

**CIVILIAN POLICE OVERSIGHT AGENCY BOARD**  
**PERSONNEL SUBCOMMITTEE**

*Eric Olivas, Chair*

*Dr. William Kass*

Edward Harness, CPOA Executive Director

**Thursday, January 30, 2020 at 9:00 a.m.**  
**Plaza Del Sol Building, 600 2<sup>nd</sup> Street NW**  
**Basement Hearing Room**

**Members Present:**

Dr. William Kass

Eric Olivas

**Members Absent:**

**Others Present**

Edward Harness, CPOA

Katrina Sigala, CPOA

Valerie Barela, CPOA

Diane McDermott, CPOA

**Minutes**

**I. Welcome and Call to Order.** Member Olivas called to order the Personnel Subcommittee meeting at 9:00 a.m.

**II. Election of Personnel Subcommittee Chair**

**Motion.** Motion was made by Member Olivas to volunteer as Chair of the Personnel Subcommittee. Motion passed.

**III. Approval of Agenda**

**1. Motion.** Motion was made by Chair Olivas to approve the agenda as written. Motion passed.

**IV. Approval of the Minutes from December 9, 2019**

**1. Motion.** Motion by Chair Olivas to approve the minutes as written. Motion passed.

**V. Public Comments**

**1. None**

**VI. Discussion and Possible Action:**

**1. Timeline for next Executive Director evaluation**

a. Chair Olivas recommends setting timelines for CPOA Director evaluation.

**2. Changes to evaluation process and criteria evaluated**

- a. Personnel Subcommittee recommends an annual evaluation for CPOA Director.
- b. Chair Olivas recommends the creation of an anonymous CPOA staff survey for evaluation of the CPOA Director.
- c. Personnel Subcommittee discussed CPOA Director evaluation process.

**VII. Other Business**

**1. Agency Personnel Matter**

- a. Director Harness provided an update on CPOA Data Analyst.

**VIII. Next meeting February 27, 2020 at 9:00 a.m.**

**IX. Adjournment**

- a) The meeting adjourned at 9:44 a.m.