

**COUNTY OF EL PASO**



**CIVIL SERVICE COMMISSION**

**REGULAR MEETING MINUTES  
1:00 P.M., TUESDAY, JANUARY 08, 2013  
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 1:09 p.m. Staff present were Kevin McCary from the County Attorney's Office, Elsie West, Estela Salgado, Gabriela Esquivel, Stacey Valdez and Verenice Acosta from the Human Resources Department. A full quorum was established with all being present except Commissioner Gomez.

**PUBLIC COMMENT**

NO PUBLIC COMMENT

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**APPROVED - CONSENT AGENDA**

**JANUARY 08, 2013**

**MOTION #1 (ITEM #1)**

**APPROVE THE MINUTES OF THE REGULARLY SCHEDULED CIVIL SERVICE COMMISSION MEETING OF DECEMBER 4, 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 Minutes of December 04, 2012.

VOTE: YES- Munoz, Solis

NO: NONE

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**NO ACTION - REGULAR AGENDA**

**JANUARY 08, 2013**

**(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 presented with proposed language. Kevin McCary will implement the change Chair Solis has requested in respect to the heading and will work with Manuel Romero from County Attorney's office and Jim Jopling from CLEAT and his office to finalize language they can agree on. Once that is done Mr. McCary will send over to the Director of Human Resources, Betsy C. Keller, for her revision. No action was taken.

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**APPROVED - REGULAR AGENDA**

**JANUARY 08, 2013**

**MOTION #2 (ITEM #3)**

**DISCUSS AND TAKE APPROPRIATE ACTION TO ACCEPT THE OFFICE POLICIES & PROCEDURES FOR THE OFFICE OF THE COUNTY TAX ASSESSOR COLLECTOR.**

--Victor Flores, County Tax Assessor Collector

On this day, on motion of Commissioner Munoz, seconded by Chair Solis, it is the order of the Commission to approve the Office Policies and Procedures for the Office of the County Tax Assessor Collector.

VOTE: YES- Munoz, Solis

NO: NONE

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**DENIED - REGULAR AGENDA**

**JANUARY 08, 2013**

**MOTION #3 (ITEM #4)**

**DISCUSS AND TAKE APPROPRIATE ACTION IN REFERENCE TO CIVIL SERVICE RULE 2.00 (B) TO DESIGNATE THE POSITION(S) OF DEPUTY CONSTABLE FROM**

**COVERED TO NON-COVERED STATUS UNDER THE PROVISIONS OF THE CIVIL SERVICE RULES & REGULATIONS SYSTEM .**

--Jeremiah M. Haggerty, Constable, Constable Precinct #2

**On this day the Civil Service Commission went into closed session at 2:14 p.m. to discuss the following item, pursuant to *Texas Government Code §551.074*.**

**On this day the Civil Service Commission came back into regular open session at 2:25 p.m.**

On this day, on motion of Commissioner Munoz, seconded by Chair Solis, it is the order of the Commission to deny the request to change the Deputy Constable status from covered to non-covered. Based on the testimony that was provided and the job description that was reviewed, the position does not qualify under the rules and regulations and does not involve sufficient policy making or confidentiality.

VOTE: YES- Munoz, Solis

NO: NONE

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**POSTPONED - REGULAR AGENDA**

**JANUARY 08, 2013**

**MOTION #4 (ITEM #5)**

**DISCUSS AND TAKE APPROPRIATE ACTION IN REFERENCE TO CIVIL SERVICE RULE 2.00 (B) TO DESIGNATE THE POSITION OF ADMINISTRATIVE ASSISTANT, SENIOR FROM COVERED TO NON-COVERED STATUS UNDER THE PROVISIONS OF THE CIVIL SERVICE RULES & REGULATIONS SYSTEM.**

--Laura Strathmann, Judge, 388<sup>th</sup> District Court

On this day, on motion of Commissioner Munoz, seconded by Chair Solis, it is the order of the Commission to postpone and continue the item for a Special Meeting for January 22, 2013 at 1:00p.m. The Commission has asked that the Human Resources Department and the Council of Judges Office provide information stating whether or not similar positions are covered or non-covered employees.

VOTE: YES- Munoz, Solis

NO: NONE

**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 3:18 p.m. to discuss the following item, pursuant to *Texas Government Code §551.074*. The Court would reconvene to take official action.

**JANUARY 08, 2013**

**(ITEM #6)**

**DISCUSS A GRIEVANCE FILED/DATED NOVEMBER 14, 2012 REGARDING BERTHA SANDRA RODRIGUEZ PERTAINING TO TERMINATION & RULE 7.09 (A) (B) & (D).**

-- (Bertha Sandra Rodriguez, Office Specialist, Intermediate) (Delia Briones, County Clerk – Ruben Duarte, Senior Trial Attorney)

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**On this day the Civil Service Commission came back into regular open session at 3:22 p.m.**

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**OPEN SESSION**

**JANUARY 08, 2013**

**MOTION #5 (ITEM #7)**

**TAKE APPROPRIATE ACTION ON A GRIEVANCE FILED/DATED NOVEMBER 14, 2012 REGARDING BERTHA SANDRA RODRIGUEZ PERTAINING TO TERMINATION & RULE 7.09 (A) (B) & (D).**

-- (Bertha Sandra Rodriguez, Office Specialist, Intermediate) (Delia Briones, County Clerk – Ruben Duarte, Senior Trial Attorney)

On this day, on motion of Chair Solis, seconded by Commissioner Munoz, it is the order of the Commission to grant the request for continuance for the next regular scheduled meeting on February 05, 2013.

VOTE: YES- Munoz, Solis

NO: NONE

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**MEETING ADJOURNED**

JANUARY 08, 2013

**MOTION #6 (ITEM #8)**

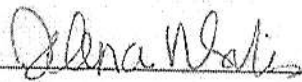
On this day, there being no further business to discuss, Commissioner Munoz moved to adjourn the meeting at 3:25 p.m., seconded by Chair Solis:

VOTE: YES- Munoz, Solis

NO: NONE

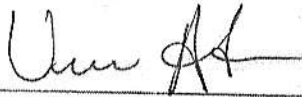
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EXAMINED AND APPROVED THIS 5<sup>th</sup> DAY IN FEBRUARY 2013



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SELENA N. SOLIS, CHAIR



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VERENICE ACOSTA, RECORDING SECRETARY