

**MINUTES OF MARCH 1, 2005**

**COMMISSIONERS PRESENT:** L. CARLOS SANDOVAL, CHAIRMAN  
JOHNNY KILGORE, COMMISSIONER

**ABSENT:** RAFAEL ADAME, COMMISSIONER  
ROBERT M. ALMANZÁN,  
HUMAN RESOURCES DIRECTOR

**OTHERS PRESENT:** ESTELA SALGADO, RECORDING SECRETARY  
TERRY ALMONTE, EMPLOYMENT MANAGER

---

The El Paso County Civil Service Commission met in Commissioners' Court Chambers and was called to order at 2:35 p.m. by Chairman, L. Carlos Sandoval.

**MOTION #1**

ITEM #1      **APPROVED.**

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of February 1, 2005. (Robert M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Chairman Sandoval, and seconded by Commissioner Kilgore, to approve the Civil Service Commission minutes of regularly scheduled meeting of February 1, 2005 as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**PAGE 2**  
**CIVIL SERVICE MINUTES**  
**MARCH 1, 2005**

**MOTION #3**

ITEM #2 **APPROVED.**

Discuss and take appropriate action to approve a request from Anabel Vela, Interpreter I, Council of Judges, to be a recipient for donated vacation leave.  
(Anabel Vela)

**ACTION: It was moved by Chairman Sandoval, and seconded by Commissioner Kilgore, to approve a request from Anabel Vela, Interpreter I, Council of Judges, to be a recipient for donated vacation leave.**

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**MOTION #4**

ITEM #3 **APPROVED.**

Discuss and take appropriate action to approve a request from Sandra Villalobos, Clerk IV, District Clerk's office, to be a recipient for donated vacation leave.  
(Sandra Villalobos)

**ACTION: It was moved by Commissioner Kilgore, and seconded by Chairman Sandoval, to approve a request from Sandra Villalobos, to be a recipient for donated vacation leave.**

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**MOTION #5**

ITEM #4 **APPROVED.**

Discuss and take appropriate action to approve a request from Vincent Metzo, Court Clerk, District Clerk's office, to be a recipient for donated vacation leave.  
(Vincent Metzo)

**PAGE 3  
CIVIL SERVICE MINUTES  
MARCH 1, 2005**

**ACTION:** It was moved by Chairman Sandoval, and seconded by Commissioner Kilgore, to approve a request from Vincent Metzso, Court Clerk, District Clerk's office, to be a recipient for donated vacation leave.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**MOTION #2  
ITEM #5 POSTPONED.**

Discuss and take appropriate action on whether to grant motion to re-open Civil Service Commission decision of grievance of January 11, 2005 pertaining to Mr. Severo Estrada, Auto Mechanic II, Road & Bridge Department. (Robert M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Chairman Sandoval, and seconded by Commissioner Kilgore, to postpone the item to grant motion to re-open Civil Service Commission decision of grievance of January 11, 2005 pertaining to Mr. Severo Estrada, Auto Mechanic II, Road & Bridge Department. The item will be heard at the April 5<sup>th</sup> meeting.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**MOTION #6  
ITEM #6 POSTPONED.**

Discuss and take appropriate action on whether to amend the Civil Service Rules and Regulations Book on the **Acknowledgement section** as recommended by County Attorney's office. (Robert M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Commissioner Kilgore, and seconded by Chairman Sandoval, to postpone the item to amend the Civil Service Rules and Regulations Book on the Acknowledgement section. The commission requested a brief summary and clarification on why the implementation of the amendment is necessary and what effect it could possibly have, from County Attorney's office, for the April 5<sup>th</sup> meeting.

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

**MEETING ADJOURNED**

**On this day, there being no further business to discuss, the meeting was adjourned at 3:00 p.m.**

VOTE: YES – Sandoval, Kilgore

MOTION CARRIED.

---

L. CARLOS SANDOVAL, CHAIRMAN

---

ESTELA SALGADO, RECORDING SECRETARY