

EL PASO COUNTY CIVIL SERVICE COMMISSION
EL PASO COUNTY COURTHOUSE
500 E. SAN ANTONIO - ROOM 302

MINUTES OF JUNE 14, 1993

COMMISSIONERS PRESENT: LUPE BAIN, CHAIRPERSON
RICHARD YETTER
MARIO MARTINEZ

OTHERS PRESENT: NITA CORRAL-NAVA,
PERSONNEL DIRECTOR

LUPE C. MARTIN, RECORDING SECRETARY

MAUREEN HILTON, LEGAL COUNSEL

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

ITEM #1 DISCUSS AND TAKE APPROPRIATE ACTION ON MINUTES FOR MAY 3, 1993.

ACTION: MARIO MARTINEZ MOTIONED TO DELETE ITEM #12 OF THE MAY 3, 1993 MINUTES AND INSTRUCTED TO PLACE ON JULY'S AGENDA AND APPROVED THE MINUTES WITH THE APPROPRIATE DELETION. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #2 DISCUSS AND TAKE APPROPRIATE ACTION ON CLARIFICATION OF SICK LEAVE MEMORANDUM FOR FACILITIES MANAGEMENT DEPARTMENT.

ACTION: LUPE BAIN MOTIONED THAT NO ACTION WAS NECESSARY AFTER EXPLAINING TO RON ALLEN, FACILITIES MANAGER, THAT HE CAN ESTABLISH SOME KIND OF RULE AS LONG AS IT DOES NOT VIOLATE CIVIL SERVICE RULES AND REGULATIONS. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #3 DISCUSS AND TAKE APPROPRIATE ACTION ON POOLED LEAVE REQUEST FROM IRASEMA CASTRO.

ACTION: RICHARD YETTER MOTIONED TO MAKE ADJUSTMENT ON FORM SIGNED BY POOLED LEAVE DONOR TO INCLUDE RESTATEMENT OF RULE 4.08. LUPE BAIN MOTIONED TO APPROVE DONATION. MARIO MARTINEZ SECONDED. MOTION CARRIED.

GRIEVANCE

ITEM #4 LUIS MALDONADO, MAINTENANCE MECHANIC

ACTION: COMMISSIONER MARTINEZ MOTIONED TO UPHOLD SUSPENSION. COMMISSIONER YETTER MOTIONED TO AMEND MOTION AND UPHOLD ONE DAY SUSPENSION, FOR SIX HOURS ON FRIDAY APRIL 23, 1993. IN ADDITION, REIMBURSE THE GRIEVANT THE TWO DAYS PREVIOUSLY DEDUCTED FROM HIS PAYCHECK FOR APRIL 26, AND APRIL 27, 1993. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #5 DISCUSS GRIEVANCES RESOLVED BEFORE HEARING.

ACTION: AFTER DETAILED READING WITH EXPLANATION OF ITEM BY THE PERSONNEL DIRECTOR, NITA CORRAL-NAVA. LUPE BAIN MOTIONED NO ACTION NECESSARY. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #6 DISCUSS DIRECTOR'S APRIL/MAY DEPARTMENTAL REPORT.

ACTION: RICHARD YETTER MOTIONED TO APPROVE. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #7 DISCUSS AND TAKE APPROPRIATE ACTION ON CIVIL SERVICE COMMISSION'S PUBLIC BUDGET HEARINGS OF 6/15/93 FOR FISCAL YEAR 1994 BUDGET PROPOSAL PRESENTATION.

ACTION: CHAIRPERSON LUPE BAIN, AND COMMISSIONER YETTER STATED THAT THEY WOULD BE PRESENT AT BUDGET HEARINGS, RICHARD YETTER MOTIONED TO AMEND BUDGET REQUEST FOR MONIES TO INCLUDE COSTS FOR TESTING PROCEDURES. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #8 DISCUSS AND TAKE APPROPRIATE ACTION ON COORDINATION OF CIVIL SERVICE COMMISSION'S POLICY ON NOTIFICATION TO COUNTY DEPARTMENT HEADS/ELECTED OFFICIALS AND LEGAL REPRESENTATIVES.

ACTION: MARIO MARTINEZ MOTIONED TO DELETE. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #9 DISCUSS AND TAKE APPROPRIATE ACTION REGARDING EL PASO COUNTY AMERICANS WITH DISABILITIES ACT POLICY.

ACTION: LUPE BAIN MOTIONED TO TRANSFER THE RESPONSIBILITY TO RISK MANAGER. NO ONE SECONDED THE MOTION. MARIO MARTINEZ MOTIONED TO TABLE FOR NEXT MEETING WHEN THE PRESENCE OF THE RISK MANAGER WOULD BE REQUESTED. RICHARD YETTER SECONDED. MOTION CARRIED.

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ITEM #10 DISCUSS AND TAKE APPROPRIATE ACTION ON LEGAL OPINION REQUESTS SUBMITTED TO COUNTY ATTORNEY'S OFFICE.

ACTION: LUPE BAIN MOTIONED THAT SINCE THIS IS ONLY AN INFORMATION ITEM, NO ACTION WAS NEEDED. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #11 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUESTING STATE REPRESENTATIVE AND SENATOR TO AMEND THE WITNESS SUBPOENA POWER OF THE CIVIL SERVICE COMMISSION.

ACTION: RICHARD YETTER MOTIONED THAT CIVIL SERVICE COMMISSION OFFICIALLY ASK THE COUNTY ATTORNEY'S OFFICE TO ASSIST THE COMMISSION IN PREPARING A REQUEST FOR OUR STATE REPRESENTATIVES AND STATE SENATOR'S ASSISTANCE IN PRESENTING AN AMENDMENT TO THE CIVIL SERVICE STATUTE GRANTING THE COMMISSION SUBPOENA POWER. ADDITIONALLY, THAT CHAIRPERSON LUPE BAIN, MEET WITH THE COUNTY JUDGE ON A JOINT REQUEST FROM CIVIL SERVICE COMMISSION AND COMMISSIONERS' COURT REGARDING THIS MATTER. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #12 DISCUSS AND TAKE APPROPRIATE ACTION TO REVIEW THE SIX MONTH PROBATIONARY PERIOD AND PERFORMANCE EVALUATION OF CSC STAFF.

ACTION: RICHARD YETTER MOTIONED TO TABLE. MARIO MARTINEZ SECONDED MOTION CARRIED.

Meeting adjourned at 6:00 P.M



LUPE C. MARTIN, RECORDING SECRETARY



LUPE BAIN, CHAIRPERSON