

EL PASO COUNTY
CIVIL SERVICE COMMISSION

MINUTES
APRIL 22, 1991

COMMISSIONS PRESENT: WOODROW W. BEAN II, CHAIRMAN
LUPE BAIN
TERESA DA PRADO

OTHERS PRESENT : MARY JO LEE, DIRECTOR
PERSONNEL/CIVIL SERVICE
JOAN LOPEZ, EXECUTIVE SEC.
CIVIL SERVICE COMMISSION

The meeting was called to order by Chairman Bean at 4:10 p.m. after a quorum was established.

1. ~~Minutes were approved for April 1, 1991.~~

2. All job descriptions were approved with the exception of the new Secretary II, assigned to the Insurance Coordinator.

3. Proposed budget for Civil Service/Personnel was review and approved.

4. Liability Insurance for Civil Service Commission members was discussed. This item was for information only. No action taken.

5. Monthly report from the Personnel/Civil Service Director was approved. Substance Abuse Policy to be placed on next agenda to be amended to include inhalants in compliance with State requirement.

6. Pooled leave for Lititia Alvarado was approved.

7. Executive Session: On this day, County Civil Service Commissioner Chairman Bean informed the ~~court~~ ^{meeting} it would recess into executive session to discuss personnel

Not approved
tabled
until a later date
WKB

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matter to evaluate probationary employees, Executive Secretary, Civil Service Commission, and Director of Personnel/Civil Service. Meeting returned to regular session to vote on review and evaluation:

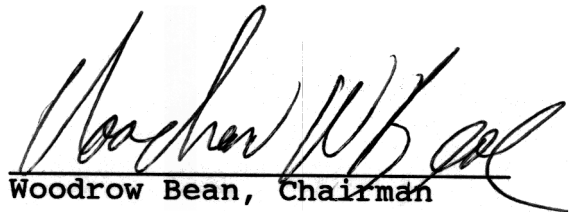
a. Executive Secretary

ACTION: Approved and made permanent, unanimous

b. Director,
Personnel/Civil Service

ACTION: Two votes, did not successfully complete probation period and one abstention.


Joan Lopez, Recording Secretary


Woodrow Bean, Chairman