

CITY OF ALBUQUERQUE



CIVILIAN POLICE OVERSIGHT AGENCY BOARD PERSONNEL SUBCOMMITTEE

Friday, October 25, 2019 at 9:30a.m.
Plaza Del Sol Building, 600 2nd Street NW
Basement Hearing Room

Members Present:

Chantal M. Galloway,
Chair(late)
Dr. William Kass
Eric Olivas
Leonard Waites

Members Absent:

Others Present

Edward Harness, CPOA
Katrina Sigala, CPOA
Tina Gooch, Atty
Melissa Kuntz, Asst. City Atty.
Diane McDermott, CPOA

Minutes

- I. Welcome and Call to Order.** Member Dr. Kass called to order the Personnel Subcommittee meeting at 9:31a.m.
- II. Approval of the Agenda**
- a) **Motion.** Motion was made by Member Dr. Kass to approve the agenda as written. Motion passed.
- III. Approval of the Minutes from May 24, 2019**
- a) **Motion.** Motion by Member Olivas to approve the minutes as written. Motion passed.
- IV. Public Comments**
- a) None
- V. 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)**
- i. **Executive Director**
1. **Motion.** Motion by Member Dr. Kass to take a member by member vote to move into a closed session for the limited purpose of discussing a personnel matter.

Roll call vote by board members.

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---- Meeting on Personnel issues began at 9:02 a.m. and
the meeting reconvened at 10:07 a.m. ---

2. Motion. Motion by Member Waites to reconvene into open session. Motion passed.

Roll call vote by board members.

VI. Facilitated Discussion/Strategic Planning

a) **Motion.** Motion by Member Dr. Kass to recommend his proposal to the full Board. Motion passed. (see attached)

VII. Process/Criteria for Board Member Removal Discussion

a) Subcommittee will report back based on their agreed assignments.

VIII. Process/Tool for Executive Director Evaluation

- a) Subcommittee will review the City's Personnel template and report back at next meeting.
- b) Chair Galloway will provide the Executive Directors completed evaluation within two weeks.

IX. Other Business

a) Mrs. Gooch is researching the new role of a board member as law enforcement and will report back to the board of the findings.

X. Next meeting November 22, 2019 at 9:30am

XI. Adjournment

a) The meeting adjourned at 11:02 a.m.

At the most recent Personnel subcommittee meeting, I was given the task to research resources available to hold a facilitated meeting with members of the Board and CPOA staff. The purpose of this effort is to improve communications and trust between the Board and the CPOA and create more effective working relationships between the CPOA and Board, as well as, within the Board.

The purpose, methods and goals of the CPOA and Board as defined by the Ordinance, the CASA and our own Policies and Procedures will be the primary references.

This idea has been in the works for several months during which time some information has been gathered by Chair Galloway. The process had bogged down for a number of reasons which included cost of the project and following the City procurement process. The City has a list of approved vendors which I reviewed. I found only a couple who appeared to do what we had in mind. The City has a requirement that we submit three proposals if we want to use a vendor not on their list. One proposal received by Chair Galloway was from Keystone International who is not on the approved City vendor list and whose hourly rate is \$265. However, with some of my own additions, their proposal is what I am suggesting as a baseline.

Proposal:

- The designated facilitator will become familiar with the Ordinance, CASA requirements relating to the CPOA, and the Board Policies and procedures.
- The facilitator will interview all the participants individually and privately. Each interview should take about 45 minutes. There would be 8-9 board members and 6-7 CPOA staff. Each interviewee would be able to give the facilitator confidential information regarding their concerns and issues.
- The facilitator would use interview information to identify the most important issues and concerns in preparation for the facilitated discussion. The privacy of this information will be protected and not shared with any of the participants before the facilitated discussion. (This is an important deviation from the Keystone proposal.)
- A half-day group meeting and facilitated discussion will be held with all the participants. One outcome of this meeting should be to identify where more focus is needed to solve identified shared group issues/concerns.
- Plan for future activity.

How to proceed.

At the recommendation of Director Harness, I talked to Tyson Hummell (thummell@cabq.gov, 768-4660), who is the City Alternative Dispute Resolution Coordinator. He informed me that the City has a program in place to do what I have described above. He provided some ideas that are reflected in this proposal. The process his department follows is to assign an independent outside private facilitator already under contract to handle the facilitation. This prevents the City from influencing the results of the facilitation. There will be no further cost to the CPOA since this is an ongoing program in the City.

I am proposing that we start this process in early October after the NACOLE meeting. This gives us time to get Board approval and for the CPOA to modify this proposal. This timeline is also compatible with the City ADR Department.

At this time, I want to know what the rest of the Personnel Committee thinks so that we can present a recommendation to the Board on September 12.

DRAFT