



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 JULY 5, 2011

COMMISSIONERS PRESENT: KELLY DICKSON, ACTING CHAIR ^{KC}
LEE URIAS, COMMISSIONER

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

ABSENT: CAROL GARCIA, CHAIR

The El Paso County Civil Service Commission met in Commissioners' Court room #303 and was called to order at 1:08 p.m. by Estela Salgado, Human Resources.

PUBLIC COMMENT

NONE.

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 Kelly Dickson, Acting Chair, and seconded by Lee Urias, Commissioner, to approve the minutes of the regularly scheduled meeting of June 7, 2011 of Civil Service meeting.

VOTE: YES – Dickson, Urias 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 Kelly Dickson, Acting Chair, and seconded by Lee Urias, Commissioner, to approve the requests from employee(s) listed in the back up to be recipients of donated vacation leave.

VOTE: YES – Dickson, Urias NO - None

MOTION CARRIED.

REGULAR AGENDA

MOTION #2 APPROVED.
ITEM #3

Discuss and take appropriate action to approve the revised job description of **Records Management Administrator** for the Office of the County Clerk. (Elsie West, Personnel Manager)

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Acting Chair, to approve the revised job description of **Records Management Administrator** for the Office of the County Clerk.

VOTE: YES – Dickson, Urias NO - None

MOTION CARRIED.

**MOTION #3 POSTPONED FOR AUGUST.
ITEM #4**

Discuss and take appropriate action to accept the Office Policies and Procedures for the Office of the District Clerk.

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Acting Chair, to postpone the Office Policies and Procedures for the Office of the District Clerk. The item will be heard during the August 2, 2011 Civil Service Meeting.

VOTE: YES – Dickson, Urias NO - None

MOTION CARRIED.

**MOTION #4 POSTPONED FOR AUGUST.
ITEM #5**

Discuss and take appropriate action on number of grievances that are posted on each monthly Civil Service Commission meeting and Rule 7.21. (Carol Garcia, Chair)

ACTION: It was moved by Kelly Dickson, Acting Chair, and seconded by Lee Urias, Commissioner, to postpone the number of grievances that are posted on each monthly Civil Service Commission meeting and Rule 7.21. The item will be heard during the August 2, 2011 Civil Service Meeting.

VOTE: YES – Dickson, Urias NO - None

MOTION CARRIED.

**MOTION #5 DENIED.
ITEM #6**

Discuss and take appropriate action to determine whether good cause exists to re-open grievance filed/dated June 21, 2011 regarding Marisol Canales, Office Specialist, Intermediate, Office of the County Clerk pertaining to Termination and Rules 6.02 – 6.03 & Appendix F of the Civil Service Rules and Regulations. (Marisol Canales, Office Specialist, Intermediate)

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Acting Chair, to deny grievant's request to re-open grievance filed/dated June 21, 2011 regarding Marisol Canales, Office Specialist, Intermediate, Office of the County Clerk pertaining to Termination and Rules 6.02 – 6.03 & Appendix F of the Civil Service Rules and Regulations.

VOTE: YES – Dickson, Urias 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 to discuss Item #10 due to the fact the grievance on Louis Frank Cress would be postponed for the month of August.

MOTION #6 POSTPONED.
ITEM #10

Take appropriate action on a grievance filed/dated March 29, 2011 regarding Louis Frank Cress, Business Applications Project Administrator, Information Technology Department, pertaining to **Termination & Rules 7.09 (A & D), 6.09 (A-C)**. (Louis Frank Cress, Business Applications Project Administrator, – Christina Pacheco, Attorney at Law) (Peter Cooper, Chief Technology Officer – Gabriella Edwards-Holguin, Trial Team Chief)

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Acting Chair, to postpone a grievance filed/dated March 29, 2011 regarding Louis Frank Cress, Business Applications Project Administrator, Information Technology Department, pertaining to Termination & Rules 7.09 (A & D), 6.09 (A-C). The grievance will be heard during the August 2, 2011 Civil Service Meeting.

VOTE: YES – Dickson, Urias NO - None

MOTION CARRIED.

**MOTION #7 DENY THE GRIEVANCE & UPHOLD THE TERMINATION.
ITEM #11**

Take appropriate action on a grievance filed/dated April 21, 2011 regarding Jacqueline Mejia, Office Specialist, Intermediate, Office of the County Clerk, pertaining to **Termination & Rules 7.09 (A & D)**. (Jacqueline Mejia, Office Specialist, Intermediate – Delia Briones, County Clerk – Ian R. Kaplan, Sr. Trial Attorney)

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Kelly Dickson, Acting Chair, to deny the grievance and uphold the termination on a grievance filed/dated April 21, 2011 regarding Jacqueline Mejia, Office Specialist, Intermediate, Office of the County Clerk, pertaining to **Termination & Rules 7.09 (A & D)**.

VOTE: YES – Dickson, Urias NO - None

MOTION CARRIED.

**MOTION #8 DENY THE GRIEVANCE & UPHOLD THE TERMINATION.
ITEM #12**

Take appropriate action on a grievance filed/dated May 24, 2011 regarding Ana Maria Vargas Paniagua, Juvenile Case Manager, Justice of the Peace, Precinct 4, pertaining to **Termination & Rules 6.03, 6.04, 6.05, 6.08, & 7.09(D)** (Ana Maria Vargas Paniagua, Juvenile Case Manager – Barbara Perez, Justice of the Peace, – Ralph Girvin, Division/Unit Chief)

ACTION: It was moved by Kelly Dickson, Acting Chair, and seconded by Lee Urias, Commissioner, to deny the grievance and uphold the termination on a grievance filed/dated May 24, 2011 regarding Ana Maria Vargas Paniagua, Juvenile Case Manager, Justice of the Peace, Precinct 4, pertaining to **Termination & Rules 6.03, 6.04, 6.05, 6.08, & 7.09 (D)**. The grievant was not present at the meeting.

VOTE: YES – Dickson, Urias NO - None

MOTION CARRIED.

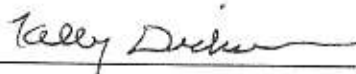
MEETING ADJOURNED

On this day, there being no further business to discuss, Kelly Dickson, Acting Chair, moved to adjourn the meeting at 2:04 p.m., Lee Urias, Commissioner, seconded the motion.

VOTE: YES – Dickson, Urias

NO - None

MOTION CARRIED.



KELLY DICKSON, ACTING CHAIR



ESTELA SALGADO, RECORDING SECRETARY