONSIDER.

ITEM #5 Discuss, and take appropriate action to approve the newly created job description of "Program Coordinator" to be replaced with the Grant Writing Coordinator for the Family and Community Services Department. (Rosemary Neill, Family & Community Services. Director).

ACTION: It was moved by Commissioner Mitchell, and seconded by Commissioner Adame, to reconsider the newly created job description of "Program Coordinator" to be replaced with the Grant Writing Coordinator for the Family and Community Services Department.

VOTE: YES – Adame, Mitchell, and Sandoval

NO - NONE

MOTION CARRIED.

MOTION #7 APPROVED.

ITEM #5 Discuss, and take appropriate action to approve the newly created job description of "Program Coordinator" to be replaced with the Grant Writing Coordinator for the Family and Community Services Department. (Rosemary Neill, Family & Community Services. Director).

ACTION: It was moved by Chairman Sandoval, and seconded by Commissioner Mitchell, to approve the newly created job description of “Program Coordinator” to be replaced with the Grant Writing Coordinator for the Family and Community Services Department.

VOTE: YES – Sandoval, Adame, and Mitchell NO - NONE

MOTION CARRIED.

MOTION #8 APPROVED.

ITEM #6 Discuss, and take appropriate action to approve the revisions of the El Paso County Civil Service Rules & Regulations Book. Revisions have been reviewed by County Attorney’s office. (Robert Almanzán, Human Resources Director.

ACTION: It was moved by Chairman Sandoval, and seconded by Commissioner Mitchell, to approve the latest draft of the Civil Service along with corrections and additions made today as well as to direct The Human Resources Department to make the necessary drafts consistent with the changes made today for The El Paso County Civil Service Rules & Regulations Book.

VOTE: YES – Sandoval, Adame, and Mitchell NO- NONE

MOTION CARRIED.

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071 AND 551.074

ITEM #7 Discuss a grievance filed/dated August 11, 2006 regarding Miguel Mena, Engineering Tech. III, Road & Bridge Department, pertaining to **Termination & Appendix H.** (Robert Rivera, Public Works/R&B Adm., - Daniel Ordoñez, Sr. Trial Attorney)

*****The Civil Service Commission took no action in going to Executive Session.*****



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MOTION #9 POSTPONED. (GRIEVANT WAS NOT PRESENT)

ITEM #8 Discuss a grievance filed/dated August 11, 2006 regarding Miguel Mena, Engineering Tech III, Road & Bridge Department, pertaining to Termination & Appendix H. (Robert Rivera, Public Works/R&B Adm., - Daniel Ordoñez, Sr. Trial Attorney).

ACTION: It was moved by Commissioner Adame and seconded by Chairman Sandoval to postpone a grievance filed/dated August 11, 2006 regarding Miguel Mena, Engineering Tech III, Road & Bridge Department, pertaining to Termination & Appendix H. The Civil Service Commission issued a one month continuance for October 11, 2006 without exception

VOTE: YES – Adame, Sandoval, Mitchell

VOTE: NO - NONE

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, the meeting was adjourned at 4:54 p.m.

VOTE: YES – Sandoval, Adame, Mitchell

VOTE: NO - NONE

MOTION CARRIED.



L. CARLOS SANDOVAL, CHAIRMAN



RICHARD SANTILLANA, RECORDING SECRETARY

cc: Dolores Briones, County Judge