



## COUNTY OF EL PASO

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

*Chairman*  
*L. Carlos Sandoval*

*Commissioners*  
*Johnny Kilgore*  
*Ralph Adame*

### MINUTES OF JUNE 6, 2006

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

**OTHERS PRESENT:** ROBERT M. ALMANZÁN,  
HUMAN RESOURCES DIRECTOR  
MONICA GALANTE, ASSISTANT DIRECTOR  
HOLLY LYTLE, COUNTY ATTORNEY'S OFFICE  
RICHARD SANTILLANA, RECORDING SECRETARY

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The El Paso County Civil Service Commission met in Commissioners' Court Chambers and was called to order at 3:09 p.m. by L. Carlos Sandoval, Chairman.

#### **MOTION #1**

**ITEM #1 APPROVED.**

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of May 2, 2006. (Robert M. Almanzán, Human Resources Director)

**ACTION:** It was moved by Commissioner Kilgore, and seconded by Chairman Sandoval, to approve the Civil Service Commission minutes of regularly scheduled meeting of May 2, 2006 as submitted by Robert M. Almanzán, Human Resources Director.

**VOTE:** YES – Sandoval, Kilgore, Adame

**MOTION CARRIED.**

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**MOTION #3**

**ITEM #2 APPROVED.**

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

**ACTION:** It was moved by Commissioner Adame, and seconded by Commissioner Kilgore, to approve a request from Sandra Turner, Clerk III, County Clerk's office, to be a recipient for donated vacation leave.

VOTE: YES – Sandoval, Adame, Kilgore

MOTION CARRIED.

**MOTION #3**

**ITEM #3 APPROVED.**

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

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

VOTE: YES – Sandoval, Adame, Kilgore

MOTION CARRIED

**MOTION #3**

**ITEM #4 APPROVED.**

Discuss and take appropriate action to approve a request from Elva Subia, Data Entry I, Public Defender's office, to be a recipient for donated vacation leave.  
(Elva Subia)

**ACTION:** It was moved by Commissioner Adame, and seconded by Commissioner Kilgore, to approve a request from Elva Subia, Data Entry I, Public Defender's office, to be a recipient for donated vacation leave.

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VOTE YES – Sandoval, Adame, Kilgore

MOTION CARRIED

**MOTION #4**

ITEM #5 **APPROVED.**

Discuss and take appropriate action to accept the Dress Code policy for the District Clerk's office as submitted by Gilbert Sanchez, District Clerk.

**ACTION:** It was moved by Commissioner Adame, and seconded by Chairman Sandoval, to accept the Dress Code policy for the District Clerk's office as submitted by Gilbert Sanchez, District Clerk.

VOTE: YES – Sandoval, Adame, Kilgore

MOTION CARRIED

ITEM #6 **INFORMATIVE ITEM- NO ACTION TAKEN.**

Discuss and take appropriate action on a report from County Attorney's office pertaining to revisions on the El Paso County Civil Service Rules & Regulations Book. (Robert M. Almanzán, Human Resources Director).

**ACTION:** No action was taken on the revisions to the El Paso County Civil Service Rules & Regulations Book. A draft was presented to the commission and was agreed upon to present the draft along with the recommendations for a public hearing next month. Any comments, suggestions, and concerns will be heard in the public hearing. Among the issues that were presented at this session were:

1. Interviewing Process
2. Vacation Leave Policy
3. Performance Evaluations
4. Shifting Burden of Proof

**GRIEVANCES**

**OPEN SESSION:** On this day it was requested by Fernando Chacon, Private Attorney to grievant to discuss the following item in Open Session at 3:29 p.m.

**The Court Recessed at 4:25 p.m.**

**The Civil Service Commission began to deliberate at 4:26 p.m.**

**MEETING RECONVENED**

**On this day, the Civil Service Commission reconvened into regular open session following closed session at 4:28 p.m.**

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**MOTION #5**

**ITEM #9 GRIEVANCE DENIED.**

Take appropriate action on a grievance filed/dated April 12, 2006 regarding Rosaura Cobos, Clerk III, pertaining to **Suspension without pay, Rules 1.60 and 2.50 (a)**. (Waldo Alarcon, County Clerk- Maria Salas-Mendoza, Sr. Trial Attorney)

**ACTION:** It was moved by Commissioner Kilgore, and seconded by Commissioner Adame, to deny a grievance filed on April 12, 2006 regarding Rosaura Cobos, Clerk III, pertaining to **Suspension without pay, Rules 1.60 and 2.50 (a)**. (Waldo Alarcon, County Clerk-Maria Salas-Mendoza, Sr. Trial Attorney)

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VOTE: YES – Sandoval, Adame, Kilgore

MOTION CARRIED

**MOTION #2**  
**ITEM #10 POSTPONED.**

Discuss a grievance filed/dated April 27, 2006 regarding Eugene L. Dean, Custodian I, pertaining to Written Warning Report dated 3/30/06. (Ted Traffansted, Facilities Manager, - Gabriella Holguin-Edwards, Sr. Trial Attorney)

**ACTION:** It was moved by Commissioner Adame, and seconded by Commissioner Kilgore, to postpone a grievance filed/dated April 27, 2006 regarding Eugene L. Dean, Custodian I, pertaining to Written Warning Report dated 3/30/06. The grievance will be heard on July 11, 2006 @ 3:00 p.m.

VOTE: YES – Adame, Kilgore, Sandoval

MOTION CARRIED.

**MEETING ADJOURNED**

**On this day, there being no further business to discuss, the meeting was adjourned at 6:08 p.m.**


VOTE: YES – Sandoval, Adame, Kilgore

MOTION CARRIED.



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L. CARLOS SANDOVAL, CHAIRMAN



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RICHARD SANTILLANA, RECORDING SECRETARY