



COUNTY OF EL PASO

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

*Chairman
Rafael Adame*

*Commissioners
Dr. Paula Mitchell
Susanna Visconti*

MINUTES OF MARCH 4, 2008

COMMISSIONERS PRESENT: RALPH ADAME, CHAIRMAN
PAULA MITCHELL, COMMISSIONER
SUSANNA VISCONTI, COMMISSIONER

OTHERS PRESENT: LIZA REYES, INTERIM H.R. DIRECTOR
ESTELA SALGADO, HUMAN RESOURCES
GABRIEL HERRERA, HUMAN RESOURCES
HOLLY LYTLE, COUNTY ATTORNEY'S OFFICE

The El Paso County Civil Service Commission met in Commissioners Court Room and was called to order at 3:35 p.m. by Ralph Adame, Chairman.

PUBLIC COMMENT: Chairman Adame welcomed Susanna Visconti as the new Commissioner for the Civil Service Board.

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 item:

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

MOTION #2
ITEM #2

It was moved by Commissioner Mitchell, and seconded by Commissioner Visconti, to approve the following Consent Agenda item:

2. Approval of the requests from employees listed in the back up to be recipients of donated vacation leave.

REGULAR AGENDA:

MOTION #3 APPROVED.
ITEM #3

Discuss and take appropriate action on the revised job description of Maintenance Mechanic, Senior for the Facilities Management Department.

ACTION: It was moved by Commissioner Mitchell and seconded by Commissioner Visconti to approve the revised job description of Maintenance Mechanic, Senior for the Facilities Management Department.

VOTE: YES—Adame, Mitchell, Visconti

NO—NONE

MOTION CARRIED.

MOTION #4 APPROVED.
ITEM #4

Accept and file the Employee Manual for the Facilities Management department, in accordance with the Civil Service Rules & Regulations book Rule 1.09. The item has been reviewed by the County Attorney's office.

ACTION: It was moved by Commissioner Mitchell and seconded by Commissioner Visconti to accept Employee Manual for the Facilities Management department, to be filed in accordance with the Civil Service Rules & Regulations book Rule 1.09. The item has been reviewed by the County Attorney's office.

VOTE: YES—Adame, Mitchell, Visconti

NO—NONE

MOTION CARRIED.

GRIEVANCES

OPEN SESSION:

MOTION#5 APPROVED

It was moved by Commissioner Mitchell and seconded by Commissioner Visconti, to postpone items 20, 21, 22, 23, 24, 25, pertaining to 6 grievances, filed by Jode Bejarano, Office Supervisor, District Clerk's Office, as requested by Daniel Gonzalez, attorney for grievant and agreed by Ralph Girvin, County Attorney's Office and it was further moved by Chairman Adame and seconded by Commissioner Visconti to set a special meeting on March 26, 2008 at 2:00 p.m. to hear the 6 grievances. The items will be heard in the County Judges conference room, located in room 301.

VOTE: YES—Adame, Mitchell, Visconti

NO-NONE

MOTION #6 APPROVED.

ITEM #17

Take appropriate action a grievance filed/dated October 10, 2007 regarding Jennifer Candelas, Collections Specialist, County Clerk's office, pertaining to **Rule 7.21, 2.31. 2.20 & Discrimination** (Delia Briones, County Clerk - Kitty Schild, Assistant County Attorney – Yvette Riddick, Representative)

ACTION:

It was moved by Chairman Adame and seconded by Commissioner Visconti that the grievance filed/dated October 10, 2007 regarding Jennifer Candelas, Collections Specialist, County Clerk's Office, pertaining to Rule 7.21, 2.31, 2.20 & Discrimination be postponed till April 1, 2008 at the request of the County Attorney's office.

VOTE: YES—Adame, Mitchell, Visconti

NO-NONE

MOTION CARRIED

MOTION #7 APPROVED.

ITEM #18

At the request of the grievant, the item was heard in open session.

Take appropriate action on a grievance filed/dated October 24, 2007 regarding Sandra Terrazas, Court Clerk, District Clerk's office, pertaining to **Appendix F: Discrimination/ Sexual Harassment Policy, Section A: #5; Section C: 1 – 2; Rules 2.31, 6.02 (C) and appealing Demotion.** (Gilbert Sanchez, District Clerk – Daniel Ordoñez, Sr. Trial Attorney)

ACTION: It was moved by Commissioner Mitchell and seconded by Commissioner Visconti that the grievance filed/dated October 24, 2007 regarding Sandra Terrazas, Court Clerk, District Clerk's office, pertaining to Appendix F: Discrimination/ Sexual Harassment Policy, Section A: #5; Section C: 1 – 2; Rules 2.31, 6.02 (C) be denied and it was further moved by Commissioner Mitchell and seconded by Commissioner Visconti that the Demotion being appealed be upheld.

VOTE: YES--Adame, Mitchell, Visconti

NO--NONE

MOTION CARRIED.

***Meeting recessed at 5:38 p.m. and reconvened at 5:48 p.m.

MOTION #8 APPROVED.
ITEM #19

Take appropriate action on a grievance filed/dated November 21, 2007 regarding Diana L. Calamia, Project Coordinator, District Clerk's office, pertaining to **Section VII: Rule 7.09 (A), (B), (C), & SECTION IV Rules 4.35, 4.37, 4.38, and 4.39.** (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney)

ACTION: It was moved by Chairman Adame and seconded by Commissioner Visconti that the grievance filed/dated November 21, 2007 regarding Diana L. Calamia, Project Coordinator, District Clerk's office, pertaining to **Section VII: Rule 7.09 (A), (B), (C), & SECTION IV Rules 4.35, 4.37, 4.38, and 4.39** be denied, since the board does not have any jurisdiction.

VOTE: YES – Adame, Mitchell, Visconti

NO--NONE

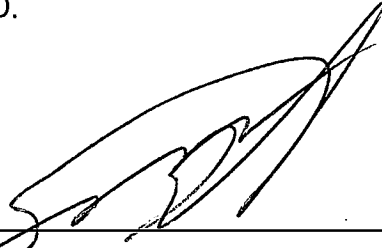
MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, Chairman Adame moved to adjourn the meeting, seconded by Commissioner Mitchell at 6:15 p.m.

VOTE: YES – Adame, Mitchell, Visconti

MOTION CARRIED.



RAFAEL ADAME, CHAIRMAN



GABRIEL HERRERA, RECORDING SECRETARY

cc: Anthony Cobos, County Judge