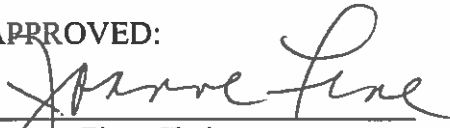


minutes

Personnel Subcommittee		
11.16.2018	9:02am -10:42am	Plaza Del Sol, Basement Hearing Rm. Abq, NM
Meeting called by	Fine	
Type of meeting	Personnel	
Facilitator	Harness	
Note taker	Katrina	
Timekeeper	Katrina	
Attendees	Chair Joanne Fine, Leonard Waites, Dr. William Kass, Director Harness and Tina Gooch	
Approval of the agenda		
	Fine	
Discussion	Chair Fine would like to add an item to the agenda under other business - Meeting with Stephanie Yarra.	
Conclusions	Motion by Member Waites to accept the change to the agenda. Member Kass second the motion.	
Action Items	Person Responsible	Deadline
Other business.		
	Kass	
Discussion	Member Kass gave an overview of the discussed items that he drafted up from the meeting that he and Member Waites attended.	
Conclusions	Member Kass provided a copy of what was discussed at a meeting with City Council support staff (see attached)	
Action Items	Person Responsible	Deadline
Executive Director's evaluation personnel process.		
	Fine	
Discussion	Chair Fine did a roll call vote to go into a closed executive session for 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). At 9:19am, the Personnel Subcommittee went into an executive session.	
Conclusions	The Personnel Subcommittee came out of an executive session at 10:39am. A motion was made by Member Waites to come out of an executive session and return to normal business. Chair Fine second the motion. Roll call Vote This discussion was limited to personnel matters pursuant to NMSA 1978, Section 10-15-1(H) (2). The Discussion was on Agenda Item V. Executive Director's evaluation personnel process and to approve the proposed contract for Ed Harness.	
Next meeting December 18, 2018 at 10:00am		

APPROVED:



Joanne Fine, Chair
Personnel Subcommittee



Date

CC: Julian Moya, City Council Staff
Katy Duhigg, Interim City Clerk
Ken Sanchez, City Council President (via email)

Minutes drafted and submitted by:
Katrina Sigala, Senior Administrative Assistant

Meeting with Stephanie Yara, Acting Director of Council Services, Chris Melendrez, Senior Policy Analyst – Legal & Land Use, Leonard Waites, POB Chair, and Bill Kass, POB member

I organized this meeting after talking with Sarita Nair, CABQ Chief Administrative Officer, at the Mayor's APD compliance meeting on Saturday, November 10 where APD CASA compliance was discussed. Ms. Nair had informed me that Jon Zaman had resigned from his Council Services position and suggested that this would be a good opportunity to inform the Acting Council Services Director, Stephanie Yara, regarding various current issues with the CPOA / POB. When I called Stephanie Yara directly, she asked to include Chris Melendrez at this meeting.

I also talked to Steve Aguilar, City Attorney, on 11/10 who agreed that such a meeting was appropriate.

At this meeting the following subjects were discussed:

POB turnover and work load-

- Are the POB training requirements too great?
- Are they too time consuming?
- Should the policy work requirement be changed?
- Are we doing the work we should be doing?
- Do we have sufficient CPOA staffing support?
- sy and cm thought that providing a narrative of duties of POB members would be informative.
- Inquiry to size of the CPOA staff and needs to support POB
- CPOA budget appeared to support staffing for a policy analyst position (sy).
- More effective appointments could be made if POB members were allowed to inform candidates of the duties and commitments of the Board during the application/vetting process.

Vacancies and re-appointment of members

- POB re-appointments were being addressed by an email he had recently sent. When the ordinance was created, Council anticipated that POB members would serve 6 years simply by applying for a second term (cm).

Filling of current vacancies still depended on Council resolving issues regarding ordinance changes and could not be expected until January 2019.

Renewal of Executive Director Ed Harness contract

- cm was happy to see us reach out to discuss these issues and felt that he preferred this to a more formal legal process
- The requirement for oral reports to the Council to maintain CPOA visibility and keep the Council informed of CPOA activities (cm).
- Upcoming 11/19 council meeting. We (lw and wk) informed them (sy and cm) that the POB was organizing public comment to support the renewal of Ed Harness' contract. We asked their advice on what path we should take. They suggested we address the known issues raised by Council at the study group session on 9/28 and that a parade of presenters could be misconstrued.
- The Council has the authority for confirmation of the CPOA Director, but negotiation of an employment contract and related terms is the function of the City's Human Resources Dept.

Pending ordinances changes regarding the CPOA

- The Council was considering more ordinance changes than the changes suggested by the POB and shown in OC 18-23.
- Consideration was being given to the number of members, required training, if the 50%+ policy work requirement made sense.
- Consideration of defining contract reconfirmation processes.
- cm suggested that there was amnesia regarding the original director contracting processes- no one seemed to remember how it had gone through human resources. He noted that the CPOA position of independence made it almost unique from the standpoint of the normal city processes that were used for most departments in the city. He expected to have found out the process by the 11/19 council meeting.
- The draft of these additional changes was expected to be ready before the 11/26 FGO meeting and we would be sent copies as soon as they are ready.
- Writing staff positions into the ordinance as the POB had suggested might remove future flexibility (cm).