

**POLICE OVERSIGHT BOARD  
PERSONNEL SUBCOMMITTEE  
Wednesday, July 6, 2016 – 4:00 pm  
Plaza del Sol, 600 2nd Street NW  
7<sup>th</sup> Floor City Clerk Conference Room**

**Members Present**

Beth Mohr, Chair  
Joanne Fine  
Eric Cruz

**Members Absent**

**Others Present**

Edward Harness, Exec. Director  
Amanda Bustos  
Diane McDermott

**MINUTE S- Draft**

- I. Welcome and Call to Order:** *Beth Mohr*. Chair Mohr calls meeting to order at 4:05pm.
- II. Approval of the Agenda.** The Agenda was distributed. Board member Fine moved to approve the Agenda. Board member Cruz seconded the motion. Agenda Approved. For: Fine, Cruz, Mohr.

**\*Approval of Minutes**

Meeting Minutes from 07-24-2015 were distributed and reviewed. Discussion to attach original voting matrix and final excel spreadsheet from the 07-24-15 meeting.

Chair Mohr moved to approve the Minutes with attachments. Board Member Fine seconded the motion. Minutes Approved, unsigned. For: Mohr, Fine, Cruz.

- III. Public Comments.** No Public Comments.
- IV. Discussion of Executive Director Evaluation Process**
- a.** Discussed tools and resources subcommittee should research in order to help create an evaluation format for the Executive Director's upcoming one-year evaluation.
  - b.** Executive Director's one-year anniversary is October 17, 2016. Subcommittee asked Director Harness for his input and he suggested looking at the DOJ Settlement Agreement, City Ordinance, and Job Description to help formulate evaluation questions.
  - c.** Director Harness would like feedback on strengths and weaknesses, areas of improvement, staffing systems/management skills.
  - d.** Board member Fine will review the City Ordinance to identify the people that need to be included to complete the evaluation survey.
  - e.** In addition to reviewing the Settlement Agreement, Board member Cruz suggested using the job description to help determine which people need to be included in completing the evaluation survey of the Executive Director.

- f. Director Harness was asked to provide emails for the people he works with the most including: CPOA Staff, Internal Affairs, CPC Voting Members, PPRB, OPA, City Attorney, City Council, Dr. Ginger, Chief of Police, and any other emails of the people he has worked with over the past year.
- g. Proposed Evaluation Survey Timeline: Email Survey Monkey immediately after Labor Day (Sept. 5<sup>th</sup>). Reminder to complete evaluation survey in October. Deadline November 1<sup>st</sup>. The goal is to collect as many evaluation surveys before the Thanksgiving Holiday. POB to deliver feedback to Director Harness.
- h. Survey draft was discussed. Subcommittee agreed the Survey will be short, about four questions, most being qualitative for constructive feedback. Chair Mohr will create a survey on Survey Monkey and send to emails of the people mentioned already. Next Personnel Subcommittee meeting, (09-21-16), Subcommittee will digest the results received from the evaluation survey.
- i. Outcome of Survey Results: Chair Mohr proposed an Executive Session with the POB to discuss the specifics of the survey results with E. Harness, and the general feedback during a public meeting. Subcommittee not sure if that is a violation of OMA. Chair Mohr will contact Attorney Samantha Holtz for clarification on these specific personnel matters.

**V. Other business**

- a. Chair Mohr acknowledges E. Harness' request for Executive Session to discuss a confidential Personnel issues. Board member Fine moved to enter into an Executive Session. Board member Cruz seconded the motion. Executive Session Approved. For: Fine, Cruz, Mohr.
- b. Chair Mohr moved to come out of the Executive Session. Board Member Fine seconded the motion. Exiting Executive Session Approved. For: Mohr, Fine, Cruz.

**VI. Next Meeting:** The next meeting of the Personnel Subcommittee will be held on the following dates:

- a. August 10, 2016 from 4:00 p.m. to 5:00pm at Plaza Del Sol Building (Discuss Collection Categories and "rating" system of those being asked to submit an evaluation survey).
- b. September 21, 2016, 4:00- 5:00pm, Plaza Del Sol Building (Discuss Survey Results).

**VII. Adjournment.** Board member Fine moved to adjourn the meeting. Board member Cruz seconded the motion. Adjournment Approved. For: Fine, Cruz, Mohr.  
Meeting Adjourned at 5:02pm.

APPROVED:

\_\_\_\_\_  
Beth Mohr, Chair  
Personnel Subcommittee

\_\_\_\_\_  
Date

CC: Julian Moya, City Council Staff  
Natalie Howard, City Clerk  
Dan Lewis, City Council President

\*Due to clerical error Approval of Minutes was not added to the Agenda. Approval of Minutes will require another vote next official meeting to have the 07-24-15 Meeting Minutes signed.