



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
500 E. SAN ANTONIO, RM. 302
EL PASO, TEXAS 79901
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*Chairman
Rafael Adame*

*Commissioners
Dr. Paula Mitchell
Fernando Parra*

MINUTES OF DECEMBER 4, 2007

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

OTHERS PRESENT: LIZA REYES, INTERIM H.R. DIRECTOR
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 3:05 p.m. by Ralph Adame, Chairman.

MOTION #1
ITEM #1 APPROVED CONSENT AGENDA ITEMS.

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

1. Approval of Minutes of the regularly scheduled meeting of November 6, 2007.

REGULAR AGENDA:

**MOTION #2 APPROVED:
ITEM #2**

Take appropriate action on that the council's booking bailiff, Dora Aguirre and two bailiffs in the jury duty court, Melissa Arenas and Esmeralda Licon, be designated as covered by Civil Service Commission. These bailiffs are directly under the administrative judge for the council and not under a specific court as the other regular bailiffs.

ACTION: It was moved by Commissioner Parra and seconded by Commissioner Mitchell to approve the action on that the council's booking bailiff, Dora Aguirre and two bailiffs in the jury duty court, Melissa Arenas and Esmeralda Licon, be designated as covered by Civil Service Commission. It was further moved that this motion be effective December 4, 2007 and no actions prior to this date be covered by this motion.

VOTE: YES-Parra, Mitchell, Adame

NO-NONE

MOTION CARRIED.

GRIEVANCES

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

On this day, the Civil Service Commission postponed Item 3, 4, 5, 6, 7, due to continuances filed by both grievants.

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**PAGE 3
CIVIL SERVICE MINUTES
DECEMBER 4, 2007**

OPEN SESSION:

**MOTION #3 POSTPONED.
ITEM #8**

Discuss and take action on a grievance filed/dated October 3, 2007 regarding Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to **Suspension & Rule 7.09 (A, B)**. (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney - Daniel Gonzalez, Attorney at Law).

ACTION: It was moved by Commissioner Parra and seconded by Commissioner Mitchell that the grievance filed/dated October 3, 2007 by Mrs. Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to Suspension and Rule 7.09 (A) & (B), be postponed until February 5, 2008 at 3:00 p.m. as requested by Daniel Gonzalez, the representative for the grievant.

VOTE: YES—Parra, Mitchell, Adame

NO—NONE

MOTION CARRIED.

**MOTION #4 POSTPONED.
ITEM #9**

Discuss and take action on a grievance filed/dated October 24, 2007 regarding Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to **Rule 7.09 (A,C,D), appealing disciplinary report dated 9/18/07 (Substandard Work)**. (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney - Daniel Gonzalez, Attorney at Law).

ACTION: It was moved by Commissioner Parra and seconded by Commissioner Mitchell that the grievance filed/dated October 24, 2007 by Mrs. Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to Suspension and Rule 7.09 (A, C, D); appealing disciplinary report dated 9/18/07 (Substandard Work), be postponed until February 5, 2008 at 3:00 p.m. as requested by Daniel Gonzalez, the representative for the grievant.

VOTE: YES—Parra, Mitchell, Adame

NO—NONE

MOTION CARRIED.

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

**MOTION #5 POSTPONED.
ITEM #10**

Discuss and take action on a grievance filed/dated October 24, 2007 regarding Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to **Rule 7.09 (A, C, D), appealing disciplinary report dated 9/18/07 (Improper Conduct)**(Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney - Daniel Gonzalez, Attorney at Law).

ACTION: It was moved by Commissioner Parra and seconded by Commissioner Mitchell that the grievance filed/dated by Mrs. Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to Suspension and Rule 7.09 (A, C, D), appealing disciplinary report dated 9/18/07 (Improper Conduct), be postponed until February 5, 2008 at 3:00 p.m. as requested by Daniel Gonzalez, the representative for the grievant.

VOTE: YES-Parra, Mitchell, Adame

NO-NONE

MOTION CARRIED.

**MOTION #6 POSTPONED.
ITEM #11**

Discuss and take action on a grievance filed/dated October 24, 2007 regarding Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to **Rule 5.02** (Gilbert Sanchez, District Clerk - Ralph Girvin, Sr. Trial Attorney - Daniel Gonzalez, Attorney at Law).

ACTION: It was moved by Commissioner Parra and seconded by Commissioner Mitchell that the grievance filed/dated by Mrs. Jode Bejarano, Office Supervisor, District Clerk's office, pertaining to Suspension and Rule 5.09, be postponed until February 5, 2008 at 3:00 p.m. as requested by Daniel Gonzalez, the representative for the grievant.

VOTE: YES-Parra, Mitchell, Adame

NO-NONE

MOTION CARRIED.

MOTION #7 POSTPONED.
ITEM #12

Discuss and take action on a grievance filed/dated October 10, 2007 regarding Jennifer Candelas, Collections Specialist, County Clerk's office, pertaining to **Rule 7.21, 2.31 & Discrimination.** (Delia Briones, County Clerk - Kitty Schild, Sr. Trial Attorney).

ACTION: It was moved by Commissioner Parra and seconded by Commissioner Mitchell that the grievance filed/dated October 10, 2007 by Mrs. Jennifer Candelas, Collections Specialist, County Clerk's Office, pertaining to Rule 7.21, 2.31 & Discrimination be postponed until February 5, 2008 at 3:00 p.m. as requested by the grievant.

VOTE: YES—Parra, Mitchell, Adame

NO—NONE

MOTION CARRIED

MOTION #8 DEADLINE TO FILE DOCUMENTATION.
ITEM #12

Discuss and take action on a grievance filed/dated October 10, 2007 regarding Jennifer Candelas, Collections Specialist, County Clerk's office, pertaining to **Rule 7.21, 2.31 & Discrimination.** (Delia Briones, County Clerk - Kitty Schild, Sr. Trial Attorney).

ACTION: It was moved by Commissioner Mitchell and seconded by Chairman Adame to impose a deadline of January 8, 2008 to file any additional documentation.

VOTE: YES – Mitchell, Adame

No-Parra

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, Commissioner Parra moved to adjourn the meeting, seconded by Chairman Mitchell at 3:40 p.m.

VOTE: YES – Adame, Mitchell, Adame

MOTION CARRIED.



RAFAEL ADAME, CHAIRMAN



GABRIEL HERRERA, RECORDING SECRETARY