

**CIVILIAN POLICE OVERSIGHT AGENCY BOARD  
PERSONNEL SUBCOMMITTEE**

*Eric Olivas - Chair*

*Dr. William Kass*

*Doug Mitchell*

Edward Harness, CPOA Executive Director

**Monday, March 29, 2021 at 4:00 p.m.  
Video Conference**

**Members Present:**

Eric Olivas, Chair  
Dr. William Kass  
Doug Mitchell

**Members Absent:**

**Others Present:**

Edward Harness, CPOA  
Katrina Sigala, CPOA  
Valerie Barela, CPOA

**Minutes**

- I. Welcome and Call to Order.** Chair Olivas called to order the Personnel Subcommittee meeting at 4:02 p.m.
- II. Approval of the Agenda**
  - a. Agenda approved.
- III. Approval of the Minutes from February 22, 2021**
  - a. February 22, 2021 minutes approved.
- IV. Report from Director on Staffing and Agency Processes**
  - a. Director Harness reported on the Fiscal Year 2022 CPOA budget hearing and will notify CPOA Board Members on the upcoming meeting dates as requested from Chair Olivas so that CPOA Board Members can participate in the City Council meetings.
  - b. Director Harness provided an update on the interviews that were conducted for the CPOA Investigator vacancies.
  - c. Director Harness informed the Personnel Subcommittee that he has implemented weekly CPOA staff meetings as suggested by the CPOA Board in response to the Executive Director evaluation feedback.

**V. Discussion and Possible action:**

**a. Executive Director's Contract**

1. The Personnel Subcommittee recommends to invite Assistant City Attorney Melissa Kountz to the next regularly scheduled Personnel Subcommittee meeting to provide guidance on the CPOA Executive Director's renewal contract.
2. Chair Olivas will follow up with Ms. Kountz for more information related to the Executive Director's contract.

**b. Possible Changes to 2021 Executive Director's Evaluation**

1. The Personnel Subcommittee discussed possible changes to the 2021 Executive Director's Evaluation and recommends to move the evaluation with modifications to the next regularly schedule CPOA Board meeting for approval.

**c. Items to consider from 2020 Executive Director's evaluation comments and feedback:**

**1. Board Evaluation**

- i. The Personnel Subcommittee did not discuss Board Evaluation feedback.

**2. Agency Processes**

- i. The Personnel Subcommittee discussed concerns identified in the 2020 Executive Director's evaluation feedback received from CPOA Board or Agency staff on agency processes.
- ii. Director Harness discussed his concerns in response to the agency processes comments.

**3. Board Processes**

- i. The Personnel Subcommittee discussed Serious Use of Force Reports and Semi-Annual Reports and will continue discussions at later time or may refer the items to the Outreach subcommittee.

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

**For: 3 – Kass, Mitchell, Olivas**

**\*\*\*Meeting on Personnel issues began at 4:58 p.m. and the meeting reconvened at 5:21 p.m.\*\*\***

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

**For: 3 – Kass, Mitchell, Olivas**

**VII. Other Business**

- a. None.

**VIII. Next Regular Meeting – April 26, 2021 at 4:00 p.m. (Video conference)**

**IX. Adjournment**

- a. The meeting adjourned at 5:21 p.m.

APPROVED:

Eric Olivas -s- \_\_\_\_\_ Date April 26, 2021  
Eric Olivas, Chair  
Personnel Subcommittee

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

Minutes drafted and submitted by:  
Valerie Barela, Administrative Assistant