

COUNTY OF EL PASO



CIVIL SERVICE COMMISSION

**REGULAR MEETING MINUTES
1:00 P.M., TUESDAY, DECEMBER 4, 2012
COMMISSIONER'S COURTROOM, ROOM 303
500 E. SAN ANTONIO
EL PASO, TEXAS 79901**

Selena N. Solis, Chair

Grace D. Munoz, Commissioner

Carlos Gomez, Commissioner

OPEN MEETING

The meeting was called to order at 1:08 p.m. Staff present were Kevin McCary from the County Attorney's Office, Betsy Keller, Elsie West, Estela Salgado and Verenice Acosta from the Human Resources Department. A full quorum was established with all being present except Commissioner Gomez who arrived at 1:16 p.m.

PUBLIC COMMENT

NO PUBLIC COMMENT

APPROVED - CONSENT AGENDA

DECEMBER 4, 2012

MOTION #1 (ITEM #1)

APPROVE THE MINUTES OF THE REGULARLY SCHEDULED CIVIL SERVICE COMMISSION MEETING OF NOVEMBER 6, 2012.

--Betsy C. Keller, Human Resources

On this day, on motion of Commissioner Munoz, seconded by Chair Solis, it is the order of the Commission to approve Consent Agenda Item #1 of the Civil Service Commission Meeting Revised Minutes of November 6, 2012.

VOTE: YES- Munoz, Solis

NO: NONE

NO ACTION - REGULAR AGENDA

DECEMBER 4, 2012

(ITEM #2)

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING CHANGES TO EL PASO COUNTY CIVIL SERVICE COMMISSION RULES REGARDING SETTLEMENT NEGOTIATIONS AND FILING REQUIREMENTS AND PROCEDURES.

--Kevin McCary, County Attorney's

On this day, the Commission was informed of settlement negotiation process. County Attorneys will draft proposed new settlement rules for the Commission's consideration at the January 8, 2013 meeting. No action was taken.

On this day Chair Solis excused herself at 1:49p.m.

NO ACTION - REGULAR AGENDA

DECEMBER 4, 2012

(ITEM #3)

INFORMATIVE ITEM:

NOTIFY THE COMMISSIONERS ON THE CHANGE TO THE APPROVAL PROCESS OF JOB DESCRIPTIONS.

--Elsie West, Human Resources

On this day, the Commission was informed by Elsie West that there will no longer need to be an approval by the Commission on changes to job descriptions.

EXECUTIVE SESSION

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE §551.074

On this day, HR staff announced that the Civil Service Commission would recess into executive session at 1:51 p.m. to discuss the following item, pursuant to *Texas Government Code §551.074*. The Court would reconvene to take official action.

DECEMBER 4, 2012

(ITEM #4)

DISCUSS A GRIEVANCE FILED/DATED OCTOBER 12, 2012 REGARDING DEBORAH M. COPELAND PERTAINING TO TERMINATION & RULE 7.09 (D) & 6.02 (D).

-- (Deborah M. Copeland, Office Specialist, Intermediate – William R. Copeland, Attorney at Law) (Norma L. Favela, District Clerk – Ruben Duarte, Senior Trial Attorney)

On this day the Civil Service Commission came back into regular open session at 1:52 p.m.

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MOTION #2 (ITEM #5)

TAKE APPROPRIATE ACTION ON A GRIEVANCE FILED/DATED OCTOBER 12, 2012 REGARDING DEBORAH M. COPELAND PERTAINING TO TERMINATION & RULE 7.09 (D) & 6.02 (D).

-- (Deborah M. Copeland, Office Specialist, Intermediate – William R. Copeland, Attorney at Law) (Norma L. Favela, District Clerk – Ruben Duarte, Senior Trial Attorney)

On this day, on motion of Commissioner Munoz, seconded by Commissioner Gomez, it is the order of the Commission to delete the grievance filed/dated October 12, 2012 regarding Deborah M. Copeland pertaining to termination & rule 7.09 (d) & 6.02 (d) due to settlement agreement.

VOTE: YES- Gomez, Munoz

NO: NONE

MEETING ADJOURNED

DECEMBER 4, 2012

(ITEM #6)

On this day, there being no further business to discuss, the meeting was adjourned at 1:53 p.m.

EXAMINED AND APPROVED THIS 8th DAY IN JANUARY 2013



SELENA N. SOLIS, CHAIR



ESTELA SALGADO, RECORDING SECRETARY