

MINUTES OF JULY 6, 2004

COMMISSIONERS PRESENT: **ARIEL DUARTE, ACTING CHAIRMAN**
 JOHNNY KILGORE, NEW COMMISSIONER

ABSENT: **L. CARLOS SANDOVAL, CHAIRMAN**

OTHERS PRESENT: **ROBERT M. ALMANZÁN,**
 HUMAN RESOURCES DIRECTOR

ESTELA SALGADO, RECORDING SECRETARY

The El Paso County Civil Service Commission met in Commissioners' Court Chambers and was called to order at 2:10 p.m. by Acting Chairman, Ariel Duarte.

MOTION #3

ITEM #1 APPROVED.

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of June 1, 2004. (Robert M. Almanzán, Human Resources Director)

ACTION: **It was moved by Acting Chairman Ariel Duarte, and seconded by Commissioner Johnny Kilgore, to approve the Civil Service Commission minutes of regularly scheduled meeting of June 1, 2004 as submitted by Robert M. Almanzán, Human Resources Director.**

VOTE: YES – Duarte, Kilgore

MOTION CARRIED.

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**MOTION #1
ITEM #2 **APPROVED.****

Approve and adopt the revised job description of Clerk II (Archives Section) to Clerk III (Archives section) for the County Clerk's office. (Waldo Alarcon, County Clerk)

ACTION: It was moved by Commissioner Johnny Kilgore, and seconded by Acting Chairman Ariel Duarte to approve and adopt the revised job description of Clerk II (Archives Section) to Clerk III (Archives Section) for the County Clerk's office.

VOTE: YES – Duarte, Kilgore

MOTION CARRIED.

**MOTION #2
ITEM #3 **APPROVED.****

Approve and adopt the revised job description of Clerk III for the County Clerk's office. (Waldo Alarcon, County Clerk)

ACTION: It was moved by Commissioner Johnny Kilgore, and seconded by Acting Chairman Ariel Duarte to approve and adopt the revised job description of Clerk III for the County Clerk's office.

VOTE: YES – Duarte, Kilgore

MOTION CARRIED.

**MOTION #4
ITEM #4 **WITHDRAW.****

Discuss and take appropriate action to approve a request for Ruben Gutierrez, Truck Driver II, Road & Bridge Department, to be a recipient for donated vacation leave. (Ruben Gutierrez)

ACTION: It was moved by Commissioner Johnny Kilgore, and seconded by Acting Chairman Ariel Duarte to accept letter of withdrawal received on July 1, 2004, by Ruben Gutierrez, Truck Driver II, Road & Bridge Department, to be a recipient for donated vacation leave.

VOTE: YES – Duarte, Kilgore

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MOTION CARRIED.

MOTION #5
ITEM #5 APPROVED.

Discuss and take appropriate action to approve a request for Armando De Anda, Homebound Case Manager, Nutrition Department, to be a recipient for donated vacation leave. (Armando De Anda)

ACTION: **It was moved by Commissioner Johnny Kilgore, and seconded by Acting Chairman Ariel Duarte to approve a request for Armando De Anda, Homebound Case Manager, to be a recipient for donated vacation leave.**

VOTE: YES – Duarte, Kilgore

MOTION CARRIED.

GRIEVANCES

MOTION #6
ITEM #10 TABLED.

Take appropriate action on a grievance filed/dated June 11, 2004 regarding John R. Quevedo, Court Clerk, District Clerk's office, pertaining to Rule 2.74 (b), (c), & Termination (Gilbert Sanchez, District Clerk – Mara Salas Mendoza, Sr. Trial Attorney)

ACTION: **It was moved by Commissioner Johnny Kilgore and seconded by Acting Chairman Ariel Duarte to table grievance filed/dated June 11, 2004 as requested by John R. Quevedo, Court Clerk, District Clerk's office, pertaining to Rule 2.74 (b), (c), & Termination. The grievance will be heard August 3, 2004 at 2:00 p.m.**

VOTE: YES – Duarte, Kilgore

MOTION CARRIED.

MOTION #7
ITEM #11 TABLED.

Take appropriate action on a grievance filed/dated May 11, 2004 regarding John R. Ouevedo, Court Clerk, District Clerk's office, pertaining to Rule 2.74 (b), (c), (d), FMLA & Harassment Policy. (Absenteeism) (Gilbert Sanchez, District Clerk – Maria Salas-Mendoza, Sr. Trial Attorney)

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ACTION: It was moved by Commissioner Johnny Kilgore and seconded by Acting Chairman Ariel Duarte to table grievance filed/dated May 11, 2004 regarding John R. Quevedo, Court Clerk, District Clerk's office, pertaining to Rule 2.74 ((b), (c), and (d), FMLA & Harassment Policy). The grievance will be heard August 3, 2004 at 2:00 p.m.

VOTE: YES – Duarte, Kilgore

MOTION CARRIED.

**MOTION #8
ITEM #12 TABLED.**

Take appropriate action on a grievance filed/dated May 11, 2004 regarding John R. Ouevedo, Court Clerk, District Clerk's office, pertaining to Rule 2.74 (a), (b), & (d) – (Substandard Work) (Gilbert Sanchez, District Clerk – Maria Salas-Mendoza, Sr. Trial Attorney).

ACTION: It was moved by Commissioner Johnny Kilgore and seconded by Acting Chairman Ariel Duarte to table grievance filed/dated May 11, 2004 regarding John R. Ouevedo, Court Clerk, District Clerk's office, pertaining to Rule 2.74 (a), (b), & (d) – (Substandard Work). The grievance will be heard August 3, 2004 at 2:00 p.m.

VOTE: YES – Duarte, Kilgore

MOTION CARRIED.

**MOTION #9
ITEM #13 TABLED.**

Take appropriate action on a grievance filed/dated May 11, 2004 regarding John R. Ouevedo, Court Clerk, District Clerk's office, pertaining to Rule 2.74 (b), (c), and (d) – Carelessness & Absenteeism. (Gilbert Sanchez, District Clerk – Maria Salas-Mendoza, Sr. Trial Attorney)

ACTION: It was moved by Commissioner Johnny Kilgore and seconded by Ariel Duarte to table grievance filed/dated May 11, 2004 regarding John R. Ouevedo, Court Clerk, District Clerk's office, pertaining to Rule 2.74 (b), (c), and (d) – Carelessness & Absenteeism. The grievance will be heard August 3, 2004 at 2:00 p.m.

VOTE: YES – Duarte, Kilgore

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, the meeting was adjourned at 2:30 p.m.

VOTE: YES – Duarte, Kilgore

MOTION CARRIED.

ARIEL DUARTE, ACTING CHAIRMAN

ESTELA SALGADO, RECORDING SECRETARY

cc: Dolores Briones, County Judge