



COUNTY OF EL PASO

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

MINUTES OF OCTOBER 1, 1996

COMMISSIONERS PRESENT: MICHAEL C. CROWLEY, CHAIRMAN *MC*
LOUIS E. ZUNIGA, COUNTY COMMISSIONER
DANIEL G. MENA, COUNTY COMMISSIONER

OTHERS PRESENT: MARY JO LEE, PERSONNEL DIRECTOR
ESTELA SALGADO, RECORDING SECRETARY

MOTION #1

ITEM #1 APPROVED.

Discuss and take appropriate action on minutes of regular meeting of August 28, 1996 & minutes of rescheduled meeting of September 10, 1996. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the minutes of regular meeting of August 28, 1996 & minutes of rescheduled meeting of September 10, 1996.

MOTION CARRIED.

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MOTION #2
ITEM #2 APPROVED.

Discuss and take appropriate action on revision to Rule 1.32 (Nepotism) substituting "Texas Local Government Code" for " Penal Code of the State of Texas". (Civil Service Commission)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to amend Rule 1.32 to read as follows and to submit to Commissioners' Court for final approval:

The hiring, promotion or any other personnel action of employees shall not violate applicable laws against nepotism contained in the Local Government Code of the State of Texas or other applicable laws. This section shall apply to any status of which public funds will pay compensation, salary or other consideration.

MOTION CARRIED.

MOTION #3
ITEM #3 APPROVED.

Discuss and take appropriate action on the request from Virginia Lucero to become a recipient of donated vacation leave pursuant to 2.32 of the Civil Service Rules & Regulations. (Virginia Lucero, Inventory Clerk, Purchasing Department)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to approve the request on Pooled Vacation Leave submitted by Virginia Lucero, Inventory Clerk, Purchasing Department.

MOTION CARRIED.

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MOTION #4
ITEM #4 APPROVED.

Discuss and take appropriate action on the following items as submitted by Renslar R. Keagle, Operations Officer, County Clerk.

ACTION: It was moved by Michael C. Crowley and seconded by to approve the following policy submitted by Renslar R. Keagle, Operations Officer, County Clerk for the County Clerk Department.

- a) It is the policy of the County Clerk's office that no employee is authorized to take a "Personal Day" holiday until the employee has completed the initial probationary period of 6 months.
- b) Does paragraph 2.13 apply to the "Personal Day"
{No action was taken on this item}

MOTION CARRIED

MOTION #5
ITEM #5 TABLED.

Discuss and take appropriate action on the following items submitted by Trini Munoz.

- a) Discuss and amend Rule 1.03 (Organization). Local Government Code, Section 158.009 "Powers of the Commission".
- b) Discuss Section 157.065 (b) Local Government Code, "Child Care Services".
- c) Discuss and recommend to Commissioners' Court the transfer of Custodian personnel to Purchasing Dept.
- d) Discuss and approve amendment to El Paso County Group Health, Dental and Life Insurance. (Section-Eligible Employees)
- e) Discuss and amend Rule 1.92 concerning the definition of "immediate family".
- f) Discuss and recommend to Commissioners' Court the reduction in dependent insurance cost for employees.

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ACTION: It was moved by Michael C. Crowley and seconded by Daniel G. Mena that the following items submitted by Trini Munoz be tabled and submitted to the County Attorney's office for an opinion as to the Civil Service Commission's authority over these matters:

- a) Discuss and amend Rule 1.03 (Organization). Local Government Code, Section 158.009 "Powers of the Commission".
- b) Discuss Section 157.065 (b) Local Government Code, "Child Care Services".
- c) Discuss and recommend to Commissioners' Court the transfer of Custodian personnel to Purchasing Dept.
- d) Discuss and approve amendment to El Paso County Group Health, Dental and Life Insurance. (Section-Eligible Employees)
- e) Discuss and amend Rule 1.92 concerning the definition of "immediate family".
- f) Discuss and recommend to Commissioners' Court the reduction in dependent insurance cost for employees.

MOTION CARRIED.

GRIEVANCES

EXECUTIVE SESSION: REGULAR SESSION FOR THE VOTE IF EXECUTIVE SESSION IS NOT WAIVED. PURSUANT TO OPEN MEETING LAW NO. 6 SECTION 2 (E) AND (G).

MOTION #6
ITEM #6 TABLED.

RUTH ESTRADA-SURO, SECRETARY I, JUVENILE PROBATION DEPT. (SAM SANTANA, JUVENILE PROBATION OFFICER - ARTHUR PROVENGHI, LEGAL ADVISOR, JUVENILE PROBATION)

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ACTION: It was moved by Michael C. Crowley and seconded by Louis E. Zuniga that the grievance filed by Ruth Estrada-Suro be tabled for one month.

MOTION CARRIED

EXECUTIVE SESSION

Chairman Michael C. Crowley announced that the meeting would recess into executive session at 2:52 p.m. to consider employee grievances.

MEETING RECONVENED

The Commission reconvened into regular open session after executive session at 3:15 p.m.

MOTION #7
ITEM #7 DENIED.

RICHARD BOWMAN, INVESTIGATOR, MEDICAL EXAMINER
DEPARTMENT BILL ELLIS, ATTORNEY AT LAW (JORGE
LARIOS, INTERIM ADMINISTRATOR, MEDICAL
EXAMINER DEPARTMENT)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga that the grievance filed by Richard Bowman, Investigator, Medical Examiner Department, be denied.

MOTION CARRIED

MOTION #8
ITEM #8 DENIED.

DANIEL FLORES, INVESTIGATOR, MEDICAL EXAMINER
DEPARTMENT BILL ELLIS, ATTORNEY AT LAW (JORGE
LARIOS, INTERIM ADMINISTRATOR, MEDICAL
EXAMINER DEPARTMENT)

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ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga that the grievance filed by Daniel Flores, Investigator, Medical Examiner Department, be denied.

MOTION CARRIED.

MOTION #9
ITEM #9 DENIED.

LETICIA JARVIS, INVESTIGATOR, MEDICAL EXAMINER
DEPARTMENT BILL ELLIS, ATTORNEY AT LAW (JORGE
LARIOS, INTERIM ADMINISTRATOR, MEDICAL
EXAMINER DEPARTMENT)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga that the grievance filed by Leticia Jarvis, Investigator, Medical Examiner Department, be denied.

MOTION CARRIED

PUBLIC COMMENT

Chairman, Michael Crowley, announced that the regularly scheduled meeting of November 5, 1996, has been rescheduled for Tuesday, November 19, 1996.

MEETING ADJOURNED

By motion of Michael C. Crowley seconded by Louis E. Zuniga, the meeting was adjourned at 3:18 p.m.



MICHAEL C. CROWLEY, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY