

**CIVILIAN POLICE OVERSIGHT AGENCY BOARD
PERSONNEL SUBCOMMITTEE**

Eric Olivas - Chair

Tara Armijo-Prewitt

Doug Mitchell

Gionne Ralph

Edward Harness, CPOA Executive Director

**Monday, June 28, 2021, at 4:00 p.m.
Video Conference**

Members Present:

Dr. William Kass

Doug Mitchell

Gionne Ralph

Eric Olivas, Chair (Late)

Members Absent:

Tara Armijo-Prewitt

Others Present:

Edward Harness, CPOA

Katrina Sigala, CPOA

Valerie Barela, CPOA

Melissa Kountz, Managing City Atty.

Minutes

- I. Welcome and Call to Order:** Member Dr. Kass called to order the Personnel Subcommittee meeting at 4:01 p.m. and announced that he is attending the meeting in lieu of Chair Olivas.
- II. Approval of the Agenda**
 - a. Agenda approved.
- III. Approval of the Minutes from June 1, 2021**
 - a. June 1, 2021 minutes approved.
- IV. Election of Chair**
 - a. **Motion.** A motion by Member Mitchell to table Agenda Item III. Election of Chair to the next regularly scheduled CPOA Personnel Subcommittee Meeting. Roll call vote taken. Motion passed.
- V. Report from Director on Staffing and Agency Processes**
 - a. Director Harness provided an update on CPOA Investigator positions, feedback on APD's Internal Affairs Investigator pay scale, and a status on the contract to hire outside Investigators to assist with the CPOA investigations backlog.

Chair Olivas joined the meeting at 4:05 p.m.

****Member Dr. Kass continued as interim Chair of
the Personnel Subcommittee****

VI. Discussion and Possible action:

a. Executive Director's Job Description

1. The Personnel Subcommittee, Director Harness and Managing City Attorney Melissa Kountz discussed potential language changes to the Executive Director's Job Description and the Personnel Subcommittee recommends moving the revised CPOA Executive Director's Job description to the next regularly scheduled CPOA Board meeting for approval.

VII. Other Business


- a. None.

VIII. Next Regular Meeting – July 26, 2021, at 4:00 p.m. (Video conference)

IX. Adjournment

- a. The meeting adjourned at 4:59 p.m.

APPROVED:

DocuSigned by:

Eric Olivas, Chair
Personnel Subcommittee

September 27, 2021
Date

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

Minutes drafted and submitted by:
Valerie Barela, Administrative Assistant