



# COUNTY OF EL PASO

**CIVIL SERVICE COMMISSION**  
**500 E. SAN ANTONIO, R.M. 302**  
**EL PASO, TEXAS 79901**  
**(915) 546-2218**  
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*Chairman*  
*Rafael Adame*

*Commissioners*  
*Dr. Paula Mitchell*  
*Fernando Parra*

## MINUTES OF SEPTEMBER 04, 2007

COMMISSIONERS PRESENT: RALPH ADAME, CHAIRMAN  
PAULA MITCHELL, COMMISSIONER  
FERNANDO PARRA, COMMISSIONER

OTHERS PRESENT: LIZA REYES, INTERIM H.R. DIRECTOR  
ESTELA SALGADO, EMPLOYMENT/CS SPECIALIST  
HOLLY LYTTLE, COUNTY ATTORNEY'S OFFICE

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The El Paso County Civil Service Commission met in Commissioners Court Room and was called to order at 3:05 p.m. by Ralph Adame, Chairman.

**MOTION #1**  
**ITEM #1 APPROVED CONSENT AGENDA ITEMS.**

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

- 1 Approval of Minutes of the regularly scheduled meeting of August 7, 2007.

**REGULAR AGENDA**

**MOTION #2 POSTPONED.**

ITEM #2 Discuss and take appropriate action to approve the newly created job description of “**Licensed Trade Technician**” for the Facilities Management Department. (Manuel Lucero, Jr., Interim Facilities Manager) (**Postponed from July 10, 2007**)

**ACTION:** It was moved by Commissioner Mitchell and seconded by Commissioner Parra, to postpone the newly created job description of “**Licensed Trade Technician**” for the Facilities Management Department for the October meeting, as requested by Liza Reyes, Interim Human Resources Director for further review.

VOTE: YES – Adame, Mitchell, Parra

ABSENT: None

MOTION CARRIED.

**GRIEVANCES**

**EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071 AND 551.074.**

**On this day, the Civil Service Commission discussed Item 4, 5, 7, 9, 10, and 12 in open session, due to postponement of grievance.**

**The Civil Service Commissioners began to deliberate at 3:15 p.m.**

**MEETING RECONVENED**

**On this day, the Civil Service Commission reconvened into regular open session following closed session at 5:20 p.m.**

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**MEETING RECONVENED**

**On this day, the Civil Service Commission reconvened into regular open session following closed session at 6:54 p.m.**

**The Civil Service Commissioners began to deliberate at 7:37 p.m.**

**On this day, the Civil Service Commission reconvened into regular open session following closed session at 7:50 p.m.**

**MOTION #6 DENIED.**

**ITEM #8**

Take appropriate action on a grievance filed/dated, April 30, 2007 regarding Elsa De La Torre-Barber, Accountant, County Clerk's office, pertaining to **Termination/Dismissal and Rule 7.09**. (Delia Briones, County Clerk – Kitty Schild, Sr. Trial Attorney-Daniel S. Gonzalez, Attorney at Law) (**Postponed from July 10, 2007**)

**ACTION:** It was moved by Commissioner Mitchell and seconded by Commissioner Parra, to deny a grievance filed/dated, April 30, 2007 regarding Elsa De La Torre-Barber, Accountant, County Clerk's office, pertaining to **Termination/Dismissal and Rule 7.09**.

**VOTE: YES – Mitchell, Parra**

**NO: Adame**

**MOTION CARRIED.**

**PAGE 4**  
**CIVIL SERVICE MINUTES**  
**SEPTEMBER 4, 2007**

**MOTION #3 POSTPONED.**  
ITEM #9

Take appropriate action on a grievance filed/dated, May 17, 2007 regarding Irene G. Valenzuela, Program Coordinator, Planning & Development Department, pertaining to **Termination-Insubordination and Rule 7.09 (a), (b), and (c)**. (Jack Alayyan, Contract Manager – Ralph Girvin, Sr. Trial Attorney)

**ACTION:** It was moved by Chairman Adame and seconded by Commissioner Mitchell, to postpone a grievance filed/dated, May 17, 2007 regarding Irene G. Valenzuela, Program Coordinator, Planning & Development Department, pertaining to Termination-Insubordination and Rule 7.09 (a), (b), and (c) as requested by Ralph Girvin, County Attorney's office due to the fact that an agreement by both parties, is being finalized and a settlement agreement will be presented to Commissioner Court on September 10, 2007. The item will be scheduled at the Civil Service meeting of October 2, 2007 at 3:00 p.m.

VOTE: YES – Adame, Mitchell, Parra

MOTION CARRIED.

**MOTION #4 POSTPONED.**  
ITEM #10

Take appropriate action on a grievance filed/dated, June 6, 2007 regarding Dolores Bolanos, Senior Clerk II, County Clerk's office, pertaining to **Termination and Rule 7.09**. (Delia Briones – County Clerk, - Daniel Ordonez, Sr. Trial Attorney)

**ACTION:** It was moved by Commissioner Parra and seconded by Commissioner Mitchell, to postpone a grievance filed/dated, June 6, 2007 regarding Dolores Bolanos, Senior Clerk II, County Clerk's office, pertaining to Termination and Rule 7.09 as requested by grievant, Ms. Bolanos, due to an unforeseeable family emergency. The grievance is scheduled for October 2, 2007 at 3:00 p.m.

VOTE: YES – Adame, Mitchell, Parra

MOTION CARRIED.

**PAGE 5  
CIVIL SERVICE MINUTES  
SEPTEMBER 4, 2007**

**MOTION #7 POSTPONED.**

ITEM #11

Take appropriate action on a grievance filed/dated, April 30, 2007 regarding Yvonne Caldera, Office Specialist, Intermediate, Justice Peace #5, pertaining to **Termination/ and Rule 2.00, 2.01, 2.21, 6.01, 6.02, 6.06, 6.08, 6.10, 2.51, 2.52, and 2.55.** (Judge Monica Teran, Justice Peace #5 – Kitty Schild, Sr. Trial Attorney-Jim K. Jopling, Attorney at Law)

**ACTION:** It was moved by Commissioner Parra and seconded by Commissioner Mitchell, to postpone a grievance filed/dated, April 30, 2007 regarding Yvonne Caldera, Office Specialist, Intermediate, Justice Peace #5, pertaining to **Termination/ and Rule 2.00, 2.01, 2.21, 6.01, 6.02, 6.06, 6.08, 6.10, 2.51, 2.52, and 2.55** as requested by the Civil Service Commission Board. It was established that the board does have jurisdiction on the matter and the case will be scheduled October 2, 2007 at 3:00 p.m.

VOTE: YES –Mitchell, Parra

**No: Adame**

MOTION CARRIED.

**MOTION #5 POSTPONED.**

ITEM #12

Take appropriate action on a grievance filed/dated, February 20, 2007 regarding Noel Pando, Heavy Equipment Operator II, Road & Bridge Department, pertaining to **One (1) day suspension.** (Robert Rivera, Public Works/R&B Director – Manuel Romero, Sr. Trial Attorney – Bill Arballo, AFSCME Representative)

**ACTION:** It was moved by Commissioner Mitchell and seconded by Chairman Adame, to postpone a grievance filed/dated, February 20, 2007 regarding Noel Pando, Heavy Equipment Operator II, Road & Bridge Department, pertaining to **One (1) day suspension** as requested by Mr. Bill Arballo, grievant's representative. The grievance is scheduled for October 2, 2007 at 3:00 p.m.

VOTE: YES – Adame, Mitchell, Parra

**ABSENT: None**

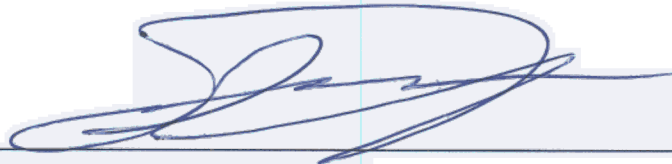
MOTION CARRIED.

**MEETING ADJOURNED**

**On this day, there being no further business to discuss, the meeting was adjourned at 8:00 p.m.**

VOTE: YES – Adame, Mitchell, Parra

MOTION CARRIED.

A handwritten signature in blue ink, appearing to read 'Rafael Adame', is written over a light blue rectangular background. The signature is fluid and cursive.

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RAFAEL ADAME, CHAIRMAN

A handwritten signature in black ink, appearing to read 'Estela Salgado', is written over a horizontal line. The signature is cursive and somewhat stylized.

ESTELA SALGADO, RECORDING SECRETARY

cc: Anthony Cobos, County Judge