

**CIVILIAN POLICE OVERSIGHT AGENCY BOARD  
PERSONNEL SUBCOMMITTEE**

*Eric Olivas - Chair*

*Dr. William Kass*

*Doug Mitchell*

Edward Harness, CPOA Executive Director

**Monday, August 31, 2020 at 3:00 p.m.  
Video Conference**

**Members Present:**

Eric Olivas

Dr. William Kass

Doug Mitchell

**Members Absent:**

**Others Present:**

Edward Harness, CPOA

Katrina Sigala, CPOA

Valerie Barela, CPOA

Diane McDermott, CPOA

**Minutes**

- I. Welcome and Call to Order:** Chair Olivas called to order the Personnel Subcommittee meeting at 3:09 p.m.
- II. Approval of the Agenda**
  - a. Agenda approved
- III. Approval of the Minutes from August 20, 2020**
  - a. August 20, 2020 minutes approved
- IV. Discussion and Possible Action:**
  - 1. Executive Director Evaluation 2020**
    - a. Personnel Subcommittee recommends to move 2020 Executive Director's Evaluation matrix's and surveys to the next scheduled CPOA Board meeting for approval.
  - 2. Executive Director Evaluation Process and Timeline 2021**
    - a. Personnel Subcommittee recommends to move 2021 Executive Director's Evaluation matrix's and surveys to the next scheduled CPOA Board meeting for approval.
    - b. Personnel Subcommittee recommends to move the proposed amendments of the CPOA Policies and Procedures to the next scheduled CPOA Board meeting for approval. *(see attached)*

**V. Other Business**

**1. 2019 Executive Director's Evaluation Plan**

- a. 2019 Executive Director's Evaluation plan will be presented at the next scheduled CPOA Board meeting.
- b. The Personnel Subcommittee recommends using Survey Monkey or Doodle as the platform to send out the Executive Director's Evaluation surveys.

**VI. Next Regular Meeting September 28, 2020 at 3:00 p.m. (video conference)**

**VII. Adjournment**

- a. The meeting adjourned at 4:18 p.m.

APPROVED:

DocuSigned by:  
  
Eric Olivas, Chair  
Personnel Subcommittee

September 28, 2020  
Date

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

Minutes drafted and submitted by:  
Valerie Barela, Administrative Assistant

## Attachments

## **Proposed Additions to Policies and Procedures in relation to Executive Director Evaluation**

### **Article III. Section 8.C.**

**Add:**

- (1) The annual review period for the Executive Director shall run from January 1st of a given year until December 31st of year end.**
- (2) The goals for a new evaluation period shall be approved by the board no later than September of the year prior to the evaluation period. Goals shall be drafted with input from stakeholders including: CPOA staff, board members, the executive director, and members of the public.**
- (3) Evaluation materials shall be prepared and approved in final form by the board no later than November of the year preceding the evaluation period.**
- (4) A mid-year informal evaluation update meeting shall occur between the Executive Director and the Personnel Subcommittee during the month of June. This meeting shall allow the executive director to communicate any concerns or difficulties in achieving goals to the board.**
- (5) The board or a representative of the board shall present and discuss the draft evaluation matrix and summary with the Executive Director prior to final board approval.**
- (6) The final evaluation summary shall be approved by the board no later than April of the year following the evaluation period.**
- (7) The board reserves the authority to modify the evaluation goals and any evaluation materials at any time during the evaluation period or after the period has elapsed.**