



COUNTY OF EL PASO

CIVIL SERVICE COMMISSION
800 E. OVERLAND, RM. 223
EL PASO, TEXAS 79901
(915) 546-2218
FAX (915) 546-8126

Chairperson
Carol Garcia

Commissioners
Lee Urias
Kelly Dickson

MINUTES OF SEPTEMBER 6, 2011

COMMISSIONERS PRESENT: CAROL GARCIA, CHAIR
LEE URIAS, COMMISSIONER

OTHERS PRESENT: LEE SHAPLEIGH, COUNTY ATTORNEY'S OFFICE
VALERIA FERNANDEZ, HUMAN RESOURCES
ELSIE WIEST, PERSONNEL MANAGER
ESTELA SALGADO, HUMAN RESOURCES

ABSENT: KELLY DICKSON, COMMISSIONER
BETSY C. KELLER, HUMAN RESOURCES

The El Paso County Civil Service Commission met in Commissioners' Court room #303 and was called to order at 1:13 p.m. by Valeria Fernandez, Human Resources.

PUBLIC COMMENT

NONE.

CONSENT AGENDA

MOTION #1 APPROVED.
ITEM #1

Rescind Item #4 Motion #3 of the August 2, 2011 minutes and approve as follows: Designate the position of **Probate Court Investigator** from non-covered to covered status under the provisions of the Civil Service Rules and Regulations system for Probate Court #1 as requested by Judge, Patricia Chew. (Estela Salgado, Human Resources)

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Carol Garcia, Chair, to rescind Item #4 Motion #3 of the August 2, 2011 minutes and approve as follows:

Designate the position of Probate Court Investigator from non-covered to covered status under the provisions of the Civil Service Rules and Regulations system for Probate Court #1 as requested by Judge, Patricia Chew, Probate Court #1.

VOTE: YES – Garcia, Urias NO – None

MOTION CARRIED.

MOTION #2 APPROVED.
ITEM #2

Discuss and take appropriate action on minutes of the Civil Service Commission regularly scheduled meeting of August 2, 2011. (Betsy C. Keller, Human Resources Director)

ACTION: It was moved by Lee Urias, Commissioner, and seconded by Carol Garcia, Chair, to approve minutes of the Civil Service Commission regularly scheduled meeting of August 2, 2011. (Betsy C. Keller, Human Resources Director)

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

MOTION #3 APPROVED.
ITEM #3

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 by Carol Garcia, Chair, to approve the requests from employee(s) listed in the back up to be recipients of donated vacation leave.

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

REGULAR AGENDA

MOTION #6 APPROVED.
ITEM #4

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 August 2, 2011)**

ACTION: It was moved by Carol Garcia, Chair, and seconded by Lee Urias, Commissioner, to establish a new procedure that no more than three (3) grievances including a continued or postponed grievance will be set on the agenda at any one time and any in excess of that will be moved to the following meeting.

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

MOTION #5 WITHDRAWN.
ITEM #5

Discuss and take appropriate action on the matter of the Commission's jurisdiction of the grievance filed/dated July 8, 2011 & July 15, 2011 regarding Dorothy J. Miranda, Accounting Manager, County Tax Office, pertaining to **Age Discrimination and Demotion**. (Ian R. Kaplan, Sr. Trial Attorney)

ACTION: It was moved by Lee Urias, Commissioner and seconded by Carol Garcia, Chair, to withdraw the matter of the Commission's jurisdiction of the grievance filed/dated July 8, 2011 & July 15, 2011 regarding Dorothy J. Miranda, Accounting Manager, County Tax Office, pertaining to **Age Discrimination and Demotion** as requested by grievant, Dorothy J. Miranda.

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

NO ACTION TAKEN.
ITEM #6

Receive Ethics Commission training and forms. (Betsy C. Keller, Human Resources Director)

ACTION: This was an Informative item. No action was taken on the Ethics Commission training and forms.

MOTION #7 APPROVED.

ITEM #7

Discuss and take appropriate action to approve the updated job description of the **Juvenile Case Manager** for multiple departments. (Elsie West, Personnel Manager)

ACTION: It was moved by Lee Urias, Commissioner and seconded by Carol Garcia, Chair, to approve the updated job description of the **Juvenile Case Manager** for multiple departments as submitted by Elsie West, Personnel Manager.

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

MOTION #8 APPROVED.

ITEM #8

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

ACTION: It was moved by Carol Garcia, Chair and seconded by Lee Urias, Commissioner, to approve the updated job description of the **HR Generalist, Intermediate for Human Resources Department** as submitted by Elsie West, Personnel Manager.

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

MOTION #9 APPROVED.

ITEM #9

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

ACTION: It was moved by Lee Urias, Commissioner and seconded by Carol Garcia, Chair, to approve the newly created job description of the ADA Coordinator for Human Resources Department as submitted by Elsie West, Personnel Manager.

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

MOTION #10 DELETED.
ITEM #10

Receive Ethics Commission training and forms. (Betsy C. Keller, Human Resources Director)

ACTION: It was moved by Carol Garcia, Chair and seconded by Lee Urias, Commissioner, to delete Item #10 on Ethics Commission training and forms. (Betsy C. Keller, Human Resources Director)

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 remained in open session to discuss Item #14 and Item #18, due to the fact that Mr. Francisco Dominguez, Attorney at Law submitted a letter of withdrawal on the matter pertaining to Dorothy J. Miranda.

On this day, the Civil Service Commission went into executive session to discuss Item #11 at 1:30 p.m. pursuant to Texas Government Code § 551.074.

On this day, the Civil Service Commission recessed at 3:02 p.m.

On this day, the Civil Service Commission went into closed session to deliberate on Item #11 at 3:14 p.m. and would recess in open session to take official action.

On this day, the Civil Service Commission discussed Items #12, in open session as requested by grievant, Mr. Jorge L. Juarez at 3:21 p.m.

On this day, the Civil Service Commission discussed Item #13 in open session as requested by Attorney, Don Minton in the matter of Maria Marisela Ochoa at 4:28 p.m.

On this day, the Civil Service Commission recessed at 4:30 p.m.

The Civil Service Commission went into open session at 5:15 p.m.

**MOTION #11 TERMINATION UPHELD-DENY GRIEVANCE.
ITEM #15**

Take appropriate action 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) **(Continued from August 2, 2011)**

ACTION: It was moved by Carol Garcia, Chair and seconded by Lee Urias, Commissioner, to uphold the termination and deny 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)**. (Louis Frank Cress, Business Applications Project Administrator – Christina Pacheco, Attorney at Law) (Peter Cooper, Chief Technology Officer – Gabriella Edwards-Holguin, Trial Team Chief) **(Continued from August 2, 2011)**

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

**MOTION #12 TERMINATION UPHELD-DENY GRIEVANCE.
ITEM #16**

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- John Valdez, Sr. Trial Attorney) **(Postponed from August 2, 2011)**

ACTION: It was moved by Carol Garcia, Chair and seconded by Lee Urias, Commissioner, to uphold the termination and deny the 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.

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

MOTION #13 TERMINATION UPHELD-DENY GRIEVANCE.

ITEM #17 Take appropriate action Discuss 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.** (Maria Marisela Ochoa- Office Specialist, Intermediate – Don Minton, Attorney at Law) (Norma Favela – District Clerk – John Valdez, Sr. Trial Attorney) (**Postponed from August 2, 2011**)

ACTION: It was moved by Carol Garcia, Chair and seconded by Lee Urias, Commissioner, to uphold the termination and deny 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.

VOTE: YES – Garcia, Urias NO - None

MOTION CARRIED.

MOTION #4

ITEM #18 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) (**Postponed from August 2, 2011**)

ACTION: It was moved by Lee Urias, Commissioner and seconded by Carol Garcia, Chair to accept withdrawal letter from Francisco Dominguez, Attorney at Law 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.

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 5:57 p.m.; Lee Urias, Commissioner, seconded the motion.

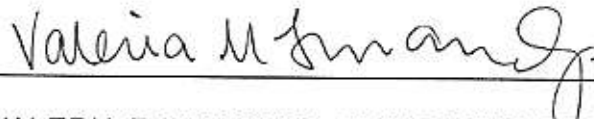
VOTE: YES – Garcia, Urias

NO - None

MOTION CARRIED.



CAROL GARCIA, CHAIR



VALERIA FERNANDEZ, RECORDING SECRETARY