

**MINUTES OF MAY 3, 2005**

**COMMISSIONERS PRESENT:** L. CARLOS SANDOVAL, CHAIRMAN  
RALPH ADAME, COMMISSIONER

**ABSENT:** JOHNNY KILGORE, COMMISSIONER

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

ESTELA SALGADO, RECORDING SECRETARY

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The El Paso County Civil Service Commission met in Commissioners' Court Chambers and was called to order at **10:19 a.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 March 1, 2005. (Robert M. Almanzán, Human Resources Director)

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

VOTE: YES – Sandoval, Adame

MOTION CARRIED.

**MOTION #4**  
**ITEM #2      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 Department)

**ACTION:**    **It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to postpone the item 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. The item will be heard on June 7, 2005.**

VOTE: YES – Sandoval, Adame

MOTION CARRIED.

**MOTION #5**  
**ITEM #3      DENIED.**

Discuss and take appropriate on whether to grant motion to re-open Civil Service Commission decision of grievance of February 1, 2005, pertaining to Margarita Lozano, Interpreter I, Council of Judges office. (Robert M. Almanzán, Human Resources Department)

**ACTION:**    **It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to deny a request on whether to grant motion to re-open Civil Service Commission decision of grievance of February 1, 2005, pertaining to Margarita Lozano, Interpreter I, Council of Judges office.**

VOTE: YES – Sandoval, Adame

MOTION CARRIED.

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**MOTION #3**  
ITEM #4     **APPROVED.**

Discuss and take appropriate action to approve the newly created job description of “Bond Forfeiture Coordinator/Administrator” for the County Attorney’s office. (Jo anne Bernal, 1<sup>st</sup> Assistant)

**ACTION:**    **It was moved by Commissioner Adame and seconded by Chairman Sandoval, to approve the newly created job description of “Bond Forfeiture Coordinator/Administrator” for the County Attorney’s office as submitted by Jo anne Bernal, 1<sup>st</sup> Assistant.**

VOTE: YES – Sandoval, Adame

MOTION CARRIED.

**MOTION #2**  
ITEM #5     **DELETED.**

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 Chairman Sandoval, and seconded by Commissioner Adame, to delete the item to amend the Civil Service Rules and Regulations Book on the Acknowledgement section as requested by Holly Lytle, Sr. Trial Attorney, County Attorney’s office.**

VOTE: YES – Sandoval, Adame

MOTION CARRIED.

**MOTION #6**  
ITEM #5     **APPROVED.**

Discuss and take appropriate action to approve the amendment to the El Paso County Civil Service Rules & Regulations Handbook, pertaining to Section IV – Rule 1.95, Vacation Leave –Part-time Employees”. (Robert M. Almanzán, Human Resources Director)

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**ACTION:** It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to approve the amendment to the El Paso County Civil Service Rules and Regulations Handbook, pertaining to Section IV – Rule 1.95 Vacation Leave – “Part-time Employees” as submitted by Robert M. Almanzán, Human Resources Director.

VOTE: YES – Sandoval, Adame

MOTION CARRIED.

**MOTION #7**  
**ITEM #7**

**GRIEVANCE UPHeld & WRITTEN WARNING REMOVED.**

Discuss a grievance filed/dated April 4, 2005 regarding Elvia Ivonne Marquez, Senior Clerk II, Justice Peace #4, pertaining to Rules 2.74 (a), (d), 2.49, 2.55, & 2.56 (e). (Rosalio Munoz, Justice of the Peace – Maria Salas Mendoza, Sr. Trial Attorney)

**ACTION:** It was moved by Chairman Sandoval, and seconded by Commissioner Adame, to uphold the grievance filed/dated April 4, 2005, regarding Elvia Ivonne Marquez, Senior Clerk II, Justice Peace #4, pertaining to Rules 2.74 (a), (d), 2.49, 2.55, & 2.56 (e) and to removed the warning report dated February 28, 2005.

VOTE: YES – Sandoval, Adame

MOTION CARRIED.

**MEETING ADJOURNED**

**On this day, there being no further business to discuss, the meeting was adjourned at 12:37 p.m. p.m.**

VOTE: YES – Sandoval, Adame

MOTION CARRIED.

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L. CARLOS SANDOVAL, CHAIRMAN

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ESTELA SALGADO, RECORDING SECRETARY

**NOTE: The Civil Service Commission meeting of May 3, 2005, was not recorded in its' entirety, due to some technical difficulties with the cable connected to the tape recorder and the wall unit at Commissioners' Court.**