



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 NOVEMBER 19, 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 October 1, 1996. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the minutes of regular meeting of October 1, 1996 submitted by Mary Jo Lee, Personnel Director.

MOTION CARRIED.

MOTION #2

ITEM #2 APPROVED.

Discuss and take appropriate action on the request from Mary Ann Kautz to become a recipient of donated vacation leave, pursuant to 2.32 of the Civil Service Rules & Regulations. (Mary Ann Kautz, Print/Mail Equipment Supervisor, Purchasing Department)

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the request on Pooled Vacation Leave submitted by Mary Ann Kautz, Print/Mail Equipment, Purchasing Department.

MOTION CARRIED.

PAGE 2
CIVIL SERVICE/MINUTES
NOVEMBER 19, 1996

MOTION #3
ITEM #3 APPROVED.

Discuss and take appropriate action on the request from Josefina L. Ramirez, Team Leader/Detention, Juvenile Probation Department, to become a recipient of donated vacation leave, pursuant to 2.32 of the Civil Service Rules & Regulations. (Josefina L. Ramirez, Team Leader/Detention, Juvenile Probation Department)

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the request on Pooled Vacation Leave submitted by Josefina L. Ramirez, Team Leader/Detention, Juvenile Probation Department.

MOTION CARRIED.

MOTION #4
ITEM #4 APPROVED

Discuss and take appropriate action on the request from Charles M. Roberts, Technical Support Mgr., to become a recipient of donated vacation leave, pursuant to 2.32 of the Civil Service Rules & Regulations. (Charles M. Roberts, Technical Support Mgr., Data Processing Department)

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve the request on Pooled Vacation Leave submitted by Charles M. Roberts, Technical Support Mgr., Consolidated Data Processing.

MOTION CARRIED.

MOTION #5
ITEM #5 APPROVED.

Discuss and take appropriate action on Termination Procedures - Rules 2.49, 2.50 & 2.51. (Civil Service Commission)

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley to approve Rule 2.49 as amended and to submit change to County Commissioners' Court. "Written Reprimand shall be used when an employee has committed a violation that is subject to disciplinary action."

MOTION CARRIED.

PAGE 3
CIVIL SERVICE/MINUTES
NOVEMBER 19, 1996

MOTION #8
ITEM #6 **TABLED**

Discuss and take appropriate action with respect to Civil Service Commission Protection for Adult Probation Officers. (Luis Baeza, AFSCME, Local #59)

ACTION: It was moved by Michael C. Crowley and seconded by Daniel G. Mena that with respect to Civil Service Commission Protection for Adult Probation Officers be tabled for the December 1996 Civil Service Commission meeting.

MOTION CARRIED.

MOTION #6
ITEM #7 a) No action taken; b) Deleted; c) Deleted; d) Deleted;
 e) Tabled; f) Deleted.

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.

ACTION: It was moved by the Civil Service Commission to take action on the following items submitted by Trini Munoz:

- a) To discuss and amend Rule 1.03 (Organization) Local Government Code, Section 158.009 "Powers of the Commission". No action was taken on this matter.
- b) It was moved by Michael C. Crowley and seconded by Daniel G. Mena that section 157.065 (b) Local Government Code, "Child Care Services", be deleted as requested by Trini Munoz.

MOTION CARRIED.

- c) It was moved by Michael C. Crowley and seconded by Daniel G. Mena that the transfer of Custodian personnel to Purchasing Department, be deleted as requested by Trini Munoz.

MOTION CARRIED

- d) It was moved by Michael C. Crowley and seconded by Daniel G. Mena that the approve amendment to El Paso County Group Health, Dental and Life Insurance, (Section - Eligible Employees), be deleted as requested by Trini Munoz.

MOTION CARRIED

- e) It was moved by Daniel G. Mena and seconded by Michael C. Crowley that Rule 1.92 concerning the definition of "immediate family" be tentatively approved subject to the approval of appropriate wording for the rule as recommended by the County Attorney.

Item to be submitted to the Civil Service Commission for final approval at the next scheduled meeting.

- f) It was moved by Michael C. Crowley and seconded by Daniel G. Mena that any recommendation to Commissioners' Court on the reduction of dependent insurance cost for employees, be deleted as requested by Trini Munoz.

MOTION CARRIED

PAGE 5
CIVIL SERVICE/MINUTES
NOVEMBER 19, 1996

MOTION #7
ITEM #8 APPROVED

Discuss and take action on grievance filed by Bernadette Moreno. (Mary Jo Lee, Personnel Director)

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to extend the deadline on the grievance filed by Bernadette Moreno to November 1, 1996. The grievance will be heard at the December 1996 Civil Service Commission meeting.

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).

EXECUTIVE SESSION

Chairman Michael C. Crowley announced that the meeting would recess into Executive Session at 3:00 p.m. to consider employee grievances.

MEETING RECONVENED

The Commission reconvened into regular open session after executive session at 4:00 p.m.

MOTION #9
ITEM #9 TABLED.

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

PAGE 6
CIVIL SERVICE/MINUTES
NOVEMBER 19, 1996

ACTION: It was moved by Daniel G. Mena and seconded by Louis E. Zuniga to table the grievance submitted by Ruth Estrada-Suro, Secretary I, as requested by her attorney John T. Garcia. The grievance will be heard at the January, 1997 Civil Service Commission meeting.

MOTION CARRIED.

MOTION #10
ITEM #10 APPROVED.

GLORIA E. ROSADO, DEPUTY CLERK, DISTRICT CLERK DEPARTMENT
- CHARLES E. McDONALD, ATTORNEY AT LAW (EDIE RUBALCAVA,
DISTRICT CLERK)

ACTION: It was moved by Louis E. Zuniga and seconded by Michael C. Crowley that grievance filed by Gloria E. Rosado, Deputy Clerk, be sustained. Daniel G. Mena abstained.

MOTION CARRIED.

MOTION #11
ITEM #11 DENIED

MANUEL DIAZ, INVESTIGATOR, MEDICAL EXAMINER DEPARTMENT -
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 Manuel Diaz, Investigator, be denied.

MOTION CARRIED.

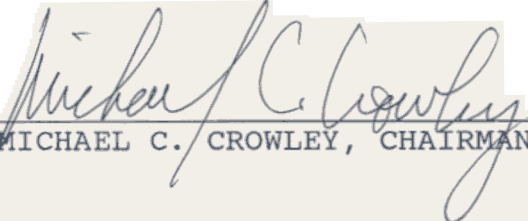
PAGE 7
CIVIL SERVICE/MINUTES
NOVEMBER 19, 1996

PUBLIC COMMENT

Chairman, Michael Crowley, announced that the regularly scheduled meeting of December 3, 1996 would be rescheduled for Tuesday, December 17, 1996.

MEETING ADJOURNED

By motion of Michael C. Crowley seconded by Louis E. Zuniga, the meeting was adjourned at 4:00 p.m.



MICHAEL C. CROWLEY, CHAIRMAN



ESTELA SALGADO, RECORDING SECRETARY