

**CIVILIAN POLICE OVERSIGHT AGENCY BOARD
PERSONNEL SUBCOMMITTEE**

Eric Olivas - Chair

Dr. William Kass

Doug Mitchell

Edward Harness, CPOA Executive Director

**Thursday, August 20, 2020 at 9:00 a.m.
Video Conference**

Minutes

Members Present:

Eric Olivas

Dr. William Kass

Doug Mitchell

Members Absent:

Others Present:

Edward Harness, CPOA

Katrina Sigala, CPOA

Valerie Barela, CPOA

Diane McDermott, CPOA

- I. Welcome and Call to Order:** Chair Olivas called to order the Personnel Subcommittee meeting at 9:00 am.
- II. Approval of the Agenda**
 - a. Agenda approved.
- III. Approval of the Minutes from July 27, 2020**
 - a. July 27, 2020 minutes approved.
- IV. 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**

****There was no initial motion by Chair Olivas to move into a closed session****

*****Meeting on Personnel issues began at 9:04 a.m. and the meeting reconvened at 9:31 a.m.*****

1. **Motion.** Motion by Chair Olivas to move back into open session and that the matters discussed were limited to the Executive Director.

V. Discussion and Possible Action:

1. Executive Director Evaluation 2019

- a. The Executive Director's Evaluation survey for 2019 will be sent out through Survey Monkey to CPOA Board members and staff who were members or employed in 2019 and who are still members of the Board and Agency.

2. Executive Director Evaluation 2020

- a. Chair Olivas recommends that the Personnel Subcommittee make edits to the 2020 Executive Director's Evaluation and discussions will continue at the next scheduled subcommittee meeting.
- b. Chair Olivas recommends using survey monkey as an evaluation tool and proposes to send the 2020 surveys to the CPOA Board, and CPOA staff including the CPOA Executive Director.

3. Executive Director Evaluation Process and Timeline 2021

- a. Chair Olivas recommends adding a goal-setting element to the Executive Director's Evaluation. The Evaluation Process and Timeline for 2021 will be discussed at the next scheduled subcommittee meeting.

VI. Other Business


- a. None

VII. Next Regular Meeting August 31, 2020 at 3:00 pm (video conference)

VIII. Adjournment

- a. The meeting adjourned at 9:59 am.

APPROVED:

DocuSigned by:

Eric Olivas, Chair
Personnel Subcommittee

August 31, 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