

**CIVILIAN POLICE OVERSIGHT AGENCY BOARD**  
**PERSONNEL SUBCOMMITTEE**

*Chantal M. Galloway*

*Patricia J. French*

*Diane McDermott, Interim Executive Director*

**Monday, January 31, 2022 at 3:00 p.m.**

Members Present:

Chantal M. Galloway

Patricia J. French

Members Absent:

Others Present:

Diane McDermott, CPOA

Valerie Barela, CPOA

Tina Gooch, CPOA Legal Counsel

Ian Stoker, Asst. City Attorney

Lonnie Ben, City HR

Charles Arasim

**Video Conference**

Minutes

- I. Welcome and Call to Order.** Member Galloway called to order the Personnel Subcommittee meeting at 3:02 p.m.
- II. Approval of the Agenda**
  - a. Agenda approved.
- III. Public Comment**
- IV. Approval of the Minutes from November 29, 2021**
  - a. Minutes from November 29, 2021 approved.
- V. Report from Director on Staffing and Agency Processes**
  - a. Interim Director McDermott gave an update on the CPOA Investigator, Community Engagement Specialist and Policy Analyst vacant positions. She is also working on reclassification of an Administrative Position to that of an Executive Admin.

## **VI. Discussion and Possible Recommendation:**

### **a. Update – Current Status**

- i. Lonnie Ben provided an update on the Executive Director Position posting, the number of candidates that have applied for the position and the current salary range.
- ii. The Personal Subcommittee discussed increasing the budget for the Executive Director Position.

### **b. Recruitment**

#### **1. Materials**

#### **2. Sources (headhunters, job boards, etc.)**

- a. The Personnel Subcommittee discussed recruitment options to increase the candidate pool for the Executive Director Position.
- b. The Personnel Subcommittee recommends moving forward with the current applications and Ms. Ben will forward the applicants to Member Galloway.

### **c. Consideration of Supplemental Questions for CPOA Executive Director Applicants**

1. The Personnel Subcommittee modified the current supplemental questions for the CPOA Executive Director Applicants and recommends to the move supplemental questions to the next regularly scheduled for Board approval.

### **d. Consideration of Changes to Proposed Timeline and Process for CPOA Director Appointment**

1. The Personnel Subcommittee modified the current Proposed Timeline and Process for the CPOA Director Appointment and recommends to move the proposed timeline and process for the CPOA Director Appointment to the next regularly scheduled CPOA Board meeting for approval.

### **e. Consideration of Communications to Stakeholder Groups on CPOA Executive Director Appointment**

1. The Personnel Subcommittee discussed the draft Stakeholder letters and Member French will modify the letters.

2. The Personnel Subcommittee recommends moving the draft Stakeholder letters with edits to the next regularly scheduled CPOA Board meeting for approval.

**VII. Meeting with Counsel re: Pending Litigation or Personnel Issues:**

**Closed Discussion and Possible Action re: Pending Litigation or Personnel Issues**

**a. Limited personnel matter pursuant to NMSA 1978, Section 10-15-1(H)(2)**

1. No closed session.

**VIII. Other Business**

- a. Member Galloway nominated Patricia J. French as the Chair of the Personnel Subcommittee. There was no other nominations. By unanimous consent from the Personnel Subcommittee members French will be the Chair of the Personnel Subcommittee.

**IX. Next Regular Meeting – February 28, 2022 at 4:00 p.m. (Video conference)**

**X. Adjournment**

- a. The meeting was adjourned at 4:17 p.m.

APPROVED:

  
Chantal Galloway, Board Member  
Personnel Subcommittee

March 4, 2022  
Date

CC: Julian Moya, City Council Staff  
Ethan Watson, City Clerk  
Isaac Benton, City Council President (via email)

Minutes drafted and submitted by:  
Valerie Barela, Administrative Assistant