

**MONDAY, MAY 4, 2009
EL PASO COUNTY SHERIFF'S OFFICE – CIVIL SERVICE COMMISSION
MET IN REGULAR SESSION
AT 4:42 P.M.**

WITH THE FOLLOWING MEMBERS PRESENT:

**COMMISSIONER MIKE GARCIA-CHAIR
COMMISSIONER GENE FINKE
COMMISSIONER JESUS M. OLIVAS**

**SHERIFF'S DEPARTMENT
DISTRICT ATTORNEY'S OFFICE
COUNTY COMMISSIONER'S COURT**

OTHERS PRESENT:

**RICHARD WILES, SHERIFF, EL PASO COUNTY SHERIFF'S OFFICE
WILLIAM ELLIS, EXECUTIVE ADMINISTRATIVE OFFICER, EL PASO COUNTY SHERIFF'S OFFICE
LEE SHAPLEIGH, COUNTY ATTORNEY'S OFFICE
JOSEFINA BROSTROM, COUNTY ATTORNEY'S OFFICE
HOLLY LYTTLE, COUNTY ATTORNEY'S OFFICE
BETSY KELLER, HUMAN RESOURCES DEPARTMENT
ELSIE WEST, HUMAN RESOURCES DEPARTMENT
MELISSA M. CARRILLO, HUMAN RESOURCES DEPARTMENT
MARGIE MORALES, HUMAN RESOURCES DEPARTMENT
DAVID HERRERA, ADMINISTRATIVE ASSISTANT, EL PASO COUNTY SHERIFF'S OFFICE
JIM JOPLING, CLEAT
JOSE MARRUFO, EL PASO SHERIFF'S OFFICER ASSOCIATION, INC.**

MEETING CALLED TO ORDER

MAY 4, 2009

ITEM #1

On this day, the El Paso Sheriff's Office (EPSO) Civil Service meeting was called to order at 4:42 pm by Commissioner Mike Garcia, Chair.

QUORUM ESTABLISHED

MAY 4, 2009

ITEM #2

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

PUBLIC COMMENTS

Dr. Finke arrived at 4:43 p.m.

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ITEM #3

On this day, there were no public comments.

APPROVED MINUTES FOR THE REGULAR MEETING OF APRIL 6, 2009

MAY 4, 2009

ITEM #4 – MOTION #1

On this day, on motion of Commissioner Jesus M. Olivas, seconded by Commissioner Gene Finke, the Commission approved the minutes for April 6, 2009.

YES:
Commissioner Jesus M. Olivas,
Commissioner Gene Finke,
Commissioner Mike Garcia

NO:
None

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING OPEN RECORDS TRAINING FOR THE CIVIL SERVICE COMMISSIONERS.

MAY 4, 2009

ITEM #5 – NO ACTION

On this day, the Commission agreed to that completion certificates for the open records would be submitted at the June meeting.

DISCUSS AND TAKE APPROPRIATE ACTION CONCERNING CHANGES TO THE LIST OF REQUIREMENTS IN SECTION 11.3.02 OF THE EL PASO COUNTY CIVIL SERVICE COMMISSION RULES AND REGULATIONS.

MAY 4, 2009

ITEM #6 – MOTION # 2

On this day, on motion of Commissioner Jesus M. Olivas, seconded by Commissioner Gene Finke, the Commission agreed to discuss this item in the June meeting after the Sheriff, the EPSOA and Cleat meet to discuss it further regarding the intentions of the Sheriff.

YES:
Commissioner Jesus M. Olivas,
Commissioner Gene Finke,
Commissioner Mike Garcia

NO:
None

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING THE POSITION AND JOB DESCRIPTION FOR THE JAIL MINISTRY COORDINATOR.

MAY 4, 2009

ITEM #7 – MOTION # 3

On this day, on motion of Commission Jesus M. Olivas, seconded by Commissioner Gene Finke, the Commission agreed on the Job Description for the Jail Ministry Coordinator and approved that it be paid from the El Paso Sheriff's Office Commissary Fund.

YES:
Commissioner Jesus M. Olivas,
Commissioner Gene Finke,
Commissioner Mike Garcia

NO:
None

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING THE FORMAT OF ALL JOB DESCRIPTIONS FOR THE SHERIFF'S OFFICE.

MAY 4, 2009

ITEM #8 - MOTION #4

On this day, on motion of Commissioner Jesus M. Olivas, seconded by Commissioner Gene Finke, the Commission agreed to the proposed format for all job descriptions.

YES:
Commissioner Jesus M. Olivas,
Commissioner Gene Finke,
Commissioner Mike Garcia

NO:
None

TO REVIEW AND CONSIDER, PURSUANT TO Rule 2.1.01B., THE SHERIFF'S CHANGE TO THE DESCRIPTION OF DETENTION OFFICER, WHEREIN THE SHERIFF HAS LOWERED THE MINIMUM AGE FOR ELIGIBILITY FROM: TWENTY (20) YEARS OR EIGHTEEN (18) YEARS UPON SUCCESSFUL COMPLETION OF MILITARY RESERVE BASIC TRIANING; TO EIGHTEEN (18) YEARS.

MAY 4, 2009

ITEM # 9 – MOTION # 5

On this day, on motion of Commissioner Gene Finke, seconded by Commissioner Jesus M. Olivas, the Commission approved that the age requirement be 18 years with conditions that they review this decision in May 2010.

YES:
Commissioner Gene Finke,
Commissioner Jesus M. Olivas,
Commissioner Mike Garcia

NO:
None

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING RULE 1.3.02 AND THE APPROPRIATE MANNER BY WHICH AGENDA ITEMS MAY BE PLACED TO THE EL PASO COUNTY SHERIFF'S OFFICE CIVIL SERVICE COMMISSION.

MAY 4, 2009

ITEM #10 – MOTION # 6

On this day, on motion of Commissioner Jesus M. Olivas, seconded by Gene Finke, the Commission agreed that anyone could place an agenda item so long as the Board Secretary receives it 10 days prior to the next meeting.

YES:
Commissioner Jesus M. Olivas,
Commissioner Gene Finke,
Commissioner Mike Garcia

NO:
None

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING RULE 1.3.01 AND THE APPROPRIATE MANNER BY WHICH "EQUIPMENT" AS PROVIDED BY THE COUNTY HUMAN RESOURCES DEPARTMENT MAY BE DISPERSED AND UTILIZED.

MAY 4, 2009

ITEM #11 – MOTION # 7

On this day, on motion of Commissioner Jesus M. Olivas, seconded by Gene Finke, the Commission agreed that books will be distributed to Commission members, County Advisory Staff, the Sheriff's designee and the Cleat/EP SOA designee. Further, official names will be placed on these books and information may be omitted in accordance with the HIPAA laws and the Privacy Act.

YES:
Commissioner Jesus M. Olivas,
Commissioner Gene Finke,
Commissioner Mike Garcia

NO:
None

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING THE AGE REQUIREMENT TO BECOME A DETENTION OFFICER FOR THE EL PASO COUNTY SHERIFF'S OFFICE.

MAY 4, 2009

ITEM #12 – MOTION # 8

On this day, on motion of Commissioner Gene Finke, seconded by Commissioner Jesus M. Olivas, the Commission approved that the age requirement be 18 years with conditions that they review this decision in May 2010.

YES:
Commissioner Gene Finke,
Commissioner Jesus M. Olivas,
Commissioner Mike Garcia

NO:
None

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING BACKUP MATERIAL PERTAINING TO FUTURE AGENDA ITEMS.

MAY 4, 2009

ITEM #13 – NO ACTION

On this day, the Commission agreed to have the Commission books hand delivered each Wednesday before the regular meeting in an effort to ensure all back up material is received in a timely manner.

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071

DISCUSS A GRIEVANCE FILED/DATED JULY 17, 2008, REGARDING EDMUNDO VASQUEZ, DETENTION OFFICER, JAIL ANNEX, PERTAINING TO A SUSPENSION & RULE OMP 5.02.

MAY 4, 2009

ITEM #14 – MOTION #9

On this day, on motion of Commissioner Jesus M. Olivas, seconded by Commissioner Gene Finke, the Commission agreed to hear this item in executive session at 6:51pm.

YES:
Commissioner Gene Finke,
Commissioner Mike Garcia,
Commissioner Jesus M. Olivas

NO:
None

TAKE APPROPRIATE ACTION ON A GRIEVANCE FILED/DATED JULY 17, 2008, REGARDING EDMUNDO VASQUEZ, DETENTION OFFICER, JAIL ANNEX, PERTAINING TO A SUSPENSION & RULE OMP 5.02.

MAY 4, 2009

ITEM #15 – MOTION # 10

On this day, at 7:04 the Commission opened in regular session. On motion of Commissioner Gene Finke, seconded by Commissioner Mike Garcia, the Commission agreed that jurisdiction does not exist.

YES:
Commissioner Gene Finke,
Commissioner Mike Garcia

NO:
Commissioner Jesus M. Olivas

DISCUSS A GRIEVANCE FILED/DATED AUGUST 21, 2009, REGARDING VIRGINIA MARRERO, DETENTION OFFICER, DT DETENTION FACILITY, PERTAINING TO A SUSPENSION & RULE OMP 5.02.

MAY 4, 2009

ITEM #16 – NO ACTION

On this day, the Commission chose to hear the item in regular session.

TAKE APPROPRIATE ACTION ON A GRIEVANCE FILED/DATED AUGUST 21, 2008, REGARDING VIRGINIA MARRERO, DT DETENTION OFFICER, PERTAINING TO A SUSPENSION & RULE OMP 5.02.

MAY 4, 2009

ITEM #17 – MOTION # 11

On this day, on motion of Commissioner Jesus M. Olivas, seconded by Commissioner Gene Finke, the commission agreed to table the item and hear it at the June meeting.

YES:
Commissioner Jesus M. Olivas,
Commissioner Gene Finke
Commissioner Mike Garcia

NO:
None

EXECUTIVE SESSION: PURSUANT TO TEXAS GOVERNMENT CODE 551.071

DISCUSS A GRIEVANCE FILED/DATED SEPTEMBER 16, 2008, REGARDING LANCE BROWN, CORPORAL, JAIL ANNEX, PERTAINING TO A SUSPENSION & RULE OMP 5.02.

MAY 4, 2009

ITEM #18 – MOTION #12

On this day, on motion of Commissioner Jesus M. Olivas, seconded by Commissioner Gene Finke, the Commission agreed to hear this item in executive session at 6:51pm.

YES:
Commissioner Gene Finke,
Commissioner Mike Garcia,
Commissioner Jesus M. Olivas

NO:
None

TAKE APPROPRIATE ACTION ON A GRIEVANCE FILED/DATED AUGUST 21, 2008, REGARDING LANCE BROWN, CORPORAL, JAIL ANNEX PERTAINING TO A SUSPENSION & RULE OMP 5.02.

MAY 4, 2009

ITEM #19 – MOTION #13

On this day, at 7:04 the Commission opened in regular session. On motion of Commissioner Gene Finke, seconded by Commissioner Mike Garcia, the Commission agreed that jurisdiction does not exist.

YES:
Commissioner Gene Finke,
Commissioner Mike Garcia

NO:
Commissioner Jesus M. Olivas

MEETING ADJOURNED.

MAY 4, 2009

ITEM #20 - MOTION #14

On this day, on motion of Commissioner Gene Finke, seconded by Commissioner Jesus M. Olivas, the Commission agreed to adjourn the meeting at 7:06 pm.

YES:
Commissioner Gene Finke,
Commissioner Jesus M. Olivas,
Commissioner Mike Garcia

NO:
None

EXAMINED AND APPROVED JUNE 1, 2009

COMMISSIONER MIKE GARCIA, CHAIR