

minutes

Personnel Subcommittee		
2.22.2019	9:40am -10:39am	Plaza Dei Sol, Basement Hearing Rm. Abq, NM
Meeting called by	Galloway	
Type of meeting	Personnel	
Facilitator	Harness	
Note taker	Katrina	
Timekeeper	Katrina	
Attendees	Chair Chantal Galloway, Joanne Fine and Director Harness	
2017/18 Evaluation Recommendations. A) Evaluation Tool Recommendation. B) Plan for Evaluation 1-3		
	Galloway	
Discussion	Personnel discussed feedback from board members from the February 14, 2019 POB meeting.	
Conclusions	Chair Galloway only received feedback from Member St. John. Personnel will move forward with the Evaluation Tool Recommendation and stakeholders list. A timeline and review processed was discussed for Survey Monkey.	
Action Items	Person Responsible	Deadline
Progressive Disciplinary Action Policy Recommendation		
	Galloway	
Discussion	A discussion on how to draft a policy and the process for a progressive disciplinary action for CPOA's Executive Director.	
Conclusions	Member Fine will provide a written process of the policy recommendation at the next Personnel meeting. Chair Galloway provided an Employee Disciplinary Action form and will make revisions discussed.	
Action Items		
Close session for Personnel matters		
	Galloway	
Discussion	Chair Galloway did a roll call vote to go into a closed executive session for 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) at 10:37am, the Personnel Subcommittee went into an executive session.	
Conclusions	The Personnel Subcommittee came out of an executive session at 10:38am. A motion was made by Chair Galloway to come out of an executive session and return to normal business. Member Fine second the motion. Roll call Vote by Chair Galloway.	
Next meeting March 22, 2019 at 9:30am		

minutes

APPROVED:

 3/22/2019
Chantal Galloway, Chair Date
Personnel Subcommittee

CC: Julian Moya, City Council Staff
Katy Duhigg, City Clerk
Klarissa Pena, City Council President (via email)

Minutes drafted and submitted by:
Katrina Sigala, Senior Administrative Assistant