

COUNTY OF EL PASO



CIVIL SERVICE COMMISSION

SPECIAL MEETING MINUTES  
1:00 P.M., TUESDAY, SEPTEMBER 10, 2013  
COMMISSIONER'S COURTROOM, ROOM 303  
500 E. SAN ANTONIO  
EL PASO, TEXAS 79901

Grace Munoz, Acting Chair

Cindy Karam, Commissioner  
Carlos Gomez, Commissioner

**OPEN MEETING**

The meeting was called to order at 1:02 p.m. Staff present were Kevin McCary from the County Attorney's Office, Elsie West, Melissa Carrillo and Estela Salgado, from the Human Resources Department. A quorum was established with Commissioners Munoz and Karam members present.

CARLOS GOMEZ, COMMISSIONER - ABSENT

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**PUBLIC COMMENT**

NO PUBLIC COMMENT

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**REGULAR AGENDA**

**APPROVED – CIVIL SERVICE MINUTES OF AUGUST 8, 2013**

**SEPTEMBER 10, 2013**

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

APPROVE THE MINUTES OF THE SPECIAL CIVIL SERVICE COMMISSION MEETING OF AUGUST 8, 2013.

--Betsy C. Keller, Human Resources

On this day, on motion of Commissioner Karam, seconded by Acting Chair Munoz, it is the order of the Commission to approve the August 8, 2013 minutes of the Civil Service Commission.

VOTE: YES- Munoz, Karam

NO: None

**NO ACTION – CONVERSION STATUS OF THE CIVIL SERVICE RULES AND REGULATIONS AND COUNTY POLICIES TO AN ONLINE FORMAT**

**SEPTEMBER 10, 2013**

**(ITEM #2 – INFORMATIVE ITEM)**

Notify the Civil Service Commission regarding the conversion status of the Civil Service Rules and Regulations and County policies to an online format.

--Betsy C. Keller, Human Resources

On this day, no action was taken regarding the conversion status of the Civil Service Rules and Regulations and County policies to an online format.

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**SEPTEMBER 10, 2013**

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

**APPROVED – COMPENSATORY TIME POLICY TO THE CIVIL SERVICE RULES AND REGULATIONS BOOK**

Discuss and take appropriate action to approve the Compensatory Time Policy to the Civil Service Rules and Regulations book.

--Betsy C. Keller, Human Resources

On this day, on motion of Acting Chair Munoz, seconded by Commissioner Karam, it is the order of the Commission to approve the Compensatory Time Policy to the Civil Service Rules and Regulations Book as submitted by Melissa Carrillo, Human Resources.

VOTE: YES- Munoz, Karam

NO: None

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**SEPTEMBER 10, 2013**

**MOTION #3**

On this day, HR staff announced that the Civil Service Commission would go into executive session as requested by the Commission for legal advice pursuant to Government Code §551.071 at 1:58 p.m. on jurisdictional item pertaining to Yolanda Uranga. The Court would reconvene to take official action.

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**SEPTEMBER 10, 2013**

**MOTION #4**

On this day the Civil Service Commission reconvened into regular open session following executive session at 2.05: p.m.

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**SEPTEMBER 10, 2013**

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

**DENIED – GRIEVANCE FILED/DATED BY YOLANDA URANGA, COUNSELOR,  
MENTAL HEALTH SUPPORT SERVICES, ON JUNE 17, 2013  
DUE TO LACK OF JURISDICTION**

Discuss and take appropriate action on whether respondent's motion to re-open should be granted and if so, whether grievance/filed dated by Yolanda Uranga, MHSS, on June 17, 2013, is otherwise within the jurisdiction of the El Paso Civil Service Commission. If the Commission finds jurisdiction, a hearing will be heard at the next regularly scheduled Civil Service meeting, pertaining to Termination & Rules 5.00, 5.01, 5.02, 5.08, 6.03, and 6.04.

--Rita Ruelas, Mental Health Support Services - Manny Romero, County Attorney's Office (Yolanda Uranga, Counselor – Carlos Quinonez, Attorney at Law)

On this day, on motion of by Acting Chair Munoz, seconded by Commissioner Karam, it is the order of the Commission to DENY a grievance/filed dated by Yolanda Uranga, MHSS, on June 17, 2013, pertaining to Termination & Rules 5.00, 5.01, 5.02, 5.08, 6.03, and 6.04. Based on the information provided by Ms. Lee Shapleigh, County Attorney's Office, on the definition of the Local Government Code under Chapter Code §158.001, 158.009 and on Rule (e) of the El Paso County Civil Service Rules and Regulations, the El Paso County Civil Service Commission does not have jurisdiction.

VOTE: YES- Munoz, Karam

NO: None

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**SEPTEMBER 10, 2013**

**MOTION #6 (ITEM #5)**

**DENIED – GRIEVANCE/LETTER OF APPEAL FILED/DATED BY  
RICARDO ORDONEZ, ROAD & BRIDGE DEPARTMENT ON AUGUST 15, 2013**

Discuss and determine whether grievance/letter of appeal filed/dated by Ricardo Ordonez, Road & Bridge Department, on August 15, 2013, pertaining to Termination/Voluntary Resignation is with the jurisdiction of the El Paso County Civil Service Commission. If the Commission finds jurisdiction, the hearing will be heard at the next regularly scheduled Civil Service meeting.

--Ricardo Ordonez, Truck Driver, Intermediate (Ernie Carrizal, Road & Bridge Department – Amy Monsivais, County Attorney's Office)

On this day, on motion of by Commissioner Karam, and seconded by Acting Chair Munoz, it is the order of the Commission to DENY grievance/letter of appeal filed/dated by Ricardo Ordonez, Road & Bridge Department, on August 15, 2013, pertaining to Termination/Voluntary Resignation. The El Paso County Civil Service Commission does not have jurisdiction.

VOTE: YES- Munoz, Karam

NO: None

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**MEETING ADJOURNED**

**SEPTEMBER 10, 2013**

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

On this day, there being no further business to discuss, Commissioner Karam moved to adjourn the meeting at 2:25 p.m. seconded by Acting Chair, Munoz.

VOTE: YES - Gomez, Munoz, Karam

NO: None

**EXAMINED AND APPROVED THIS 1ST DAY IN OCTOBER 2013**



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CARLOS GOMEZ, CHAIR



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ESTELA SALGADO, RECORDING SECRETARY