

**CIVILIAN POLICE OVERSIGHT AGENCY BOARD
PERSONNEL SUBCOMMITTEE**

Dr. William Kass

Doug Mitchell

Eric Nixon

Edward Harness, CPOA Executive Director

**Monday, July 27, 2020 at 3:00 p.m.
Video Conference**

Members Present:

Dr. William Kass

Doug Mitchell

Members Absent:

Eric Nixon

Others Present:

Edward Harness, CPOA

Valerie Barela, CPOA

Diane McDermott, CPOA

Minutes

- I. Welcome and Call to Order:** Member Mitchell called to order the Personnel Subcommittee meeting at 3:04 pm.
- II. Approval of the Agenda**
 - a. Agenda approved.
- III. Approval of the Minutes from June 29, 2020**
 - a. June 29, 2020 minutes approved.
- IV. Election of Subcommittee Chair**
 - a. Member Mitchell motioned to table Election of Subcommittee Chair to the next regular scheduled subcommittee meeting.
- V. Discussion and Possible Action:**
 - a. **Executive Director Evaluation Process and Timeline**
 1. Personnel Subcommittee recommends to move the Performance Evaluation Guide form (PEG) to the next scheduled CPOA Board meeting for approval to utilize in the 2019 and 2020 Executive Director Evaluations.
 2. Personnel Subcommittee reviewed a document provided by CPOA Investigator Diane McDermott titled “guide for evaluation” to assist in the completion of the Executive Director’s Evaluation Forms.

3. Member Mitchell motioned to table Executive Director Evaluation Timeline to the next regular scheduled subcommittee meeting and the Personnel Subcommittee will continue to work towards finalizing the timeline document.

VI. Other Business

- a. None

VII. Next Regular Meeting August 31, 2020 at 3:00 pm.

VIII. Adjournment

- a. The meeting adjourned at 3:31 pm.

APPROVED:

DocuSigned by:



Eric Olivas, Chair
Personnel Subcommittee

August 20, 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