



## COUNTY OF EL PASO

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

*Commissioners  
Lee Urias  
Kelly Dickson*

### MINUTES OF JUNE 7, 2011

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

OTHERS PRESENT: CHRISTINA SANCHEZ, COUNTY ATTORNEY'S OFFICE  
VALERIA FERNANDEZ, HUMAN RESOURCES  
ESTELA SALGADO, HUMAN RESOURCES  
SAM TRUJILLO, HUMAN RESOURCES  
BETSY C. KELLER, HUMAN RESOURCES

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

### PUBLIC COMMENT

Ms. Betsy C. Keller introduced Sam Trujillo, Human Resources Manager and Valeria Fernandez, Administrative Assistant, Intermediate to the board.

**CONSENT AGENDA**

**MOTION #1 APPROVED.**

**ITEM #1**

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of June 7, 2011. (Betsy C. Keller, Human Resources Director)

**ACTION:** It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Commissioner, to approve the minutes of the regularly scheduled meeting of June 7, 2011 of Civil Service meeting.

VOTE: YES – Dickson, Urias, Garcia NO - None

MOTION CARRIED.

**MOTION #1 APPROVED.**

**ITEM #2**

Discuss and take appropriate action on the requests from employee(s) listed in the back up to be recipients of donated vacation leave. (Betsy C. Keller, Human Resources Director)

**ACTION:** It was moved by Lee Urias, Commissioner, and seconded Kelly Dickson, Commissioner, by to approve the requests from employee(s) listed in the back up to be recipients of donated vacation leave.

VOTE: YES – Dickson, Urias, Garcia NO - None

MOTION CARRIED.

**REGULAR AGENDA**

**MOTION #2 APPROVED.**

**ITEM #3**

Discuss and take appropriate action to approve the revised job description of **Human Resources Manager** for the Human Resources Department. (Elsie West, Personnel Manager)

**ACTION:** It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Commissioner, to approve the revised job description of Human Resources Manager for the Human Resources Department.

VOTE: YES – Dickson, Urias, Garcia NO - None

MOTION CARRIED.

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

Discuss and take appropriate action to approve the revised job description of **Nutrition Center Coordinator** for the Nutrition Program. (Elsie West, Personnel Manager)

**ACTION:** It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Commissioner, to approve the revised job description of Nutrition Center Coordinator for the Nutrition Program.

VOTE: YES – Dickson, Urias, Garcia NO - None

MOTION CARRIED.

### GRIEVANCE

**EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE §551.074**

On this day, the Civil Service Commission stayed in open session as requested by Ms. Marisol Canales, Grievant, for Item 6 to discuss personnel matters pursuant to Texas Government Code § 551.071.

**MOTION #4 GRIEVANCE DENIED-NO JURISDICTION.**  
ITEM #6

Take appropriate action on a grievance filed/dated May 10, 2011 regarding Marisol Canales, County Clerk's office, pertaining to **Termination, Retaliation and Disciplinary action taken without proper cause.** (Marisol Canales, Office Specialist, Intermediate – Delia Briones, County Clerk, – Ian R. Kaplan, Sr. Trial Attorney)

**ACTION:** It was moved by Kelly Dickson, Commissioner, and seconded by Carol Garcia, Chair, to deny the grievance filed/dated May 10, 2011 regarding Marisol Canales, County Clerk's office, pertaining to Termination, Retaliation and Disciplinary action taken without proper cause, due to the fact that no proper documentation was filed by Ms. Canales and the board did not have jurisdiction to hear this matter.

VOTE: YES – Dickson, Garcia NO: Urias


MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, Lee Urias, Commissioner, moved to adjourn the meeting at 1:33 p.m., Kelly Dickson, Commissioner, seconded the motion.

VOTE: YES – Dickson, Urias, Garcia NO - None

MOTION CARRIED.

 for Chair Carol Garcia  
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CAROL GARCIA, CHAIR

  
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ESTELA SALGADO, RECORDING SECRETARY