CIVILIAN POLICE OVERSIGHT AGENCY BOARD
PERSONNEL SUBCOMMITTEE

*Eric Olivas - Chair*
*Dr. William Kass*
*Doug Mitchell*
Edward Harness, CPOA Executive Director

Monday, November 30, 2020 at 3:00 p.m.
Video Conference

**Members Present:**
- Eric Olivas, Chair
- Dr. William Kass
- Doug Mitchell (late, left early)

**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 3:00 p.m.

II. **Approval of the Agenda**
   a. Agenda approved

III. **Approval of the Minutes from: September 28, 2020**
   a. September 28, 2020 minutes approved

   ***Member Mitchell arrived at 3:04 p.m.***

IV. **Discussion and Possible Action:**
1. **Inclusion of CPC’s in Evaluation Process**
   a. Personnel Subcommittee discussed the Inclusion of Community Policing Councils (CPC’s) in the CPOA Director’s Evaluation Process and recommends to invite the CPC Council of Chairs to the regularly scheduled Personnel Subcommittee meeting on January 25, 2021 at 3:00 p.m. to provide feedback.

2. **Letter to CPC’s**
   a. Personnel Subcommittee recommends to present Chair Olivas’s draft letter with recommended edits to the next regularly scheduled CPOA Board meeting and will forward to CPC Council Chairs.

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3. 2020 Evaluation Planning and Review
   a. Chair Olivas updated the Personnel Subcommittee that the minor
      recommended edits from the CPOA Board were applied to the 2020
      Evaluation Planning/Review Documents and he will work with CPOA
      staff to send out the 2020 Executive Director's Evaluation by the end
      of December 2020 to all involved parties.

V. Meeting with Counsel re: Personnel Issues and Closed Discussion to discuss
   Possible Action re: Personnel Issues
   Limited personnel matters pursuant to NMSA 1978, Section 10-15-1(H)(2)
   i. Executive Director's Evaluation 2019
      1. Motion. Motion by Member Kass to take a member by
         member vote to move into close session. Roll call vote taken.
         Motion passed.

         For: 3 – Kass, Mitchell, Olivas

         --Meeting on Personnel issues began at 3:44 p.m. and
         the meeting reconvened at 4:08 p.m.---

         ***Member Mitchell advised he would need to be excused from the personnel meeting
         during closed session due to a prior scheduled appointment***

      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: 2 – Kass, Olivas

VI. Other Business
   a. Chair Olivas inquired about the process to file complaints against the CPOA.

VII. Next Regular Meeting December 28, 2020 at 3:00 p.m. (video conference)

VIII. Adjournment
   a. The meeting adjourned at 4:10 p.m.
APPROVED:

[Signature]

December 28, 2020

Date

Eric Olivas, Chair
Personnel Subcommittee

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

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