

**MONDAY, FEBRUARY 2, 2009
EL PASO COUNTY SHERIFF'S OFFICE – CIVIL SERVICE COMMISSION
MET IN REGULAR SESSION
AT 4:41 P.M.**

WITH THE FOLLOWING MEMBERS PRESENT:

**COMMISSIONER MIKE GARCIA-CHAIR
COMMISSIONER GENE FINKE**

**SHERIFF'S DEPARTMENT
DISTRICT ATTORNEY'S OFFICE**

ABSENT MEMBERS:

COMMISSIONER IRENE ORTIZ (Previously Irene Ramirez)

COUNTY COMMISSIONER'S COURT

OTHERS PRESENT:

**WILLIAM ELLIS, EXECUTIVE ADMINISTRATIVE OFFICER, EL PASO COUNTY SHERIFF'S OFFICE
BETSY C. KELLER, HUMAN RESOURCES DEPARTMENT
JOSEFINA BROSTROM, COUNTY ATTORNEY'S OFFICE
MELISSA M. CARRILLO, HUMAN RESOURCES DEPARTMENT
JOSEPH A. PADILLA, EL PASO COUNTY SHERIFF'S OFFICE
SGT. MARCO VARGAS, EL PASO COUNTY SHERIFF'S OFFICE
LUIS MORENO JR., EL PASO COUNTY SHERIFF'S OFFICE**

MEETING CALLED TO ORDER

FEBRUARY 2, 2009

ITEM #1

On this day, the El Paso Sheriff's Office (EPSO) Civil Service meeting was called to order at 4:41 pm by Commissioner Mike Garcia, Chair.

QUORUM ESTABLISHED

FEBRUARY 2, 2009

ITEM #2

On this day, it was established that a quorum had been reached with the following members being present: Commissioner Gene Finke and Commissioner Mike Garcia, Chair.

APPROVED MINUTES FOR THE REGULAR MEETING OF JANUARY 12, 2009

FEBRUARY 2, 2009

ITEM #3 – MOTION #1

On this day, on motion of Commissioner Gene Finke, seconded by Commissioner Mike Garcia, the Commission approved the minutes for January 12, 2009.

YES:
Commissioner Gene Finke,
Commissioner Mike Garcia

NO:
None

**DISCUSS AND TAKE ACTION REGARDING THE PROPOSED NEW AGENDA FORMAT
FOR THE CIVIL SERVICE COMMISSION.**

FEBRUARY 2, 2009

ITEM #4 - MOTION #2

On this day, on motion of Commissioner Gene Finke, seconded by Commissioner Mike Garcia, the Commission agreed to the new format of the agenda that will begin being used at the March 2nd meeting.

YES:
Commissioner Gene Finke,
Commissioner Mike Garcia

NO:
None

**RECEIVE REPORT AND TAKE APPROPRIATE ACTION FROM THE COMMISSION
STAFF REGARDING THE APPOINTMENT TO THE EPSO CIVIL SERVICE COMMISSION
BY THE COMMISSIONER'S COURT.**

FEBRUARY 2, 2009

ITEM #5 – NO ACTION

Melissa Carrillo, Human Resources Representative, provided information to the Commission regarding the term expiration of Commissioner Irene Ortiz, and an update on the process that Commissioner's Court will take to replace their appointee.

**DISCUSS AND TAKE APPROPRIATE ACTION REGARDING THE UPDATE OF A JOB
DESCRIPTION FOR THE POSITION OF COMMUNICATIONS SPECIALIST.**

FEBRUARY 2, 2009

ITEM #6 - MOTION #3

On this day, on motion of Commissioner Gene Finke, seconded by Commissioner Mike Garcia, the Commission agreed to return this item to the Commission Staff in order to consult with the Sheriff before proceeding.

YES:
Commissioner Gene Finke,
Commissioner Mike Garcia

NO:
None

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING THE UPDATE OF A JOB DESCRIPTION FOR THE POSITION OF CRIME SCENE TECHNICIAN.

FEBRUARY 2, 2009

ITEM #7 - MOTION #4

On this day, on motion of Commissioner Gene Finke, seconded by Commissioner Mike Garcia, the Commission agreed to return this item to the Commission Staff in order to consult with the Sheriff before proceeding.

YES:
Commissioner Gene Finke,
Commissioner Mike Garcia

NO:
None

(POSTPONED 1/12/09) DISCUSS AND TAKE APPROPRIATE ACTION REGARDING DETENTION OFFICER LIZETH AMBRIZ-PEREZ'S REQUEST FOR POOLED LEAVE.

FEBRUARY 2, 2009

ITEM #8 – NO ACTION

Melissa M. Carrillo, Human Resources Representative, provided an update regarding Ms. Perez's request that was deleted at the January 12, 2009 meeting. The employee had already returned to work and therefore, no action needed to be taken.

DISCUSS AND TAKE APPROPRIATE ACTION CONCERNING CHANGES TO THE LIST OF EXEMPT EMPLOYEES IN SECTION 2.5.01 OF THE EL PASO COUNTY SHERIFF'S DEPARTMENT CIVIL SERVICE COMMISSION RULES AND REGULATIONS.

FEBRUARY 2, 2009

ITEM #9 – NO ACTION

In accordance with Section 1.4.01 of the El Paso County Sheriff's Department Civil Service Rules and Regulations, the Commission agreed to postpone this item and re-post for the March 2, 2009 meeting.

DISCUSS AND TAKE APPROPRIATE ACTION CONCERNING CHANGES TO THE HUMAN RESOURCE OFFICE IN SECTION 1.3.01 OF THE EL PASO COUNTY SHERIFF'S DEPARTMENT CIVIL SERVICE COMMISSION RULES AND REGULATIONS.

FEBRUARY 2, 2009

ITEM #10 – NO ACTION

In accordance with Section 1.4.01 of the El Paso County Sheriff's Department Civil Service Rules and Regulations, the Commission agreed to postpone this item and re-post for the March 2, 2009 meeting.

MEETING ADJOURNED.

FEBRUARY 2, 2009

ITEM #11 - MOTION #5

On this day, on motion of Commissioner Gene Finke, seconded by Commissioner Mike Garcia, the Commission agreed to adjourn the meeting at 5:04pm.

YES:
Commissioner Gene Finke,
Commissioner Mike Garcia

NO:
None

EXAMINED AND APPROVED MARCH 2, 2009

COMMISSIONER MIKE GARCIA, CHAIR