

**MINUTES**

**FOR THE ANNUAL BUSINESS AND ORGANIZATIONAL MEETING OF THE CIVIL SERVICE COMMISSION TO BE HELD AT 6:00 P.M., THURSDAY EVENING, FEBRAURY 13, 2025, MAIN CONFERENCE ROOM, 300 NORTH CAMPBELL – 2ND FLOOR**

Members of the public are encouraged to participate virtually by calling:

Teleconference phone number: 1-915-213-4096

Toll-free number: 1-833-664-9267

Conference ID: 480 215 744#

The following members of the Civil Service Commission will be present via video conference:

[ NONE ]

**A quorum of five Commissioners must be present and participate in the meeting.**

All matters listed under the Consent Agenda below will be considered by the Commission to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Commission or persons in the audience request specific items be removed from the Consent agenda to the Regular Agenda for discussion prior to the time the Commission votes on the motion to adopt the Consent Agenda.

Members Present: Carlos Gonzalez  
Larry Porras  
Woodrow Bare  
Victor Vazquez  
Homero Lucero

Members Absent: Elsa Borrego

The meeting convened at 6:06 p.m. with five commissioners present and Vice- Chair Victor Vazquez presiding. Vice- Chair Victor Vazquez asked if there were any changes made to the Agenda, and CSC Admin Support Specialist, Symone Menchaca stated "No Changes".

**CONSENT AGENDA**

1. Approval of Minutes:  
December 12, 2024, Civil Service Commission Meeting
2. Notation:  
Schedule of the 2025 Civil Service Commission Monthly Meetings
3. Notation:  
Assignment of Hearing Officer to Disciplinary Appeals  
Adriana Nunez- Sun Metro- 10-Day Suspension  
John Cubello- Environmental Services Department- 10 Day Suspension

**MOTION TO APPROVE THE CONSENT AGENDA MADE BY COMMISSIONER LARRY PORRAS AND SECONDED BY COMMISSIONER WOODROW BARE TO APPROVE THE CONSENT AGENDA; MOTION PASSED UNANIMOUSLY.**

**REGULAR AGENDA**

4. Discussion and Action on the Annual Election of Civil Service Commission Chair

Discussion by Commissioner Woodrow Bare nominating Commissioner Victor Vazquez to be the Chairman to the CSC Board. Discussion followed by Commissioner Carlos Gonzalez nominating Commissioner Victor Vazquez to be the Chairman to the CSC Board. No other nominations were made, Commissioner Victor Vazquez accepted the nomination.

**MOTION MADE BY COMMISSIONER WOODROW BARE AND SECONDED BY COMMISSIONER CARLOS GONZALEZ TO APPROVE NOMINATION OF VICTOR VAZQUEZ AS CHAIRMAN TO THE CIVIL SERVICE COMMISSION; MOTION PASSED UNANIMOUSLY.**

5. Discussion and Action on the Annual Election of Civil Service Commission Vice-Chair

Discussion by Commissioner Homero Lucero volunteering himself as Vice Chair to the CSC Board. Carlos Gonzalez then nominated Commissioner Lucero Homero. Discussion followed by Commissioner Woodrow Bare nominating Commissioner Homero Lucero to be the Vice Chairman to the CSC Board. No other nominations were made, Commissioner Homero Lucero accepted the nomination.

**MOTION MADE BY COMMISSIONER CARLOS GONZALEZ AND SECONDED BY COMMISSIONER WOODROW BARE TO APPROVE NOMINATION OF HOMERO LUCERO AS VICE- CHAIRMAN TO THE CIVIL SERVICE COMMISSION; MOTION PASSED UNANIMOUSLY.**

6. PowerPoint Presentation on the Civil Service Commission Role and Responsibilities, the City of El Paso Code of Conduct and the Virtual Attendance Policy (Presented by Assistant City Attorney, Roberto Aguinaga)

**NO ACTION TAKEN**

7. Discussion and Action on Disqualification Appeal:  
**Benjamin Minjares** – Streets and Maintenance  
Ordinance 8065- Civil Service Commission Rule 5, Section 1 (A),  
Application and Appeals Policy and Promotional Process Policy

Appellant, Benjamin Minjares, did not appear to the meeting. Legal Advisor to the Commission Sergio Estrada specified the options available to the Commission, and Chairman Victor Vazquez decided to move to the next item to see if the appellant would make it to the meeting late.

**MOTION MADE BY COMMISSIONER CARLOS GONZALEZ AND SECONDED BY COMMISSIONER WOODROW BARE TO SUSTAIN THE DISQUALIFICATION OF THE APPELLANTS APPLICATION; MOTION PASSED UNANIMOUSLY.**

8. Discussion and Action on Disqualification Appeal:  
**Kenneth Antuna** – EPPD Code Enforcement  
Ordinance 8065- Civil Service Commission Rule 5, Section 1 (A),  
Application and Appeals Policy

Appellant, Kenneth Antuna, did not appear to the meeting. Chairman Victor Vazquez decided to move to the next item to see if the appellant would make it to the meeting late.

**MOTION MADE BY COMMISSIONER CARLOS GONZALEZ AND SECONDED BY COMMISSIONER WOODROW BARE TO SUSTAIN THE DISQUALIFICATION OF THE APPELLANTS APPLICATION; MOTION PASSED UNANIMOUSLY.**

9. Discussion and Action on Disqualification Appeal:  
**Steven Flores**- Capital Improvement Department  
Ordinance 8065- Civil Service Commission Rule 5, Section 1 (A),  
Application and Appeals Policy

Discussion opened with the HR Manager to the Capital Improvement Dept, Julie Farmer. The next person to speak on the case was the appellant, Steven Flores. Legal Advisor to the Commission Sergio Estrada made next comments, as well as Chairman Victor Vazquez. The next person to speak was Chief HR Officer to the City of El Paso, Mary Wiggins.

**MOTION MADE BY COMMISSIONER WOODROW BARE AND SECONDED BY COMMISSIONER VICE CHAIRMAN HOMERO LUCERO TO SUSTAIN THE DISQUALIFICATION OF THE APPELLANTS APPLICATION; MOTION PASSED UNANIMOUSLY.**

10. Discussion and Action on Disqualification Appeal:  
**Elisa Gallegos**- Parks and Recreation Department  
Ordinance 8065- Civil Service Commission Rule 5, Section 1 (A),  
Application and Appeals Policy

Discussion opened with the HR Manager representing the Parks and Recreation, Erica Salamanca. The next person to speak is Chairman Victor Vazquez, followed by the Parks and Recreation Director Pablo Caballero. Discussion continued with Vice Chairman Homero Lucero as well as Chief HR Officer Mary Wiggins. The next person to speak is the Appellant Elisa Gallegos, followed by the Legal Advisor to the Commission, Sergio Estrada, Commissioner Woodrow Bare, followed by Assistant City Attorney Robert Aguinaga. A member of the public asked to speak on behalf of this item, Richard Castro.

**MOTION MADE BY COMMISSIONER VICE CHAIR HOMERO LUCERO AND SECONDED BY COMMISSIONER WOODROW BARE TO SUSTAIN THE DISQUALIFICATION OF THE APPELLANTS APPLICATION; MOTION PASSED UNANIMOUSLY.**

11. Discussion and Action on Disqualification Appeal:  
**Jose Ramirez**- New City of El Paso Applicant - Environmental Services Dept  
Ordinance 8065- Civil Service Commission Rule 5, Section 1 (A),  
Application and Appeals Policy

Appellant, Jose Ramirez, did not appear to the meeting. Legal Advisor to the Commission Sergio Estrada specified the options available to the Commission, and Chairman Victor Vazquez decided to move to the next item to see if the appellant would make it to the meeting late.

**MOTION MADE BY COMMISSIONER CARLOS GONZALEZ AND SECONDED BY COMMISSIONER WOODROW BARE TO SUSTAIN THE DISQUALIFICATION OF THE APPELLANTS APPLICATION; MOTION PASSED UNANIMOUSLY.**

12. Discussion and Action on Disqualification Appeal:

**Luis Monsivais**- New City of El Paso Applicant - Police Department  
Ordinance 8065- Civil Service Commission Rule 5, Section 1(A),  
Application and Appeals Policy and Texas CJIS Systems Access Policy

Discussion begin with HR Manager of the Police Department, Samantha Soria, followed by Chairman Victor Vazquez, then Appellant, Luis Monsivais, followed by Commissioner Woodrow Bare. Discussion continued with Commissioner Carlos Gonzalez, Commissioner Vice Chairman Homero Lucero, Legal Advisor to the Commission Sergio Estrada, Chief HR Officer Mary Wiggins, lastly Administrative Services for EPPD, Minnie Holguin.

**MOTION MADE BY COMMISSIONER WOODROW BARE AND SECONDED BY COMMISSIONER VICE CHAIRMAN HOMERO LUCERO TO SUSTAIN THE DISQUALIFICATION OF THE APPELLANTS APPLICATION; MOTION PASSED UNANIMOUSLY.**

13. Discussion and Action on Hearing Officer's Report and Recommendation:

**Hiram Samaniego**- Parks and Recreation- Suspension  
Ordinance 8065- Civil Service Commission Rule 8, Section 1(G)(P),  
Causes of Suspension, and Reduction or Discharge

**ASSISTANT CITY ATTORNEY MATTHEW MARQUEZ REQUESTED A CONTINUANCE TO MARCH 2025 MEETING. NO ACTION TAKEN, ITEM TO BE MOVED TO THE NEXT CIVIL SERVICE COMMISSIONER MEETING.**

**EXECUTIVE SESSION**

The Civil Service Commission may retire into Executive Session pursuant to Civil Service Commission Rule 1, Section 10 and the Texas Government Code, Section 551, Subchapter D to discuss any of the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the Commission may move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act.) The Commission will return to open session to take any final action.

Section 551.071 CONSULTATION WITH ATTORNEY  
Section 551.074 PERSONNEL MATTERS

**MEETING ADJOURNED AT 7:39 P.M.**

*Kate Wiggins*

Civil Service Commission Chair

*Mary Wiggins*

Mary Wiggins, C.S.C. Secretary

*3/13/2025*

Date Approved