



## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
FAX (915) 546-8126

**COMMISSIONERS:**

LUPE BAIN, CHAIRPERSON  
RICHARD YETTER  
MARIO J. MARTINEZ

**MINUTES OF JUNE 6, 1994**

**COMMISSIONERS PRESENT:** LUPE BAIN, CHAIRPERSON  
RICHARD YETTER  
MARIO J. MARTINEZ

**OTHERS PRESENT:** NITA CORRAL-NAVA, DIRECTOR  
OF PERSONNEL & CIVIL SERVICE ADM.

ESTELA SALGADO, RECORDING SECRETARY

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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 Richard Yetter, Interim Chairman.

MOTION #1 DISCUSS AND TAKE APPROPRIATE ACTION ON MINUTES OF REGULAR ITEM #1 MEETING OF MAY 02, 1994.

**ACTION:** MARIO J. MARTINEZ MOTIONED TO APPROVE THE MINUTES OF THE REGULAR MEETING OF MAY 02, 1994. RICHARD YETTER SECONDED. MOTION CARRIED.

MOTION #2 DISCUSS AND TAKE APPROPRIATE ACTION ON SELECTING THE NEW ITEM #12 CHAIRMAN OF THE EL PASO COUNTY CIVIL SERVICE COMMISSION.

**ACTION:** MARIO J. MARTINEZ MOTIONED TO APPOINT RICHARD YETTER AS CHAIRMAN OF THE EL PASO COUNTY CIVIL SERVICE COMMISSION FOR THE NEXT (2) TWO YEARS. RICHARD YETTER SECONDED. MOTIONED CARRIED.

### GRIEVANCE

MOTION #3 MARTHA B. MORROW, ADMINISTRATIVE SECRETARY, AGRICULTURAL ITEM #2 EXTENSION SERVICE (DR. LARRY A. BROWN, COUNTY EXTENSION DIRECTOR, TEXAS AGRICULTURAL EXTENSION SERVICE.)

**ACTION:** RICHARD YETTER MOTIONED TO ACCEPT THE VOLUNTARY WITHDRAWAL OF GRIEVANCE SUBMITTED BY THE GRIEVANT, MARTHA B. MORROW. MARIO J. MARTINEZ SECONDED. MOTION CARRIED.

GRIEVANCE

MOTION #4 DARLENE A. THADEN, COUNTER CLERK, DISTRICT CLERK (EDIE  
ITEM #3 RUBALCABA, DISTRICT CLERK.)

ACTION: RICHARD YETTER MOTIONED TO DISMISS THE GRIEVANCE AS  
HAVING BEEN RESOLVED BY THE PARTIES. MARIO J. MARTINEZ  
SECONDED. MOTION CARRIED.

EXECUTIVE SESSION:

MOTION #5 DISCUSS AND TAKE APPROPRIATE ACTION ON REPORT FROM  
ITEM #4 STEWART FORBES, ATTORNEY AT LAW, ON PENDING LITIGATION  
CONCERNING THE JOAN LOPEZ CASE.

ACTION: RICHARD YETTER MOTIONED TO GIVE STEWART FORBES, ATTORNEY  
AT LAW, THE LATITUDE TO CONTACT THE COUNTY ATTORNEY'S  
OFFICE AND DISCUSS THE MATTER FURTHER. MARIO J. MARTINEZ  
SECONDED. MOTION CARRIED.

MOTION #6 DISCUSS AND TAKE APPROPRIATE ACTION ON THE FOLLOWING  
ITEM #5 CHANGES TO THE TAX OFFICE MANNING TABLE, TO REPLACE (2)  
TWO TITLE CLERK II POSITIONS, GRADE 05, WHICH WILL HAVE  
NO AFFECT ON THE COUNTY TAX BUDGET.

ACTION: MARIO J. MARTINEZ MOTIONED TO APPROVE THE CHANGES TO THE  
TAX OFFICE MANNING TABLE, TO REPLACE (2) TWO TITLE CLERK  
II POSITIONS, GRADE 05, WHICH WILL HAVE NO AFFECT ON THE  
COUNTY TAX BUDGET, REQUESTED BY JAMES S. HICKS, TAX  
ASSESSOR COLLECTOR. LUPE BAIN SECONDED. MOTION CARRIED.

MOTION #7 DISCUSS AND TAKE APPROPRIATE ACTION ON CURRENT OFFICE  
ITEM #6 POLICIES AND PROCEDURES FOR AGRICULTURAL EXTENSION  
SERVICE.

ACTION: MARIO J. MARTINEZ MOTIONED TO GIVE TENTATIVE APPROVAL TO  
THE CURRENT OFFICE POLICIES AND PROCEDURES ESTABLISHED  
FOR THE TEXAS AGRICULTURAL EXTENSION SERVICE SUBMITTED BY  
DR. LARRY BROWN, WITH THE SUGGESTED CHANGES TO BE  
SUBMITTED ON THE NEXT CIVIL SERVICE COMMISSION MEETING.  
RICHARD YETTER SECONDED. MOTION CARRIED.

MOTION #8 DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED COUNTY  
ITEM #7 REPLACEMENT POLICY.

ACTION: MARIO J. MARTINEZ MOTIONED TO APPROVE THE PROPOSED COUNTY  
REPLACEMENT POLICY AS WRITTEN. RICHARD YETTER SECONDED.  
MOTION CARRIED.

MOTION #9 DISCUSS AND TAKE APPROPRIATE ACTION ON RECOMMENDED  
ITEM #8 AMENDMENTS TO CIVIL SERVICE-RULE 4.15 REGARDING THE  
TYPE OF LEAVE TO BE GRANTED FOR COUNTY EMPLOYEES TO  
ATTEND GRIEVANCE HEARINGS.

ACTION: MARIO J. MARTINEZ MOTIONED TO ADD RULE 4.15A TO  
READ AS FOLLOWS: THE DEPARTMENT HEAD OR ELECTED  
OFFICIAL SHALL GRANT APPROVED TIME OFF WITH PAY FOR  
THE APPEARANCE OF AN EMPLOYEE BEFORE THE CIVIL  
SERVICE COMMISSION EITHER AS A GRIEVANT OR AS A  
WITNESS TO A GRIEVANCE IF THE ATTENDANCE IS PRIOR  
TO 5:00 P.M. ON THE DAY OF THE MEETING. RICHARD  
YETTER SECONDED. MOTION CARRIED.

MOTION #10 DISCUSS AND TAKE APPROPRIATE ACTION ON OFFICE  
ITEM #9 POLICIES AND PROCEDURES FOR PERSONNEL OFFICE.

ACTION: MARIO J. MARTINEZ MOTIONED TO ACCEPT THE OFFICE  
POLICIES AND PROCEDURES FOR PERSONNEL OFFICE WITH  
THE EXCEPTION OF THE SUGGESTED MODIFICATIONS FROM  
THE CIVIL SERVICE COMMISSION. LUPE BAIN SECONDED.  
MOTION CARRIED.

MOTION #11 DISCUSS AND TAKE APPROPRIATE ACTION ON PERSONNEL  
ITEM #10 OFFICE'S DEPARTMENTAL REPORT FOR THE MONTHS OF  
MARCH & APRIL 1994.

ACTION: MARIO J. MARTINEZ MOTIONED TO APPROVE THE PERSONNEL  
OFFICE'S DEPARTMENTAL REPORT FOR THE MONTHS OF  
MARCH & APRIL 1994. LUPE BAIN SECONDED. MOTION  
CARRIED.

MOTION #12 DISCUSS AND TAKE APPROPRIATE ACTION ON REQUEST  
ITEM #11 FROM HIDALGO COUNTY'S COMMISSIONER'S COURT.

ACTION: MARIO J. MARTINEZ MOTIONED TO APPROVE THE REQUEST  
FROM HIDALGO COUNTY'S COMMISSIONER'S COURT TO  
PROVIDE A COPY OF THE CIVIL SERVICE RULES AND  
REGULATIONS PLUS ANY UPDATES THAT HAVE BEEN  
ESTABLISHED PREVIOUSLY, WITH A COVER LETTER,  
EXECUTED BY THE CHAIRMAN OF THE COMMISSION, STATING  
THAT THE COMMISSION WOULD BE HAPPY TO ENTERTAIN ONE  
OF THEIR REPRESENTATIVES OR HAVE SOMEONE FROM THIS  
AREA GO TO HIDALGO COUNTY WITH EXPENSES PAID. LUPE  
BAIN SECONDED. MOTION CARRIED.

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MOTION #13            APPROPRIATE ACTION AND DISCUSSION PERTAINING TO  
ITEM    #13            EMPLOYEE'S ORIENTATION ON (6/6/94 AT 5:05 P.M.) AND  
                         RIGHTS UNDER THE CIVIL SERVICE RULES AND  
                         REGULATIONS SYSTEM FOR ALL NON-ATTORNEY PERSONNEL  
                         STAFF FROM THE COUNTY ATTORNEY'S OFFICE.

ACTION:                THIS BEING AN INFORMATION ITEM, NO ACTION WAS  
                         TAKEN.

LUPE BAIN MOTIONED TO ADJOURN AT 5:48 P.M. MARIO J. MARTINEZ  
SECONDED. MOTION CARRIED.

  
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RICHARD YETTER, CHAIRMAN

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ESTELA SALGADO, RECORDING SECRETARY