

**POLICE OVERSIGHT BOARD  
PERSONNEL SUBCOMMITTEE**

**Tuesday, April 27, 2015 – 10:00 a.m.  
Plaza Del Sol Hearing Room, Basement Level,  
600 2<sup>nd</sup> St. NW Albuquerque, New Mexico**

**Members Present**

Eric Cruz  
Beth Mohr (Chair)  
Joanne Fine

**Others Present**

Robin S. Hammer  
Paul Cash  
Michelle Contreras  
Diane McDermott  
Paul Skotchdopole  
Chris Davidson  
Erin O’Neil  
Vince Yermal, Human Resources  
Jenica Jacobi, Acting. City Attorney

**Minutes**

- I. Welcome and Call to Order:** Chair Mohr called the meeting to order at 1:30 p.m.
- II. Public Comments.** None
- III. Approval of the Minutes:** Board Member Fine motioned that the minutes for April 7, 2015 be amended to reflect that a discussion was had regarding the Subcommittee requiring a State of the Agency report that would list the cases and the work flow report of the CPOA. Board Member Cruz seconded the motion. Passed.  
For: 3 – Fine, Mohr, Cruz
- IV. Discussion of Process to select Executive Director.**
  - a. Process and logistics** Vince Yermal, City Human Resources, informed the Subcommittee the process for advertising the Executive Director position. It was discussed that the advertisement would be placed on the City’s website, the Albuquerque Journal, the Bar Bulletin, the New Mexico Municipal Leagues website and NACOLE and other venues.
  - a. Documents to update.** The Subcommittee reviewed the job description of the Executive Director and suggested some changes. Board Member Fine motioned that the two paragraphs of the job description be cleaned up as discussed, sent to Board Member Cruz for final changes and presented to the full POB at the next meeting on May 19, 2015. Board Member Cruz seconded the motion. Passed.  
For: 3 – Fine, Mohr, Cruz

- b. Timeline and assignments.** The Subcommittee discussed the timelines and assignments regarding the Executive Director job description and advertisement as follows:
- i.** The job description should be presented the full POB on May 19, 2015;
  - ii.** If the job description is approved by the full POB on May 19, 2015, then it will be emailed to Mr. Yermal in HR;
  - iii.** Upon receipt of the job description from the Personnel Subcommittee, Mr. Yermal and his staff will draft the job advertisement and post it to the City's website and other venues by May 22, 2015;
  - iv.** Once the advertisement is posted on the City's website, the open application period will begin for a two month period but may be extended depending on the applicant pool.
  - v.** Chair Mohr proposed that the Subcommittee take up more detail of the actual process of collecting the applications and whether they will require a writing assignment or what they want from the applicants be deferred to their next meeting. In addition, applications could be uploaded to a secure cloud server for access by Mr. Yermal and Subcommittee members only.

Board Member Fine motioned that the revised job description be sent to the POB on May 19, 2015. Board Member Cruz seconded the motion. Passed  
For: 3 – Fine, Mohr, Cruz

- V. Discussion of HR Issues at CPOA Office -- City Attorney's Office.** Board Member Cruz motioned that Agenda Item Number 5 to be moved before item number 10. Board Member Fine seconded the motion. Passed.  
For: 3 – Fine, Mohr, Cruz

- VI. Discussion of Caseload at CPOA Office.** A discussion was held of the complaint summary report and workflow chart for CPC cases.
- a. Complaint Summary Report.** Acting Interim Executive Director Robin Hammer provided a case status chart to the Subcommittee regarding pending CPC cases. Board Member Fine suggested that the *Excel* sample chart she provided be used in order to keep a list of all the CPC cases that will be coming before the POB.

Board Member Fine motioned to request that this *Excel* form gets filled out prior to the May 19, 2015 POB meeting. Board Member Cruz seconded the motion. Passed.  
For: 3 – Fine, Mohr, Cruz

- b. Workflow chart for CPOA.** The Subcommittee requested that the CPOA revise the current CPOA work flow charts utilizing a swim lane diagram, which would include, from start to finish, the life of the CPC from acceptance to final disposition, with timeline, responsibilities and actual flow between entities.

**VII. Discussion of Contract for Independent Legal Counsel.**

- a. **Status update.** The advertisement for the Independent Legal Counsel was posted in the Bar Bulletin and there were many interest parties.
- b. **Process discussion.** Chair Mohr would like to discuss the selection process for Legal Counsel in more detail at their next Personnel Subcommittee meeting and to provide a name at the next POB meeting on May 19, 2015.

**VIII. Discussion of HR Issues at CPOA Office – City Attorney’s Office.** Board Member Fine moved for the Personnel Subcommittee to enter into an Executive Session with Assistant City Attorney Jacobi to discuss CPOA Personnel matter regarding the Acting Interim Executive Director. Board Member Cruz seconded the motion. Passed.

For: 3 – Fine, Mohr, Cruz  
Roll call: Fine, Mohr, Cruz

After the Executive Session, Chair Mohr indicated that a closed Executive Session was held to discuss personnel issues at the CPOA Administrative Office in respect to the Acting Interim Executive Director and that no decisions were made while in closed session.

Personnel Subcommittee Board Member Fine moved to have the Subcommittee go back into regular session. Board Member Cruz seconded the motion. Passed.  
For: 3 – Fine, Mohr, Cruz

**IX. Other Business and Subcommittee Recommendations.** None.

**X. Next Meeting set for Wednesday, May 6, 2015 at 1:30 p.m.**

**XI. Adjournment:** Board Member Cruz moved to adjourn the meeting. Board member Fine seconded. Passed.

The meeting adjourned at 3:51 p.m.

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Approved by:  
Beth Mohr, Personnel Subcommittee Chair

CC: Julian Moya, City Council Staff  
Trina Gurule, Acting City Clerk  
Rey Garduño, City Council President