

**CIVILIAN POLICE OVERSIGHT AGENCY BOARD
PERSONNEL SUBCOMMITTEE**

Patricia J. French, Chair

Chantal M. Galloway

Diane McDermott, Interim Executive Director

**Monday, March 28, 2022 at 3:00 p.m.
Video Conference**

Members Present:

Patricia J. French

Eric Nixon

Members Absent:

Chantal M. Galloway

(excused)

Others Present:

Diane McDermott, CPOA

Katrina Sigala, CPOA

Valerie Barela, CPOA

Tina Gooch, CPOA Legal Counsel

Ian Stoker, Asst. City Attorney

Beverlyn Samuels, City HR

Melanie Lopez, City HR

Anita Padilla, City HR

Charles Arasim, Community Member

Minutes

- I. Welcome and Call to Order.** Chair French called to order the Personnel Subcommittee meeting at 3:02 p.m. Member Nixon attended the meeting in lieu of Member Galloway.
- II. Approval of the Agenda**
 - a. Agenda approved.
- III. Public Comment**
 - a. None.
- IV. Approval of the Minutes from March 4, 2022**
 - a. Minutes from March 4, 2022 approved.
- V. Report from Director on Staffing and Agency Processes Update on Executive Director's Equity Issue:** *Interim Director Diane McDermott & Melanie Lopez*

- a. Interim Director Diane McDermott reported on the current vacant positions for the Community Outreach Specialist, Policy Analyst and Executive Assistant position.

Interim Director McDermott advised the Personnel Subcommittee Chair at 3:06 p.m. that she will be leaving the meeting to avoid potential conflict if she applies for the CPOA Executive Director Position

- b. Melanie Lopez with City HR s provided additional comparable pay ranges for the Executive Director position.

VI. Discussion and Possible Recommendation:

a. Modification to Executive Director Appointment Timeline

- i. The Personnel subcommittee, City HR and Tina Gooch discussed the Executive Director Appointment Timeline. The Personnel subcommittee recommends to move the timeline with modifications to the next CPOA Board meeting for approval.
- ii. City HR will notify the previous candidates who applied for the CPOA Executive Director position and did not meet the minimum requirements of the reposting with new minimum requirements.
- iii. City HR will personally notify the candidates who already interviewed for the Job on March 22, 2022 of the reposting.
- iv. CPOA Senior Administrative Assistant Katrina Sigala will provide NACOLE contact information to City HR.
- v. Tina Gooch will email City HR the updated Ordinance language related to the Executive Director minimum qualifications to update the Job Posting.

VII. Meeting with Counsel re: Pending Litigation or Personnel Issues:

Closed Discussion and Possible Action re: Pending Litigation or Personnel Issues

a. Limited personnel matters pursuant to NMSA 1978, Section 10-15-1(H)(2)

i. Executive Director

1. None.

VIII. Other Business

- a. None

IX. Next Regular Meeting TBD

X. Adjournment

- a. The meeting was adjourned at 3:58 p.m.

APPROVED:



Patricia J. French, Chair
Personnel Subcommittee

August 29, 2022

Date

CC: Julian Moya, City Council Staff
Ethan Watson, City Clerk
Isaac Benton, City Council President (via email)

Minutes drafted and submitted by:
Valerie Barela, Administrative Assistant