

EL PASO COUNTY CIVIL SERVICE COMMISSION  
EL PASO COUNTY BLDG.  
COMMISSIONERS' COURT CHAMBERS ROOM 303  
500 E. SAN ANTONIO  
EL PASO, TEXAS 79901

MINUTES OF OCTOBER 5, 1992

COMMISSIONERS PRESENT: LUPE BAIN, CHAIRPERSON  
RICHARD YETTER

OTHERS PRESENT: NITA CORRAL-NAVA, DIRECTOR  
(CSP) CIVIL SERVICE/PERSONNEL  
  
JOAN LOPEZ, EXECUTIVE SECRETARY  
  
MAUREEN HILTON, LEGAL COUNCIL

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The El Paso County Civil Service Commission met in Commissioners Court Chambers, room 303 and was called to order at 4:10 P. M. by Lupe Bain, Chairperson.

1. Mr. Richard Yetter motioned to approve minutes for September 14, 1992, seconded by Lupe Bain. Motion carried.
2. Mr. Richard Yetter motioned to approve Pooled Leave request from Martha Montes, Supply Clerk, Purchasing Department. The amount of donated hours from co-workers totaled 80 hours. Lupe Bain seconded the motion. Motion carried.

GRIEVANCE

3. HOPE NAVARRO, COUNTY CLERKS OFFICE: (GRIEVANCE)

Mr. Richard Yetter motioned that "leave without permission" be upheld on the warning report and that the other charges be dropped from the employee warning report. Lupe Bain seconded the motion. Motion carried.

4. IDA LEWIS, COUNTY CLERKS OFFICE: (GRIEVANCE)

Mr. Richard Yetter motioned that Ida R. Lewis's grievance be upheld under rule 8.02 b, c, and e. Further that the County Clerk's Office provide a light duty job commensurated with restrictions as set out by Ms. Lewis's physician, Dr. Neustein. Mr. Yetter moved for Ida Lewis to return to her former job as cashier when released by the Doctor to return to work without restrictions. Additionally that she be given the salary continuation payments under rule 4.33 less any payment heretofore. Mrs. Bain seconded the motion. Motion carried.

5. Mrs. Lupe Bain motioned to approve the EPCAD'S Executive Director's restructuring of three staff positions to Unit Supervisors, to establish a more efficient clerical and scheduling situation in each unit. Richard Yetter seconded the motion. Motion carried.
6. Mrs. Lupe Bain motioned to approved the request that EPCADS Executive Director delete the job description of case manager and replace with Unit Supervisor, and reclassify the grade from a 5 non-exempt to 1 exempt. Mr. Richard Yetter seconded the motion. Motion carried.
7. Mrs. Lupe Bain motioned to have the Director of CSP research Mr. Navarro and Ms. Castro's pay range and that the findings be given to the Commission by telephone. Mr. Richard Yetter seconded the motion. Motion carried.

~~RESTRICTED~~

~~Official County Documentation and pay scale records do not substantiate the testimony presented both on the August 3rd and September 14th Civil Service Commission Hearings. In light of this new evidence, the El Paso County Civil Service Commission determination will not grant Mr. Edwards relief as grieved in the form of back pay~~

8. Mrs. Lupe Bain motioned to table CSP Director's report of July, 1992. Mr. Richard Yetter seconded the motion. Motion carried.
9. Mrs. Lupe Bain motioned to table CSP Director's report of August, 1992. Mr. Richard Yetter seconded the motion. Motion carried.
10. Mrs. Lupe Bain motioned to table CSP Director's Risk Management Report and Civil Service/Personnel 1992-1993 budget report. Mr. Richard Yetter seconded the motion. Motion carried.
11. Mrs. Lupe Bain motioned to table CSP Director's report of September, 1992. Mr. Richard Yetter seconded the motion. Motion carried.

Mr. Yetter motioned to approve the administrative change Civil Service/Personnel Grievance Log. Mrs. Lupe Bain seconded the motion. Motion carried.

13. Mr. Richard Yetter and Mrs. Lupe Bain acknowledged the Sheriff's Department Civil Service Rules and regulation with effective date of July 14, 1992.

Mr. Richard Yetter motioned to table the Pooled Leave on Denise Langschwager, Auto Title Clerk II with the Tax Office due to lack of information and presentation. Mrs. Lupe Bain seconded the motion. Motion carried.

Meeting went into

Executive session 4:50 PM;  
Regular session 5:00 PM;

Executive session 6:30 PM;  
Regular session 6:40 PM;

Executive session 8:40 PM;  
Regular session 8:50 PM;

Meeting adjourned at 8:57 PM.

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JoAn Lopez, Recording Secretary

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Lupe Bain, Chairperson