

**CIVILIAN POLICE OVERSIGHT AGENCY BOARD  
PERSONNEL SUBCOMMITTEE**

*Eric Olivas - Chair*

*Dr. William Kass*

*Doug Mitchell*

*Eric Nixon*

Edward Harness, CPOA Executive Director

**Monday, May 11, 2020 at 8:30 a.m.**

**By Video Conference**

**Members Present:**

Eric Olivas

Dr. William Kass

Doug Mitchell

Eric Nixon

**Members Absent:**

**Others Present:**

Edward Harness, CPOA

Valerie Barela, CPOA

**Minutes**

- I. Welcome and Call to Order:** Chair Olivas called to order the Personnel Subcommittee meeting at 8:35 a.m.
- II. Approval of the Agenda**
  - a. Agenda approved.
- III. Approval of the Minutes from April 30, 2020**
  - a. April 30, 2020 minutes approved.
- IV. Possible Changes to the regular meeting schedule**
  - a. Personnel subcommittee meetings will be rescheduled to the last Monday of every month at 8:00 a.m.
- V. Discussion and Possible Action:**
  - a. Executive Director Evaluation Process and Timeline**
    1. Chair Olivas will draft a 2021 evaluation for the Executive Director to present at the next Personnel Subcommittee meeting.
    2. Executive Director Evaluation for 2019/2020 will also be discussed at the next Personnel Subcommittee meeting.
  - b. Review Sample/Mock Evaluations**
    1. Personnel Subcommittee will continue to work on sample Executive Director Evaluations.

**VI. Other Business**

a. None

**VII. Next Regular Meeting May 28, 2020 at 8:30 a.m.**

**VIII. Adjournment**

a. The meeting adjourned at 9:39 a.m.

APPROVED:

DocuSigned by:  


Eric Olivas, Chair  
Personnel Subcommittee

May 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