



COUNTY OF EL PASO

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

*Chairperson
Carol Garcia*

*Commissioners
Lee Urias
Kelly Dickson*

MINUTES OF JANUARY 4, 2011

COMMISSIONERS PRESENT: CAROL GARCIA, CHAIR *CG*
KELLY DICKSON, COMMISSIONER
LEE URIAS, COMMISSIONER

OTHERS PRESENT: BETSY C. KELLER, HUMAN RESOURCES
CHRISTINA SANCHEZ, COUNTY ATTORNEY'S OFFICE
LEE SHAPLEIGH, COUNTY ATTORNEY'S OFFICE
ESTELA SALGADO, HUMAN RESOURCES

The El Paso County Civil Service Commission met at Judge's Conference Room #301 and was called to order at 1:10 p.m. by Estela Salgado, Human Resources.

PUBLIC COMMENT

On this day, the following person appeared before the Civil Service Commission to offer public comment and spoke regarding reinstatement of full-time employment and benefits for employees who were previously reduced to part-time.

Rosemary Neil, Family & Comm. Svcs. Director

On this day, the following persons appeared before the Civil Service Commission to offer public comment and spoke regarding Rule 2.00 (b), positions that shall be considered by the Civil Service Commission as non-covered by the Civil Service provisions.

PAGE 2
CIVIL SERVICE MINUTES
JANUARY 4, 2011

Yolanda Enriquez, Court Coordinator
Lucinda Mendoza, Administrative Assistant, Intermediate
Ralph Girvin, Division/Unit Chief
Jose Enriquez, Citizen
Melissa Y. Alvarado, Court Coordinator,
Krystal Mijares, Administrative Assistant, Intermediate
Catherine Garcia, Juvenile Case Manager
Stacie Valdez, Office Specialist, Senior
Willie Gandara, Commissioner
Anna Perez, Commissioner

CONSENT AGENDA

MOTION #1 APPROVED.

ITEM #1

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of December 7, 2010. (Betsy C. Keller, Human Resources Director)

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Carol Garcia, Chair, to approve the minutes of the regularly scheduled meeting of December 7, 2010 of Civil Service meeting.

VOTE: YES – Urias, Dickson, Garcia

NO: - None

MOTION CARRIED.

REGULAR AGENDA

MOTION #2 APPROVED.

ITEM #2

Discuss and take appropriate action on the live streaming of Civil Service meetings and the location of future Civil Service meetings. (Betsy C. Keller, Human Resources Director)

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Commissioner, to continue the live streaming of Civil Service meetings and the location of future Civil Service meetings to be held in Commissioners' Court room.

VOTE: YES – Urias, Dickson, Garcia

NO: - None

PAGE 3
CIVIL SERVICE MINUTES
JANUARY 4, 2011

MOTION CARRIED.

NO ACTION-INFORMATIVE ITEM.

ITEM #3 Discuss and take appropriate action regarding reinstatement of full-time employment and benefits for employees who were previously reduced to part-time or laid off or otherwise lost employment. (Betsy C. Keller, Human Resources Director)

ACTION: No action was taken regarding reinstatement of full-time employment and benefits for employees who were previously reduced to part-time or laid off or otherwise lost employment. Human Resources and County Attorney's will bring back a formal rule for review and discussion at the next regularly scheduled Civil Service meeting.

NO ACTION-INFORMATIVE ITEM.

ITEM #4

Discuss and take appropriate action regarding a rule change on when and how elected officials are able to request exemptions. (Betsy C. Keller, Human Resources Director)

ACTION: No action was taken on a rule change on when and how elected officials are able to request exemptions. Human Resources and County Attorney's office will bring back a formal rule for review and discussion at the next regularly scheduled Civil Service meeting.

MOTION #3 APPROVED.

ITEM #5

Discuss and take appropriate action in reference to Civil Service Rule 2.00 (b) and accept the position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by Jo Anne Bernal, County Attorney as follows:

Executive Assistant
Office Adm./Support Manager
Chief Investigator

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Kelly

Dickson, Commissioner, to accept the following position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by Jo Anne Bernal, County Attorney, as per Civil Service Rule 2.00 (b):

Executive Assistant
Office Adm./Support Manager
Chief Investigator

VOTE: YES – Urias, Dickson, Garcia

NO: - None

MOTION CARRIED.

MOTION #4 APPROVED.
ITEM #6

Discuss and take appropriate action in reference to Civil Service Rule 2.00 (b) and accept the position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by newly elected official, Patricia Chew, Probate Judge, Probate Court #1 as follows:

Probate Administrative/Auditor
Probate Assistant I
Probate Ct. Investigator

ACTION: It was moved by Kelly Dickson, Commissioner, and seconded by Lee Urias, Commissioner, to accept the following position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by Patricia Chew, Probate Judge, as per Civil Service Rule 2.00 (b):

Probate Administrative/Auditor
Probate Court Investigator

The Probate Assistant I was eliminated from the Probate Court #1 manning table, therefore no action was take on this position.

VOTE: YES – Urias, Dickson, Garcia

NO: - None

MOTION CARRIED.

MOTION #5 APPROVED.

**PAGE 5
CIVIL SERVICE MINUTES
JANUARY 4, 2011**

ITEM #7

Discuss and take appropriate action in reference to Civil Service Rule 2.00 (b) and accept the position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by Delia Briones, County Clerk as follows:

Chief Deputy
Office Adm./Support Manager
Collections Manager
Records Mgt. Administrator
Accountant
Office Supervisor – Collections
Office Supervisor – Cashier, Recording
Office Supervisor – Civil/Criminal
Office Supervisor – Records Mgt.
Office Supervisor – Probate
Office Supervisor – Vitals
Office Supervisor – Deeds

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Commissioner, to accept the following position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by Delia Briones, County Clerk, as per Civil Service Rule 2.00 (b):

**Chief Deputy
Office Adm./Support Manager
Collections Manager
Records Mgt. Administrator
Accountant
Office Supervisor – Collections
Office Supervisor – Cashier, Recording
Office Supervisor – Civil/Criminal
Office Supervisor – Records Mgt.
Office Supervisor – Probate
Office Supervisor – Vitals
Office Supervisor – Deeds**

VOTE: YES – Urias, Dickson, Garcia

NO: - None

MOTION CARRIED.

MOTION #6 APPROVED.

**PAGE 6
CIVIL SERVICE MINUTES
JANUARY 4, 2011**

ITEM #8

Discuss and take appropriate action in reference to Civil Service Rule 2.00 (b) and accept the position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by Barbara Perez, Justice of the Peace, Precinct #4 as follows:

Court Coordinator
Administrative Assistant, Intermediate

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Commissioner, to accept the following position(s) that shall be considered by the Civil Service Commission to be non-covered for office of Justice of the Peace Pct. #4, as per Civil Service Rule 2.00 (b):

**Court Coordinator
Administrative Assistant, Intermediate**

VOTE: YES – Urias, Dickson, Garcia

NO: - None

MOTION CARRIED.

MOTION DIES FOR LACK OF A SECOND.

ITEM #9

Discuss and take appropriate action in reference to Civil Service Rule 2.00 (b) and accept the position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by Guadalupe Aponte, Justice of the Peace, Precinct #3 as follows:

Court Coordinator
Administrative Assistant, Intermediate
Juvenile Case Manager
(4) Office Specialist, Senior

ACTION: It was moved by Carol Garcia, Chair, to accept the following position(s) that shall be considered by the Civil Service Commission to be non-

covered for office of Justice of the Peace Pct. #3, as per Civil Service Rule 2.00 (b):

Court Coordinator
Administrative Assistant, Intermediate
Juvenile Case Manager

MOTION DIES FOR LACK OF A SECOND.

MOTION #7 APPROVED.
ITEM #9

SECOND MOTION:

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Carol Garcia, Chair, to accept the following position(s) that shall be considered by the Civil Service Commission to be non-covered for office of Justice of the Peace Pct. #3, as per Civil Service Rule 2.00 (b):

Court Coordinator
Administrative Assistant, Intermediate

VOTE: YES – Urias, Garcia NO – Dickson

MOTION CARRIED.

MOTION #8 DENIED.
ITEM #10

Discuss and take appropriate action in reference to Civil Service Rule 2.00 (b) and accept the position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by Ruben Lujan, Justice of the Peace, Precinct #6 as follows:

Court Coordinator
Administrative Assistant, Intermediate
Juvenile Case Manager
(4) Office Specialist, Senior

FIRST MOTION:

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Kelly

Dickson, Commissioner, to deny the following position(s) that shall be considered by the Civil Service Commission to be non-covered for office Justice of the Peace Pct. #6, as per Civil Service Rule 2.00 (b):

Court Coordinator
Administrative Assistant, Intermediate
Juvenile Case Manager
(4) Office Specialist, Senior

VOTE: YES – Urias, Dickson NO – Garcia

MOTION CARRIED.

On this day the Civil Service Commission recessed at 3:20 p.m.
and went back to open session at 3:32 p.m.

MOTION #9 APPROVED.
ITEM #10

SECOND MOTION:

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Carol Garcia, Chair, to accept the following position(s) that shall be considered by the Civil Service Commission to be non-covered for office of Justice of the Peace Pct. #6, as per Civil Service Rule 2.00 (b):

Court Coordinator
Administrative Assistant, Intermediate

VOTE: YES – Urias, Garcia NO – Dickson

MOTION CARRIED.

MOTION #10 APPROVED.
ITEM #11

Discuss and take appropriate action in reference to Civil Service Rule 2.00 (b) and accept the position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by Monica Teran, Justice of the Peace, Precinct #5, as follows:

Court Coordinator
Administrative Assistant, Intermediate

**PAGE 9
CIVIL SERVICE MINUTES
JANUARY 4, 2011**

Juvenile Case Manager
(3) Office Specialist, Senior

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Carol Garcia, Chair, to accept the following position(s) that shall be considered by the Civil Service Commission to be non-covered for office of Justice of the Peace Pct. #5, as per Civil Service Rule 2.00 (b):

**Court Coordinator
Administrative Assistant, Intermediate**

VOTE: YES – Urias, Garcia, No – Dickson

MOTION CARRIED.

**MOTION #11 APPROVED.
ITEM #12**

Discuss and take appropriate action in reference to Civil Service Rule 2.00 (b) and accept the position(s) that shall be considered by the Civil Service Commission to be non-covered as requested by newly elected official, Norma Favela, District Clerk, as follows:

Chief Deputy
Office Adm./Support Manager

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Commissioner, to accept the following position(s) that shall be considered by the Civil Service Commission to be non-covered for the District Clerk's Office, as requested by Norma Favela, District Clerk, as per Civil Service Rule 2.00 (b):

**Chief Deputy
Office Adm./Support Manager**

VOTE: YES – Urias, Garcia, Garcia No – None

MOTION CARRIED.

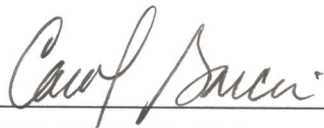
MEETING ADJOURNED

On this day, there being no further business to discuss, Lee Urias, Commissioner, moved to adjourn the meeting at 4:20 p.m., Carol Garcia, Chair, seconded the motion.

VOTE: YES – Urias, Dickson, Garcia

ABSENT: - None

MOTION CARRIED.



CAROL GARCIA, CHAIR



ESTELA SALGADO, RECORDING SECRETARY