



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 AUGUST 2, 2011

COMMISSIONERS PRESENT: ^U CAROL GARCIA, CHAIR
LEE URIAS, COMMISSIONER

OTHERS PRESENT: LEE SHAPLEIGH, COUNTY ATTORNEY'S OFFICE
VALERIA FERNANDEZ, HUMAN RESOURCES
SOCORRO GOMEZ, HUMAN RESOURCES
BETSY C. KELLER, HUMAN RESOURCES

ABSENT: KELLY DICKSON, COMMISSIONER

The El Paso County Civil Service Commission met in Commissioners' Court room #303 and was called to order at 1:06 p.m. by Valeria Fernandez, 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 July 5, 2011. (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 July 5, 2011 of Civil Service meeting.

VOTE: YES – Garcia, Urias NO – None

MOTION CARRIED.

REGULAR AGENDA

MOTION #2 APPROVED.

ITEM #2 Discuss and take appropriate action to accept the Office Policies and Procedures for the Office of the District Clerk. (Norma Favela, District Clerk) **(Postponed from July 5, 2011)**

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Carol Garcia, Chair, to approve the acceptance of the Office Policies and Procedures for the Office of the District Clerk.

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

MOTION #8 POSTPONED.

ITEM #3 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) **(Postponed from July 5, 2011)**

ACTION: It was moved by Carol Garcia, Chair, and seconded by Lee Urias, Commissioner, to postpone action on number of grievances that are posted on each monthly Civil Service Commission meeting and Rule 7.21 until the next scheduled meeting.

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

MOTION #3 APPROVED.

ITEM #4 Discuss and take appropriate action to designate the positions of **Probate Administrator/Auditor** and **Probate Court Administrator** from non-covered to covered status under the provisions of the Civil Service Rules and Regulations system. (Patricia Chew, Judge, Probate Court #1)

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Carol Garcia, Chair, to approve the designation of the positions of Probate Administrator/Auditor and Probate Court Administrator as covered positions under the provisions of the Civil Service Rules and Regulations system.

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

GRIEVANCES

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE §551.074

On this day, the Civil Service Commission went into executive session to discuss Item #5 at 1:17 p.m. pursuant to Texas Government Code § 551.074.

On this day, the Civil Service Commission recessed at 2:48 p.m.

On this day, the Civil Service Commission discussed Items #6 & 10, #7 & 11, and #8 & 12 in open session at 3:07 p.m. to postpone these grievances until the September meeting due to the fact that Item #5 was taking more time than expected.

On this day, the Civil Service Commission went into executive session to discuss Item #5 at 3:10 p.m.

On this day, the Civil Service Commission recessed at 5:16 p.m.

On this day, the Civil Service Commission went into executive session.

On this day, the Civil Service Commission recessed at 6:22 p.m.

On this day, the Civil Service Commission went into executive session.

The Civil Service Commission went into open session at 7:29 p.m. to take official action.

MOTION #7 TO BE CONTINUED FOR NEXT MONTHLY MEETING.
ITEM #9

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) **(Postponed from July 5, 2011)**

ACTION: It was moved by Carol Garcia, Chair, and seconded by Lee Urias, Commissioner, to continue the 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)** until the next scheduled meeting.

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

MOTION #4 POSTPONED.

ITEM #10 Take appropriate action on a grievance filed/dated June 21, 2011 regarding Jorge L. Juarez, Probation Officer, Domestic Relations Office, pertaining to **Termination & Rules 6.03, & 7.00–7.27, Appendix F: & Discrimination** (Jorge L. Juarez, Probation Officer) (James Fashing, Executive Director- Ian R. Kaplan, Sr. Trial Attorney)

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Carol Garcia, Chair, to postpone a grievance filed/dated June 21, 2011 regarding Jorge L. Juarez, Probation Officer, Domestic Relations Office, pertaining to **Termination & Rules 6.03, & 7.00–7.27, Appendix F: & Discrimination** until the next regularly scheduled meeting in September.

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

MOTION #5 POSTPONED.

ITEM #11 Take appropriate action on a grievance filed/dated June 21, 2011 regarding Maria Marisela Ochoa, Office Specialist, Intermediate, Office of the District Clerk, pertaining to **Termination and Rule 4.00, 4.01 and Appendix D.** (Maria Marisela Ochoa- Office Specialist, Intermediate – Don Minton, Attorney at Law) (Norma Favela – District Clerk – John Valdez, Sr. Trial Attorney)

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Carol Garcia, Chair, to postpone a grievance filed/dated 06/21/11 regarding Maria Marisela Ochoa, Office Specialist, Intermediate, Office of the District Clerk, pertaining to **Termination and Rule 4.00, 4.01 and Appendix D** until the next regularly scheduled meeting in September.

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

MOTION #6 POSTPONED.

ITEM #12 Take appropriate action on a grievance filed/dated July 8, 2011 & July 15, 2011 regarding Dorothy J. Miranda, Accounting Manager, County Tax Office, pertaining to **Age Discrimination and Demotion.** (Dorothy J. Miranda, Accounting Manager) (Victor Flores, Tax Assessor - Collector – Ian R. Kaplan, Sr. Trial Attorney)

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Carol Garcia, Chair, to postpone a grievance July 8, 2011 & July 15, 2011 regarding Dorothy J. Miranda, Accounting Manager, County Tax Office, pertaining to **Age Discrimination and Demotion** until the next regularly scheduled meeting in September and to add an additional item regarding the Commission's jurisdiction over this grievance.

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

MEETING ADJOURNED

On this day, there being no further business to discuss, Carol Garcia, Chair, moved to adjourn the meeting at 7:31 p.m.; Lee Urias, Commissioner, seconded the motion.


VOTE: YES – Garcia, Urias

NO - None

MOTION CARRIED.



CAROL GARCIA, CHAIR



VALERIA FERNANDEZ, RECORDING SECRETARY