

**MONDAY, OCTOBER 04, 2010
EL PASO COUNTY SHERIFF'S OFFICE – CIVIL SERVICE COMMISSION
MET IN REGULAR SESSION
AT 1:38 P.M.**

WITH THE FOLLOWING MEMBERS PRESENT:

**COMMISSIONER PERRY MARTIN-CHAIR
COMMISSIONER FERMIN ACOSTA JR.**

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

OTHERS PRESENT:

**MARILYN MUNGERSON, COUNTY ATTORNEY'S OFFICE
MELISSA CARRILLO, HUMAN RESOURCES DEPARTMENT
MARGIE MORALES, HUMAN RESOURCES DEPARTMENT**

(Walked in at 1:42 p.m.)

**JOSE MARRUFO, EL PASO SHERIFFS OFFICER ASSOCIATION, INC
JIM JOPLING, CLEAT
MILES MCNEAL, CLEAT**

MEETING CALLED TO ORDER

OCTOBER 4, 2010

ITEM #1

On this day, the El Paso Sheriff's Office (EPSO) Civil Service meeting was called to order at 1:38 pm by Commissioner Perry Martin, Chair.

QUORUM ESTABLISHED

OCTOBER 4, 2010

ITEM #2

On this day, it was established that a quorum had been reached with the following members being present: Commissioner Fermin Acosta Jr., and Commissioner Perry Martin, Chair. Commissioner Jesus M. Olivas was absent.

PUBLIC COMMENTS

OCTOBER 4, 2010

ITEM #3

On this day, there were no comments.

APPROVE THE MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 13, 2010.

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ITEM # 4- MOTION #1

On this day, on motion of Commissioner Fermin Acosta Jr., seconded by Commissioner Perry Martin, the Commission approved the minutes for the Regular meeting held September 13, 2010.

YES:

**Commissioner Fermin Acosta Jr.,
Commissioner Perry Martin**

NO:

None

Commissioner Jesus M. Olivas was absent.

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING THE DELIVERY OF CIVILSERVICE BOOKS PRIOR TO REGULAR AND SPECIAL MEETINGS.

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ITEM #5 – MOTION # 2

On this day, on motion of Commissioner Fermin Acosta Jr., seconded by Commissioner Perry Martin, the Commission agreed that Human Resources send the agenda and backup information PDF through electronic mail in an effort to save time and money which are associated with manually delivering the books. The PDF will be sent every Wednesday prior to the next regular meeting.

YES:

**Commissioner Fermin Acosta Jr.,
Commissioner Perry Martin**

NO:

None

Commissioner Jesus M. Olivas was absent.

DISCUSS AND TAKE APPROPRIATE ACTION REGARDING CALENDAR OF PROPOSED CIVIL SERVICE MEETINGS FOR FY2011 (OCTOBER 2010 THROUGH SEPTEMBER 2011).

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ITEM #6 – MOTION # 3

On this day, on motion of Commissioner Fermin Acosta Jr, seconded by Commissioner Perry Martin, the Commission agreed to postpone those meetings which would fall on a County Holiday to the following Monday. These meetings which were specifically moved were:

- 1) January 3, 2011 to January 10, 2011
- 2) April 4, 2011 to April 11, 2011
- 3) July 4, 2011 to July 11, 2011
- 4) September 5, 2011 to September 12, 2011.

YES:
Commissioner Fermin Acosta Jr.,
Commissioner Perry Martin

NO:
None

Commissioner Jesus M. Olivas was absent.

DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE THE REVISED JOB DESCRIPTION FOR THE POSITION OF PROCUREMENT INDIGENCY SPECIALIST.

OCTOBER 4, 2010

ITEM #7 – MOTION # 4

On this day, on motion of Commissioner Fermin Acosta Jr., seconded by Commissioner Perry Martin, the Commission agreed to approve the revised job description for Procurement Indigency Specialist.

YES:
Commissioner Fermin Acosta Jr.,
Commissioner Perry Martin

NO:
None

Commissioner Jesus M. Olivas was absent.

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ITEM # 8– MOTION #5

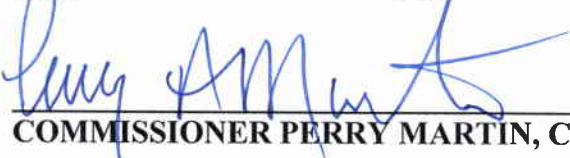
On this day, on motion of Commissioner Fermin Acosta Jr., seconded by Commissioner Perry Martin, the Commission agreed to adjourn the meeting at 1:46 pm.

YES:
Commissioner Fermin Acosta Jr.,
Commissioner Perry Martin

NO:
None

Commissioner Jesus M. Olivas was absent.

EXAMINED AND APPROVED NOVEMBER 1, 2010



COMMISSIONER PERRY MARTIN, CHAIR