

# minutes

| Personnel Subcommittee                 |  |   |
|--|--|---|
| 5.24.2019                              | 9:34am - 10:46am   | Plaza Del Sol, Basement Hearing Rm. Abq, NM |
| Meeting called by                      | Galloway   |   |
| Type of meeting                        | Personnel  |   |
| Facilitator                            | Katrina  |   |
| Note taker                             | Katrina  |   |
| Timekeeper                             | Katrina  |   |
| Attendees                              | Chair Chantal Galloway, Leonard Waltes, and Joanne Fine  |   |
| Approval of the Agenda                 |  |   |
|  | Galloway   |   |
| Discussion                             | Member Fine suggest to amend the Personnel agenda.   |   |
|  |  |   |
| Conclusions                            | Motion by Member Fine to approve the agenda with the following change of moving agenda Item VI.  |   |
|  | Review survey monkey results for Executive Director into close session Item VIII. Second by Chair Galloway   |   |
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| Action Items                           | Person Responsible   | Deadline                                    |
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| Progressive disciplinary action policy |  |   |
|  | Galloway   |   |
| Discussion                             | Chair Galloway advised that the Board's Attorney is talking with City HR if this policy can be implemented   |   |
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| Conclusions                            | Chair Galloway motioned to table progressive disciplinary action policy until next month's meeting.  |   |
|  | Second by Member Fine.   |   |
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| Action Items                           | Person Responsible   | Deadline                                    |
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| CPOA and Board development/coaching    |  |   |
|  | Galloway   |   |
| Discussion                             | Subcommittee discussed potential facilitators between CPOA and the Board.  |   |
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| Conclusions                            | Motion by Chair Galloway that if Member Fine is able to find that no cost will be charged to use the United Way Center of Non-profit facilitator Personnel will make a recommendation to the full board. Member Waltes second the Motion |   |
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# minutes

| Close session for Personnel matters         |  |
|---|--|
|   | Galloway   |
| Discussion                                  | Chair Galloway did a roll call vote to go into a closed executive session for meeting with counsel re: Personnel Issues and Closed Discussion to discuss Possible Action re: Personnel Issues a. limited personnel matters pursuant to NMSA 1978 Section 10-15-1(H)(2) at 9:57am, the Personnel Subcommittee went into an executive session. |
| Conclusions                                 | The Personnel Subcommittee came out of an executive session at 10:54am. A motion was made by Chair Galloway to come out of an executive session and return to normal business. Member Fine second the motion. Roll call Vote by Chair Galloway.  |
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| Other Business                              |  |
|   | Galloway   |
| Discussion                                  | Member Fine advised she is resigning from the Personnel Subcommittee.  |
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| Conclusions                                 | Motion by Member Fine to complete Executive Director's evaluation before resigning from Personnel To be in compliance with the ordinance. Chair Galloway second the motion. Chair Galloway also mentioned that Member Kass Expressed an interest in being a member of the Personnel Subcommittee.  |
| <b>Next meeting June 28, 2019 at 9:30am</b> |  |
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