

CIVILIAN POLICE OVERSIGHT AGENCY BOARD

PERSONNEL SUBCOMMITTEE

Eric Olivas - Chair

Tara Armijo-Prewitt

Doug Mitchell

Edward Harness, CPOA Executive Director

Monday, April 26, 2021 at 4:00 p.m. Video Conference

Members Present:

Eric Olivas, Chair
Tara Armijo-Prewitt (late)
Doug Mitchell

Members Absent:

Others Present:

Edward Harness, CPOA
Katrina Sigala, CPOA
Valerie Barela, CPOA
Kelly Mensah, CPOA
Melissa Kountz, Asst. City Atty

Minutes

- I. Welcome and Call to Order.** Chair Olivas called to order the Personnel Subcommittee meeting at 4:00 p.m.
- II. Approval of the Agenda**
 - a. Agenda approved.
- III. Approval of the Minutes from March 29, 2021**
 - a. March 29, 2021 minutes approved.
*****Member Armijo-Prewitt joined the meeting at 4:02 p.m.*****
- IV. Report from Director on Staffing and Agency Processes.**
 - a. Director Harness updated the Personnel subcommittee on the hiring of the new CPOA Investigator's and a CPC Office Assistant. He also provided a status on the implementation of APD's Internal Affairs Benchmark module.
- V. Discussion Items:**
 - a. **Recommendation and Reference Process for Executive Director**
 1. Chair Olivas gave an overview on the Recommendation and Reference Process for the Executive Director and the Personnel Subcommittee discussed the Recommendation and Reference Process for the Executive Director.

2. The Personnel Subcommittee recommends to take no further action on this item and will report the decision at the the next regularly scheduled CPOA Board meeting.

b. Executive Director's Contract

1. The Personnel Subcommittee discussed the Executive Director's Contract, current job description and qualifications.
2. Melissa Kountz, Assistant City Attorney provided the Personnel Subcommittee with guidance on the process to update the CPOA Executive Director's job position.
3. The Personnel Subcommittee recommends to move the CPOA Executive Director's job description to the next regular scheduled CPOA Board meeting for approval on potential revisions or changes.
4. The Personnel Subcommittee recommends to have the CPOA Board designate a point of contact person for requests related to the Executive Director's re-classification and will present it at the next regularly schedule CPOA Board meeting for approval.

VI. 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 Mitchell to take a member by member vote to move into closed session. Roll call vote taken. Motion passed.

For: 3 – Armijo-Prewitt, Mitchell, Olivas

*****Meeting on Personnel issues began at 4:34 p.m. and the meeting reconvened at 5:20 p.m.*****

1. **Motion.** Motion by Member Mitchell to reconvene into open session and that the matters discussed were limited to a personnel matter. Roll call vote taken. Motion passed.

For: 3 – Armijo-Prewitt, Mitchell, Olivas

VII. Other Business

- a. None

VIII. Next Regular Meeting – June 1, 2021 at 4:00 p.m. (Video conference)

IX. Adjournment

- a. The meeting adjourned at 5:22 p.m.

DRAFT