

**CIVILIAN POLICE OVERSIGHT AGENCY BOARD
PERSONNEL SUBCOMMITTEE**

**Monday, September 28, 2020 at 3:00 p.m.
Video Conference**

Members Present:

Eric Olivas, Chair
Dr. William Kass
Doug Mitchell

Members Absent:

Others Present:

Edward Harness, CPOA
Katrina Sigala, CPOA
Valerie Barela, CPOA
Amanda Bustos, CPOA

Minutes

- I. Welcome and Call to Order:** Chair Olivas called to order the Personnel Subcommittee meeting at 3:02 p.m.
- II. Approval of the Agenda**
 - a. Agenda approved
- III. Approval of the Minutes from August 31, 2020**
 - a. August 31, 2020 minutes approved
- IV. Discussion and Possible Action:**
 - 1. Executive Director Evaluation 2020**
 - a. Director Harness provided feedback on evaluation materials.
 - b. Personnel subcommittee recommends to move the Executive Director 2020 Evaluation materials to the next regular scheduled CPOA Board meeting for approval.
 - 2. Executive Director Evaluation Process and Timeline 2021**
 - a. Personnel Subcommittee made modifications to the proposed Policies and Procedures amendments in relation to Executive Director Evaluation. (*see attached*)
 - b. Personnel subcommittee recommends to move the Executive Director Evaluation Process and Timeline for 2021 materials to the next regular scheduled CPOA Board meeting for approval.

V. Other Business

1. 2019 Director Evaluation Survey

- a. Amanda Bustos, CPOA Community Engagement Specialist provided a status update on submission of the 2019 Director Evaluation Surveys via Survey Monkey and the data received from the surveys will be reviewed at the next regular Personnel Subcommittee meeting.

VI. Next Regular Meeting October 26, 2020 at 3:00 p.m. (video conference)

VII. Adjournment

- a. The meeting adjourned at 3:31 p.m.

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Attachments

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Proposed Additions to Policies and Procedures in relation to Executive Director Evaluation

Article III. Section 8.C.

Add:

- (1). The annual review period for the Executive Director shall run from January 1st of a given year until December 31st of year end.
- (2) The goals for a new evaluation period shall be approved by the board no later than September of the year prior to the evaluation period. Goals shall be drafted with input from stakeholders including: CPOA staff, board members, the executive director, ~~and members of the public.~~
- (3) Evaluation materials shall be prepared and approved in final form by the board no later than November of the year preceding the evaluation period.
- (4) A mid-year informal evaluation update meeting shall occur between the Executive Director and the Personnel Subcommittee during the month of June **in the year of the evaluation period.** This meeting shall allow the executive director to communicate any concerns or difficulties in achieving goals to the board.
- (5) The board or a representative of the board shall present and discuss the draft **completed** evaluation matrix and **evaluation** summary with the Executive Director prior to final board approval.
- (6) The final evaluation summary shall be approved by the board no later than April of the year following the evaluation period.
- ~~(7) The board reserves the authority to modify the evaluation goals and any evaluation materials at any time during the evaluation period or after the period has elapsed.~~