

minutes

Personnel Subcommittee		
3.22.2019	9:40am - 10:29am	Plaza Del Sol, Basement Hearing Rm. Abq, NM
Meeting called by	Galloway	
Type of meeting	Personnel	
Facilitator	Harness	
Note taker	Katrina	
Timekeeper	Katrina	
Attendees	Chair Chantal Galloway, Joanne Fine, Leonard Waites, Director Harness, Diane McDermott and Amanda Bustos	
2017/18 Evaluation Recommendations. A) Evaluation Tool Recommendation. B) Plan for Evaluation 1-3		
	Galloway	
Discussion	Personnel discussed the evaluation tool and how the link for Survey Monkey was distributed to recipients that were not intended to receive and the evaluation will not be valid.	
Conclusions	The subcommittee will work on improving the survey questions and determine what stakeholders will participate in the evaluation and verify that we have the correct emails. Two surveys will be created one for CPOA staff and a second one for stakeholders. Chair Galloway will work with Mrs. Bustos on correcting and resending out the Survey Monkey evaluation.	
Action Items	Person Responsible	Deadline
Progressive Disciplinary Action Policy Recommendation		
	Galloway	
Discussion	Chair Galloway provided a draft titled <i>Progressive Disciplinary Action Policy</i> (see attached) and discussed a procedure for how to file a complaint or commendation for the Executive Director.	
Conclusions	A email will be created and added to the CPOA website for comments or feedback and the Subcommittee will announce at the next POB meeting of its existence and not include it in the policies.	
Action Items		
Other Business		
	Galloway	
Discussion	1. Executive Director's contract. 2. Process for Board Members in the Policy and Procedures.	
Conclusions	1. Human Resources and the City Clerk's office received the contract and Ms. Sigala will follow up with an email to Mary Scott that it was dropped off. 2. Present to the Board on establishing a committee of all subcommittee chairs.	
Next meeting April 26, 2019 at 9:30am		