From: Jeannette Baca
To: Green, Alan
Cc: Herrera, Darlene H.; Hammer, Robin; Beth Mohr; Garcia, Christine; Yermal, Vincent A.
Subject: Re: B3-Approval
Date: Thursday, June 04, 2015 7:49:53 AM

Good morning Alan,

Thanks so much for the clarification. It is very helpful. Okay, so lets continue the process; I think we're on track. Posting the position for 3 weeks seems reasonable for our timeline.

I appreciate your help on this! Have a great day.

Jeannette

On Wed, Jun 3, 2015 at 5:02 PM, Green, Alan <alangreen@cabq.gov> wrote:

> Hello Jeanette,
>
> The process normally takes about two months. It can be shorter or longer depending on various factors. The largest time components are typically the review of applications and interviews. Here of some of the steps:
>
> - The job description and position must be in place to begin the process.
>
> - Create the requisition which identifies the position and initiates the approval process to fill the position. Budget and Class&Comp review and approve. 2-5 days
>
> - Create the job posting with screening questions to assist in qualifying of applicants. 1-2 days
>
> - Post the position on the CABQ site and other locations like NACOLE. For most positions we post on CABQ for two weeks, but we can post until filled, for two months, or any length you'd like. 2 weeks or more.
>
> - A referred list or applicant list and applications are provided to the hiring manager or selection group for their review. This is normally the longest step. 1-3 weeks
>
> - Preferred applicants are selected and scheduled for interviews. The selection is made. 1-2 weeks
>
> - Background check is completed and the hire is routed for approval. 4-5 days
>
> These are some of the basic steps. Let me know if you have questions.
>
> With the job description and position in place, and your approval, Christine and Employment can proceed with next steps.

From: Jeannette Baca [mailto:jvbaca.pob@gmail.com]
Sent: Wednesday, June 03, 2015 4:14 PM
To: Green, Alan
Cc: Herrera, Darlene H.; Hammer, Robin; Beth Mohr; Garcia, Christine; Yermal, Vincent A.
Subject: Re: B3-Approval

Hi Alan,

Perhaps I need some clarification regarding the "initiation process". As you correctly stated, we will not be able to hire the Community Engagement Specialist until the budget is in place. Please provide me with the timeline regarding the hiring process. I want to be sure we proceed through the process in a timely manner. Thanks again.

Jeannette

On Wed, Jun 3, 2015 at 2:38 PM, Jeannette Baca <jvbaca.pob@gmail.com> wrote:

Good afternoon,

Although there was discussion regarding the start time for the position (based upon the budget), we decided at our last meeting to being the recruitment process as soon as possible. As such, the recruitment process can be initiated at this time. Thank you.

Regards,

Jeannette

On Wed, Jun 3, 2015 at 1:31 PM, Green, Alan <alangreen@cabq.gov> wrote:

Hello,

I am emailing to confirm the recruitment process for the CPOA Community Engagement Specialist is to be initiated at this time. At one point I understood this position would not be filled until July and/or after the hiring of the CPOA Director. Please provide any information to help clarify. Thank you for your assistance.

From: Herrera, Darlene H.
Sent: Wednesday, June 03, 2015 10:36 AM
To: Jeannette V. Baca
Cc: Green, Alan
Subject: RE: B3-Approval

Will forward your e-mail to him.

From: Jeannette Baca [mailto:jvbaca.pob@gmail.com]
Sent: Wednesday, June 03, 2015 10:05 AM
To: Herrera, Darlene H.
Subject: Re: B3-Approval

Thanks Darlene,

Do you think I should contact Alan? I would like to confirm that he received the information regarding the correct position title for the CPOA Community Engagement Specialist; I can email him or give him a call. Feel free to give him my telephone number, [redacted] Have a great day!

Thank you,

Jeannette

On Tue, Jun 2, 2015 at 7:54 AM, Herrera, Darlene H. <DHerrera@cabq.gov> wrote:

Jeannette, this will be advertised by the employment division, will forward this on to the Employment Manager, Alan Green.

From: Jeannette Baca [mailto:jvbaca.pob@gmail.com]
Sent: Monday, June 01, 2015 8:11 PM
To: Hulsey, Peter
Cc: Herrera, Darlene H.; Hammer, Robin; Leonard Waites; David Ring; Garcia, Christine
Subject: Re: B3-Approval

Greetings,

I have been out of town and just read my emails. I'm happy to see we are moving forward on the CPOA Community Engagement Specialist.

As per our meeting the title is Community Engagement Specialist. Please make sure the position title is advertised correctly.

Thank you,

Jeannette Baca, Chair

POB Outreach Subcommittee

On Monday, June 1, 2015, Hulsey, Peter <phulsey@cabq.gov> wrote:

Thank you!

Peter W. Hulsey PEC

City of Albuquerque / Human Resources Department

Sr. Human Resources Analyst

Classification and Compensation

+(505) 768-3780

+(505) 768 -3777 fax

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Cc: Jeannette V. Baca; Leonard Waites; David Ring; Garcia, Christine
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Please pass info from Robin to Alan Green, he will take the role of advertising, thank you

---

From: Hammer, Robin
Sent: Monday, June 01, 2015 1:03 PM
To: Hulsey, Peter

Cc: Herrera, Darlene H.; Jeannette V. Baca; Leonard Waites; David Ring; Garcia, Christine
Subject: RE: B3-Approval

Peter,

Please proceed with advertising the position for three weeks. In the past, Christine Garcia at DFA has assisted our Department with advertising and receiving applications for positions. We would also like to advertise on the National Association Civilian Oversight of Law Enforcement (NACOLE)'s website. https://nacole.org/ The NACOLE advertisement is free.

Please let me know what I need to do to assist in this process.

Thanks,

Robin

Robin S. Hammer, Esq.

Acting Executive Director

Civilian Police Oversight Agency

City of Albuquerque

P.O. Box 1293

Albuquerque, NM 87103

(505) 924-3770

Fax: (505) 924-3775

http://www.cabq.gov/cpoa

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Good afternoon Robin: I just received the B3 approval back from CAO and CPOA Engagement Specialist position and it now can be created in our HR PEOPLESOFT system. It will remain active and is ready to begin the recruitment process when you are. I believe in the last Sub-Committee meeting they wanted to go ahead and start to advertise.

Please advise on how you wish to proceed. If you have questions, please do not hesitate to contact us. Thank you!

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To: Green, Alan; Jeannette V. Baca
Cc: Hammer, Robin; Beth Mohr; Garcia, Christine; Yermal, Vincent A.
Subject: RE: B3-Approval
Date: Thursday, June 04, 2015 7:57:57 AM

The job description is good to go.

From: Green, Alan
Sent: Wednesday, June 03, 2015 5:03 PM
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Thanks,
Robin

Robin S. Hammer, Esq.
Acting Executive Director
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From: Scott, Mary L.
To: Beth Mohr
Subject: RE: Draft Personnel Subcommittee meeting agenda
Date: Wednesday, June 03, 2015 6:27:00 PM

Hi Beth,

Is the meeting Friday June 5th? June 9th is a Tuesday.

From: Beth Mohr [mailto:cabq.pob.mohr@gmail.com]
Sent: Wednesday, June 03, 2015 5:39 PM
To: Hammer, Robin; Hernandez, Jessica M.; Yermal, Vincent A.; Scott, Mary L.; Joanne Fine; Eric Cruz; Jacobi, Jenica L; Moira Amado-McCoy
Subject: Draft Personnel Subcommittee meeting agenda

All - Please peruse this draft agenda for June 9th and modify or approve by tomorrow, June 4th. Sorry for the short notice.

It appears that the CPC committee has the whole CPC process well in hand, so I would propose that we confine our efforts to the Director search, and dealing with personnel matters, and leave the CPC process in the capable hands of that committee for now.

Ms. Hammer - Could you please ensure that Mr. Yermal and Ms. Hernandez or their respective designees are invited to the meeting? Perhaps Mary Scott would be available?

Unless there are changes, please post this in time to meet the deadline.

Beth A. Mohr, Acting Chair
Albuquerque Police Oversight Board

Never interrupt someone doing something you said couldn't be done. ~ Amelia Earhart

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From: Beth A. Mohr
To: Scott, Mary L.; Hammer, Robin
Subject: Re: Draft Personnel Subcommittee meeting agenda
Date: Wednesday, June 03, 2015 7:24:11 PM

Thanks, we'll fix that. Robin, can you correct the agenda please? I changed the date but forgot the day change when I started with the agenda. -B

Beth A. Mohr
Acting Chair
Albuquerque Police Oversight Board

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Sent with haste from my "smart" phone.
Notice: This email may be subject to disclosure as public record. Please be thoughtful when forwarding or replying to this email.

"Scott, Mary L." <mscott@cabq.gov> wrote:

The agenda says Friday June 9th.

Sent from my iPhone

On Jun 3, 2015, at 6:35 PM, Beth A. Mohr <cabq.pob.mohr@gmail.com> wrote:

> It's Tues June 9th at 1:30. Did I have it wrong somewhere? Thanks! -B
>
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> Acting Chair
> Albuquerque Police Oversight Board
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From: Scott, Mary L.
To: Beth Mohr
Subject: Re: Draft Personnel Subcommittee meeting agenda
Date: Wednesday, June 03, 2015 7:06:56 PM

The agenda says Friday June 9th.

Sent from my iPhone

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> **To:** Hammer, Robin; Hernandez, Jessica M.; Yermal, Vincent A.; Scott, Mary L.; Joanne Fine; Eric Cruz; Jacobi, Jenica L; Moira Amado-McCoy
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From:	Joanne Fine
To:	Beth Mohr
Cc:	Hammer, Robin; Hernandez, Jessica M.; Yermal, Vincent A.; Scott, Mary L.; Eric Cruz; Jacobi, Jenica L; Moira Amado-McCoy
Subject:	Re: Draft Personnel Subcommittee meeting agenda
Date:	Thursday, June 04, 2015 12:05:22 PM

Change the header to Personnel Subcommittee instead of Policy and Procedure Review Subcommittee. With that change, you have my approval.

On Wed, Jun 3, 2015 at 5:38 PM, Beth Mohr <cabq.pob.mohr@gmail.com> wrote:

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--
Joanne Fine
Police Oversight Board Member

From:	Hammer, Robin
To:	Beth Mohr; Hernandez, Jessica M.; Yermal, Vincent A.; Scott, Mary L.; Joanne Fine; "Eric Cruz"; Jacobi, Jenica L; Moira Amado-McCoy
Subject:	RE: Draft Personnel Subcommittee meeting agenda
Date:	Thursday, June 04, 2015 2:17:20 PM
Attachments:	June 9 2015 Personnel Subcommittee Agenda.docx

Attached is the 6-9-15 Personnel Subcommittee Agenda which will be posted today.

Thanks,
Robin

Robin S. Hammer, Esq.
Acting Executive Director
Civilian Police Oversight Agency
City of Albuquerque
P.O. Box 1293
Albuquerque, NM 87103
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CIVILIAN POLICE OVERSIGHT AGENCY
POLICE OVERSIGHT BOARD
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE

Dr. Moira Amado-McCoy *Beth Mohr*
Susanne Brown *Scott Wilson*
Robin S. Hammer, Acting Executive Director

POLICE OVERSIGHT BOARD
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE

Tuesday, June 9, 2015 – 1:30 pm
Plaza del Sol, 600 2nd Street NW –
Basement, Hearing Room 160

AGENDA

I. **Welcome and Call to Order:** *Beth Mohr*

II. **Approval of the Agenda**

III. **Approval of Minutes & Prior Minutes**

IV. **Public Comments**

V. **Discussion of Executive Director Search & Hiring Process**
   A. Report from HR regarding job posting – Vince Yermal, or designee
   B. Discussion of hiring process
   C. Creation of hiring process timeline
   D. Creation of hiring process materials
   E. Assignments & action items list

VI. **Discussion of CPOA Office Personnel Issue**
   A. Report from City Attorney's Office – Jessica Hernandez, or designee
   B. Other HR reports or issues, as appropriate

VII. **Other business**

VIII. **Next Meeting date to be determined at meeting**

IX. **Adjournment**

From: Beth Mohr
To: Scott, Mary L.
Subject: Thank-you for your email RE: Draft Personnel Subcommittee meeting agenda
Date: Wednesday, June 03, 2015 6:27:49 PM

Thank-you for your email. I am a Police Oversight Board member; this is a volunteer position for which I have limited availability. If your email requires a response from me, I will endeavor to do so within 72 hours. Thank-you for your patience.

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To:	Hammer, Robin; Hernandez, Jessica M.; Yermal, Vincent A.; Scott, Mary L.; Joanne Fine; Eric Cruz; Jacobi, Jenica L; Moira Amado-McCoy
Subject:	Draft Personnel Subcommittee meeting agenda
Date:	Wednesday, June 03, 2015 5:38:45 PM
Attachments:	June 9, 2015 Personnel Subcommittee Agenda.docx

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CIVILIAN POLICE OVERSIGHT AGENCY
POLICE OVERSIGHT BOARD
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE

Dr. Moira Amado-McCoy *Beth Mohr*
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Cc:	Hammer, Robin; Hernandez, Jessica M.; Scott, Mary L.; Joanne Fine; Eric Cruz; Jacobi, Jenica L; Moira Amado-McCoy; Mark T. Baker
Subject:	Re: Draft Personnel Subcommittee meeting agenda
Date:	Thursday, June 04, 2015 10:49:37 AM

Thanks much. We'll adjust the agenda around your ability to appear. Thanks, -B

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"Yermal, Vincent A." <vyermal@cabq.gov> wrote:

Ms. Mohr:

Thank you for the agenda. I have an offsite appointment at 1:00 PM on June 9th; but anticipate I can make the subcommittee meeting albeit a little late.

Vincent A. Yermal

Senior Human Resources/Labor Advisor

City of Albuquerque

400 Marquette, NW

Albuquerque, NM 87103

(505) 768-3700

From: Beth Mohr [mailto:cabq.pob.mohr@gmail.com]
Sent: Thursday, June 04, 2015 10:17 AM
To: Hammer, Robin; Hernandez, Jessica M.; Yermal, Vincent A.; Scott, Mary L.; Joanne Fine; Eric Cruz; Jacobi, Jenica L; Moira Amado-McCoy; Mark T. Baker
Subject: Re: Draft Personnel Subcommittee meeting agenda

All: Attached is the corrected agenda for the Personnel Subcommittee meeting for Tuesday, June 9th. Thanks, -B

Beth A. Mohr, Acting Chair
Albuquerque Police Oversight Board

Never interrupt someone doing something you said couldn't be done. ~ Amelia Earhart

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On Wed, Jun 3, 2015 at 5:38 PM, Beth Mohr <cabq.pob.mohr@gmail.com> wrote:

All - Please peruse this draft agenda for June 9th and modify or approve by tomorrow, June 4th. Sorry for the short notice.

It appears that the CPC committee has the whole CPC process well in hand, so I would propose that we confine our efforts to the Director search, and dealing with personnel matters, and leave the CPC process in the capable hands of that committee for now.

Ms. Hammer - Could you please ensure that Mr. Yermal and Ms. Hernandez or their respective designees are invited to the meeting? Perhaps Mary Scott would be available?

Unless there are changes, please post this in time to meet the deadline.

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From:	Yermal, Vincent A.
To:	Beth Mohr; Hammer, Robin; Hernandez, Jessica M.; Scott, Mary L.; Joanne Fine; Eric Cruz; Jacobi, Jenica L; Moira Amado-McCoy; Mark T. Baker
Subject:	RE: Draft Personnel Subcommittee meeting agenda
Date:	Thursday, June 04, 2015 10:46:28 AM

Ms. Mohr:

Thank you for the agenda. I have an offsite appointment at 1:00 PM on June 9th; but anticipate I can make the subcommittee meeting albeit a little late.

Vincent A. Yermal
Senior Human Resources/Labor Advisor
City of Albuquerque
400 Marquette, NW
Albuquerque, NM 87103
(505) 768-3700

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Sent: Thursday, June 04, 2015 10:17 AM
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To:	Hammer, Robin; Hernandez, Jessica M.; Yermal, Vincent A.; Scott, Mary L.; Joanne Fine; Eric Cruz; Jacobi, Jenica L.; Moira Amado-McCoy; Mark T. Baker
Subject:	Re: Draft Personnel Subcommittee meeting agenda
Date:	Thursday, June 04, 2015 10:17:22 AM
Attachments:	June 9, 2015 Personnel Subcommittee Agenda.docx

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Albuquerque Police Oversight Board

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CIVILIAN POLICE OVERSIGHT AGENCY
POLICE OVERSIGHT BOARD
PERSONNEL SUBCOMMITTEE MEETING

Eric Cruz *Joanne Fine*
Beth Mohr
Robin S. Hammer, Acting Executive Director

POLICE OVERSIGHT BOARD
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE

Tuesday, June 9, 2015 – 1:30 pm
Plaza del Sol, 600 2nd Street NW –
Basement, Hearing Room 160

AGENDA

I. **Welcome and Call to Order:** *Beth Mohr*

II. **Approval of the Agenda**

III. **Approval of Minutes & Prior Minutes**

IV. **Public Comments**

V. **Discussion of Executive Director Search & Hiring Process**
   A. Report from HR regarding job posting – Vince Yermal, or designee
   B. Discussion of hiring process
   C. Creation of hiring process timeline
   D. Creation of hiring process materials
   E. Assignments & action items list

VI. **Discussion of CPOA Office Personnel Issue**
   A. Report from City Attorney's Office – Jessica Hernandez, or designee
   B. Other HR reports or issues, as appropriate

VII. **Other business**

VIII. **Next Meeting date to be determined at meeting**

IX. **Adjournment**

From:	Hammer, Robin
To:	Davila, Natalee Z; Funes, Ana R.; Garcia, Jennifer; Gonzalez, Arturo E.; Bullock, Nicholas; Cash, Paul; Contreras, Michelle; Davidson, Christopher; Hammer, Robin; McDermott, Diane L.; O"Neil, Erin; Skotchdopole, Paul A.; Beth Mohr; David Ring; Eric H. Cruz; Jeannette V. Baca; Joanne Fine; Leonard Waites; Moira Amado-McCoy; Scott S. Wilson; Susanne Brown
Cc:	"Mark T. Baker"; Perry, Robert J.
Subject:	FW: Albuquerque CVB - NACOLE 2016 Annual Conference Site Inspection
Date:	Thursday, June 11, 2015 12:28:53 PM

POB Members:

As you may be aware, I have been an active member of National Association of Civilian Oversight of Law Enforcement (NACOLE)'s Training, Education, and Standards Committee for three years. I have gotten to know well NACOLE staff and several NACOLE Board Members through this committee work.

On Monday this week, I met with NACOLE's Director of Training, Cameron McEllhiney, during her site visit to Albuquerque. NACOLE's Board met yesterday, June 10, 2015. Based upon the application I submitted to NACOLE, in conjunction with Albuquerque's Convention and Visitor's Bureau, NACOLE's Board has selected Albuquerque as the host city for next year's NACOLE Conference in September 2016.

At its next meeting, the POB should consider forming a NACOLE Conference Subcommittee to assist in preparing to host next year's NACOLE's conference.

Please let me know if you have any questions.

All the best,
Robin

Robin S. Hammer, Esq.
Acting Executive Director
Civilian Police Oversight Agency
City of Albuquerque
P.O. Box 1293
Albuquerque, NM 87103
(505) 924-3770
Fax: (505) 924-3775
http://www.cabq.gov/cpoa

From: Jacob Quintana [mailto:quintana@visitabq.org]
Sent: Thursday, June 11, 2015 12:10 PM
To: Hammer, Robin
Subject: Re: Albuquerque CVB - NACOLE 2016 Annual Conference Site Inspection

Hi Robin,

Yes, I meant to let you know earlier, but got side tracked. They have selected ABQ for 2016 and will go to Detroit in 2017.

I spoke with Cameron this morning and that's when Cameron told me. She has not decided on which hotel (Hyatt or DoubleTree) but should have a selection within the next few days. She recognises that she needs to be downtown.

I truly appreciate everything you have done and expressed your support to help make this happen for Albuquerque.

As I learn more, I'll be sure to keep you updated.

Thanks again
Jacob

Jacob B. Quintana
National Sales Manager
Albuquerque Conv & Visitors Bureau

Sent from my Verizon Wireless 4G LTE DROID

"Hammer, Robin" <rhammer@cabq.gov> wrote:

Jacob,

Have you heard anything from Cameron re: the NACOLE Board's decision?

We have our public meeting tonight and I'd like to up our Board, if possible.

Thanks,
Robin

Robin S. Hammer, Esq.
Acting Executive Director
Civilian Police Oversight Agency
City of Albuquerque
P.O. Box 1293
Albuquerque, NM 87103
(505) 924-3770
Fax: (505) 924-3775
http://www.cabq.gov/cpoa

From: Jacob Quintana [mailto:quintana@visitabq.org]
Sent: Tuesday, June 02, 2015 3:06 PM
To: Hammer, Robin

Subject: RE: Albuquerque CVB - NACOLE 2016 Annual Conference Site Inspection

Thank you Robin!

See you then.
Jacob

JACOB QUINTANA
National Sales Manager
ALBUQUERQUE CONVENTION AND VISITORS BUREAU
20 First Plaza NW, Suite 601 Albuquerque, New Mexico 87102
quintana@VisitABQ.org | 505-222-4327 | 800.733.9918 x3327
www.VisitABQ.org | Facebook | Twitter | YouTube | Pinterest

From: Hammer, Robin [mailto:rhammer@cabq.gov]
Sent: Tuesday, June 02, 2015 1:00 PM
To: Jacob Quintana
Subject: RE: Albuquerque CVB - NACOLE 2016 Annual Conference Site Inspection

Jacob,

I will be available on Monday, June 8 at 11:30 am.

Thanks,
Robin

Robin S. Hammer, Esq.
Acting Executive Director
Civilian Police Oversight Agency
City of Albuquerque
P.O. Box 1293
Albuquerque, NM 87103
(505) 924-3770
Fax: (505) 924-3775
http://www.cabq.gov/cpoa

From: Jacob Quintana [mailto:quintana@visitabq.org]
Sent: Tuesday, June 02, 2015 8:34 AM
To: benjamin.hogge@hyatt.com; Stu Arledge; Misty Jester (misty.jester@cpabq.com); Shana Walker (shana.walker@jqh.com); Esther Lovato (elovato@thehotelcascada.com); Daniel.Cisneros@Hilton.com
Cc: Maureen Chavez; Hammer, Robin
Subject: Albuquerque CVB - NACOLE 2016 Annual Conference Site Inspection
Importance: High

Hello everyone,

Attached is the site inspection form for the *National Association for Civilian Oversight of Law Enforcement (NACOLE) – 2016 Annual Conference;* scheduled for **Sunday, June 7th – Tuesday, June th**

9 , 2015. I will provide the meeting planner profile for Cameron once it is available.

As you are all aware, Cameron's main concern is that her attendance numbers may increase to 350or more, and is wanting to see how your property can accommodate their meeting. We are competing with Detroit; VT has been eliminated.

I will do my best to stay on time with this schedule. If I see that we will be late or early for our scheduled appointment, I will call you to inform you an estimated time when we will arrive at your property. **Please confirm with me that you have received this itinerary and are able to accommodate your agreed upon time.**

Thank you for your partnership and let's win this business together!
Jacob

JACOB QUINTANA
National Sales Manager
ALBUQUERQUE CONVENTION AND VISITORS BUREAU
20 First Plaza NW, Suite 601 Albuquerque, New Mexico 87102
quintana@VisitABQ.org | 505-222-4327 | 800.733.9918 x3327
www.VisitABQ.org | Facebook | Twitter | YouTube | Pinterest

WWW.VISITABQ.ORG
ALBUQUERQUE
CONVENTION & VISITORS BUREAU

From:	Beth A. Mohr
To:	Hammer, Robin; Mark T. Baker
Cc:	David Ring; Eric H. Cruz; Jeannette V. Baca; Joanne Fine; Leonard Waites; Moira Amado-McCoy; Scott S. Wilson; Susanne Brown; Mark T. Baker; Yntema IV, Hessel E.; Howard, Natalie Y.; Casados, Trina M.; Oney, Kathleen; Eva P. Sandoval
Subject:	Re: IPRA
Date:	Tuesday, June 02, 2015 8:40:19 AM
Attachments:	Image001.png

Ms. Hammer,

Thank-you for your efforts to date with the IPRA requests, however, Mr. Baker has taken over this task on behalf of the POB. Therefore, please don't concern yourself with this matter in the future.

Beth A. Mohr
Acting Chair
Albuquerque Police Oversight Board

Never interrupt someone doing what you said couldn't be done. ~Amelia Earhart

Sent with haste from my "smart" phone.
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"Hammer, Robin" <rhammer@cabq.gov> wrote:

POB Members:

The CPOA has received an IPRA request for all POB Member's emails, which is included in this email string. Please forward as soon as possible any and all of your POB emails which you have not previously sent to the City Staff to Assist. City Clerk Katlheen Oney at POBIPRA@cabq.gov . This most recent IPRA includes the additional time frame of April 12-May 31, 2015, which had not been previously requested.

Ms. Oney has not received emails from Leonard Waites. Moira Amada-McCoy, and Eva Sandoval in response to prior IPRAs.

Please let Ms. Oney or me know if you have any questions.

Thanks,

Robin

Robin S. Hammer, Esq.

Acting Executive Director

Civilian Police Oversight Agency

City of Albuquerque

P.O. Box 1293

Albuquerque, NM 87103

(505) 924-3770

Fax: (505) 924-3775

http://www.cabq.gov/cpoa

From: Oney, Kathleen
Sent: Monday, June 01, 2015 11:25 AM
To: Hammer, Robin
Cc: Mark Baker; Yntema IV, Hessel E.; Howard, Natalie Y.; Casados, Trina M.
Subject: FW: IPRA

Hello Robin,

As per our phone conversation, I have put Ms. Vargas on a 100 email schedule. She will start off with what we currently have, which is March – Aprill 11. However, we are still missing emails from:

Mccoy

Waites

Sandoval (I am aware she resigned, but we haven't gotten a confirmation on whether she had emails or not)

Will you please have all members send me their relevant emails to POBIPRA@cabq.gov from April 12-May 31 as soon as possible.

Your help is appreciated. Thank you!

Kathleen Oney

IPRA / Codification Specialist

Office of the City Clerk

505-924-3657

From: Oney, Kathleen
Sent: Wednesday, May 13, 2015 10:01 AM
To: 'Dinah Vargas'
Cc: Casados, Trina M.
Subject: RE: IPRA

Hello Ms. Vargas,

The Office of the City Clerk received your public records request on 05/13/2015 regarding all emails of the POB members during the month of March, April, and May. I see your request for specific order however, we do not have the resources to produce them in a specific order.

Although it may be sooner before we process and fulfill your request, please allow us 15 calendar days to respond with an update on which will be 05/28/2015.

Thank you and have a great day!

Kathleen Oney

IPRA / Codification Specialist

Office of the City Clerk

505-924-3657

From: Dinah Vargas [mailto:vargagirl@live.com]
Sent: Wednesday, May 13, 2015 7:09 AM
To: City Clerk Staff
Cc: burquemediaproductions@gmail.com; contact@burquemedia.com; dinah@burquemedia.com; steve@burquemedia.com; andy@burquemedia.com
Subject: IPRA

To: Trina Gurule, Interim City Clerk

Office of the City Clerk
P: (505) 924-3650
F: (505) 924-3660

Ms. Gurule,

This is a formal request under the New Mexico Inspection of Public Records Act

("IPRA") also known as the New Mexico Sunshine Law (NMSA 1978, Chapter 14, Article 2).

I am formally requesting a copy of:

1. All Emails of the POB members during the months of March, April, and May of 2015.
Please provide the following email correspondence of each POB member in this order:

1. Joanne Fine
2. Dr. Moira Amado-McCoy
3. Beth Mohr
4. Jeffery Scott Wilson
5. Leonard Waites
6. Rev. Dr. David Z. Ring III
7. Eric H. Cruz
8. Dr. Susanne B. Brown
9. Dr. Jeannette Baca

2. The individual email addresses of the POB members.
3. Where do emails sent to pob@cabq.gov get sent/ forwarded to.
4. When (please provide the date) were the POB members given email addresses.

AS you are aware "'public records' means all documents, papers, letters, books, maps, tapes, photographs, recordings and other materials, regardless of physical form or characteristics, that are used, created, received, maintained or held by or on behalf of any public body and relate to public business, whether or not the records are required by law to be created or maintained." (14-2-6 NMSA 1978)

As you also know there has been no statutory exemption enacted that would pertain to these records. (14-2-1 NMSA 1978) You will also be further aware that according to the New Mexico Supreme Court "a citizen's right to know is the rule and secrecy is the exception."

Furthermore, as clearly and explicitly set forth in the "Purpose of the act; declaration of public policy" (14-2-4 NMSA 1978) the New Mexico Legislature established that

their intent was to ensure, by declaring it public policy, that all persons are entitled to the "greatest possible information regarding the affairs of government and the official acts of public officers and employees."

The Legislature further unambiguously stated its intent and established as public policy that providing persons with such records "is an essential function of a representative government and an integral part of the routine duties of public officers and employees.(14-2-5 NMSA)

As the designated Public Records Custodian for the City you have an obligation to provide reasonable access to copies of such public records "during usual business hours." (14-2-8 NMSA).

And while, at maximum, the legislation provides a fifteen day period to provide records and a three day period upon receipt of the request to explain, in writing, when such records, if not provided prior to that date, the date when the request will be fulfilled - the clear intent of the Legislature is not to deem this maximum period as reasonable in all cases but only when necessary to fulfill the request.

Otherwise, the legislation requires records that are readily at hand and easily produced, to be provided without unnecessary delay - or in other words - "immediately or as soon as is practicable under the circumstances." (14-2-8(D) NMSA)

This requirement for timely production becomes even more important when a record is either or both of great public interest and needed in a timely manner.

The records requested, herein, are already available with nothing to cause a minimal delay beyond the time it takes to make an electronic copy. Thus this request is clearly neither "excessively burdensome" nor "over broad" in nature.

Furthermore, by their very nature, it is without question these are records both in their entirety and in any and every portion thereof that is a non-exempt record covered under this law.

In the event that you are unable to send the records I have requested via email, I am prepared to pay a reasonable cost for the duplication and CD or DVD for this request.

The law requires "the actual costs associated with downloading copies of public records to a computer disk or storage device, including the actual cost of the computer disk or storage device" alone be assessed for these records.

If that cost is to exceed the $5 established by the City of Albuquerque's published policy for records fees that establishes that the cost for each CD or DVD is to be set at $5 I request that you notify me immediately in writing (you can use the email listed herein for all communications to me pertaining to this request in order to ensure the most expedited process) as to the claimed cost and the legal basis upon which that fee has been established.

Although, clearly there are no statutory exemptions for this record if you intend to claim such and thus to withhold either the whole or any portion of the records please notify me in writing as to the explicit statutory exemption being claimed and relied upon.

Furthermore, if portions thereof are claimed exempt, please provide me those records that have no exemptions claimed prior to and at the first possible time and do not delay those portions until the other records, containing exemptions, are provided.

Given the public importance and interest in this record I request that you provide this record to me as soon as reasonably possible, within the legal time established by law or earlier if possible.

However, if you are unable to produce this record in that reasonable time frame please notify me in writing as to the reason for the delay and the date when the record will be made available.

Please contact me as soon as the records I have requested are ready.

I also give formal permission for the following persons to receive this request (if necessary) via hand delivery:

Steve Kramer
Andy Christophersen

Or other Burque Media staff member who obtains a BurqueMedia.com Press Pass.

Best Regards,

Dinah Vargas

505-920-2861

vargagirl@live.com

From:	Hammer, Robin
To:	Beth Mohr; David Ring; Eric H. Cruz; Hammer, Robin; Jeannette V. Baca; Joanne Fine; Leonard Waites; Moira Amado-McCoy; Scott S. Wilson; Susanne Brown
Cc:	"Mark Baker"; Yntema IV, Hessel E.; Howard, Natalie Y.; Casados, Trina M.; Oney, Kathleen; Eva P. Sandoval
Subject:	RE: IPRA
Date:	Monday, June 01, 2015 11:37:30 AM
Attachments:	Image001.png

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Please let Ms. Oney or me know if you have any questions.

Thanks,
Robin

Robin S. Hammer, Esq.
Acting Executive Director
Civilian Police Oversight Agency
City of Albuquerque
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Albuquerque, NM 87103
(505) 924-3770
Fax: (505) 924-3775
http://www.cabq.gov/cpoa

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Sent: Monday, June 01, 2015 11:25 AM
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Subject: FW: IPRA

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Kathleen Oney
IPRA / Codification Specialist
Office of the City Clerk
505-924-3657

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To: 'Dinah Vargas'
Cc: Casados, Trina M.
Subject: RE: IPRA

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Thank you and have a great day!

Kathleen Oney
IPRA / Codification Specialist
Office of the City Clerk
505-924-3657

From: Beth Mohr
To: Yermal, Vincent A.; Scott, Mary L.
Cc: POB; Mark T. Baker
Subject: Re: POB Approved position description to post CPOA Director job
Date: Tuesday, June 02, 2015 1:54:49 PM

Mr. Yermal,

It's been a couple of weeks now, since the POB provided you with the job description that we approved on May 19th. In the Personnel Subcommittee meeting, you stated that once the POB completed that task, that you could get the job advertisement on the website "within a couple of days".

It's been a couple of weeks now, and still the job has not been advertised. Initially you stated that the holiday weekend was the problem, and most recently you stated that there were still some outstanding administrative tasks.

Please prioritize this posting, it has already been a couple of weeks longer than you told the Personnel Subcommittee, in our public meeting.

Thank-you, -B

Beth A. Mohr, Acting Chair
Albuquerque Police Oversight Board

Never interrupt someone doing something you said couldn't be done. ~ Amelia Earhart

NOTICE: This email may be subject to disclosure under the New Mexico Inspection of Public Records Act. Please be thoughtful forwarding or replying to this email.

On Thu, May 28, 2015 at 9:10 AM, Beth A. Mohr <cabq.pob.mohr@gmail.com> wrote:

> Thanks much, -B
>
> Beth A. Mohr
> Acting Chair
> Albuquerque Police Oversight Board
>
> *Never interrupt someone doing what you said couldn't be done. ~Amelia Earhart*
>
> *Sent with haste from my "smart" phone.*
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> Beth A. Mohr
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> Albuquerque Police Oversight Board
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> Never interrupt someone doing what you said couldn't be done. ~Amelia Earhart
>
> Sent with haste from my "smart" phone.

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"Yermal, Vincent A." <vyermal@cabq.gov> wrote:

Ms. Mohr:

There are some administrative tasked to be completed, such as creating the approved job description in our applicant management system. These are underway, albeit delayed somewhat due to the holiday and some absences due to vacation. I have asked this be treated as a priority and fully expect the position advertising to be launched by early next week. My apologies for the delay.

Vincent A. Yermal

Senior Human Resources/Labor Advisor

City of Albuquerque

400 Marquette, NW

Albuquerque, NM 87103

(505) 768-3700

From: Beth A. Mohr [mailto:cabq.pob.mohr@gmail.com]
Sent: Thursday, May 28, 2015 6:01 AM
To: Yermal, Vincent A.; POB; Mark T. Baker
Subject: Re: POB Approved position description to post CPOA Director job

How are we doing on this? I had hoped to see this job out today. Please let me know what I can do to facilitate this process. Thanks, -B

Beth A. Mohr

Acting Chair

Albuquerque Police Oversight Board

Never interrupt someone doing what you said couldn't be done. ~Amelia Earhart

Sent with haste from my "smart" phone.

Notice: This email may be subject to disclosure as public record. Please be thoughtful when forwarding or replying to this email.

"Yermal, Vincent A." <vyermal@cabq.gov> wrote:

Ms. Mohr:

We are in receipt of the job description and posting advertisement. We will mostly likely start the advertising process next week and will provide you notice when the ads are placed.

Best regards,

Vincent A. Yermal

Senior Human Resources/Labor Advisor

City of Albuquerque

400 Marquette, NW

Albuquerque, NM 87103

(505) 768-3700

From: Beth Mohr [mailto:cabq.pob.mohr@gmail.com]
Sent: Friday, May 22, 2015 12:30 PM
To: Yermal, Vincent A.; Scott, Mary L.; POB; Hammer, Robin; Mark T. Baker
Subject: POB Approved position description to post CPOA Director job

Mr. Yermal,

Please find the attached final job description for the CPOA Director, along with the "ad" format. This job description is the final version which was approved by the POB during our May 19th meeting, the "ad" flows directly out of that.

Please post this job as soon as possible on the City site, it is our understanding that you will also post in the NM Bar Bulletin, weekly, for at least 4 weeks, and that as a national search, you will post through NACOLE, and potentially other publications, as appropriate.

Please feel free to give me a call directly with any questions, my cell is 505-450-2818. Because we want to be sensitive to anyone who might wish to apply for this position who is currently at the CPOA office, such as Ms. Hammer or Mr. Cash, please utilize me as your first contact point with any questions.

Please notify me as publication of this is released. Thanks much, -B

Beth A. Mohr, Acting Chair
Albuquerque Police Oversight Board

Never interrupt someone doing something you said couldn't be done. ~ Amelia Earhart

NOTICE: This email may be subject to disclosure under the New Mexico Inspection of Public Records Act. Please be thoughtful forwarding or replying to this email.

From:	Mojra Amado-McCoy
To:	Charles Arasim
Cc:	POB; lroller@nmag.gov; PMRInc@mac.com; Martinez, Elizabeth (USANM); Zaman, Jon K.; Garduno, Rey; Sanchez, Ken; Lewis, Dan P.; Gibson, Diane G.; Pena, Klarissa J.
Subject:	Re: Inspection of Public Records request (shadow email account) 6-8-15
Date:	Monday, June 08, 2015 10:01:25 AM

Dear Mr. Arisim --

I am the Chair of the Case Review Committee, and it was my unfortunate absence that caused a lack of quorum at the meeting you refer to.

I am not sure what you overheard exactly, but I believe I can clear up any misunderstanding very easily. If Mr. Wilson and Mr. Waits were discussing the IPRA requests, I can assure you that the conversation revolved around how best to respond to this part of our duty, and most likely, to our need to set up separate POB-specific email accounts in order to _facilitate_, not dodge, this responsibility.

Responding to these request was something we were not first, as a Board, prepared for, and the request came so quickly that as we were finding a way to organize ourselves during the first two months, we struggled individually and as a group, regarding the best way to get all emails to the right place.

I can assure you, most genuinely, that this is all the Board has worked toward in relation to these requests: how best and most efficiently to respond. We had to figure out how to get the early emails out of our private accounts, before most of us had created POB-specific email accounts -- not "shadow" accounts, but rather, the very opposite: accounts that would in the future _not_ be commingled with our personal accounts, so that we could very quickly respond to IPRA requests in the future.

Speaking for myself, for instance (and I know each of the Board members had their own individual struggles, though some were more experienced with the process itself than others), I wasn't quickly able to export the file folder in which I had placed all my POB related email, within my private account. Since hiring Attorney Baker (just a few weeks ago, as I know you'll remember), I have learned something about "MFiles" and how to export and convert them. Mr. Baker's office will actually be helping me to complete that even now.

I do apologize for the extra time this has taken me/us, but please understand that _everything_ we've tried to do so far has taken us "extra time" -- it is simply a function of starting from scratch on many things and of having to unravel many administrative problems.

What we've now come to, as we all tried to fulfill these requests at our own desks, is that we each created a separate email account for POB email only. This was suggested on the first day we met for training, but some of us were slower than others to figure out the wisdom of that method (I count myself as one of the slower responders). We now, I believe, all have POB specific email accounts.

These are the ONLY second accounts that anyone on the Board has for POB business, and they really can't even fairly be considered "second accounts," as they are the only accounts we ever set up for POB business. So, they would be the only

accounts Mr. Waits and Mr. Wilson could have been speaking about before the meeting you refer to, and they were created to facilitate the IPRA request process.

We are doing our absolute best to assure that we comply with each IPRA request, and that we do it efficiently. We've made some progress in that direction, and as I understand it, we will solve some more issues related to access to our POB-specific email accounts during Thursday's meeting, with the help of our new attorney. I will be glad to see you at our next meeting, and glad to address any further questions you have on this issue, to the best of my ability.

But, again, I do assure you with great confidence, that Mr. Waits and Mr. Wilson could only have been speaking about the POB-specific email address that we've all set up now to facilitate IPRA requests. We have absolutely no reason to try to hide or obfuscate our work; in fact, we have been working diligently and without stop to set an example for transparency.

Thank you for your interest in our work. Please know that we are doing our best to get firmly on our feet so that we can best serve the entire Albuquerque community in the capacity they have entrusted to us.

Best,

Moira

Moira Amado-McCoy
POB Member
Chair, Case Review Committee
505-553-1818

On Mon, Jun 8, 2015 at 8:40 AM, Charles Arasim <crarasim@gmail.com> wrote:

> Board Members,
>
> On June 5th 2015 while waiting for the POB Policy and Procedure Review Subcommittee to come to order, meeting was eventually called off due to a failure to convene a quorum, I witnessed a conversation between your acting Executive Director Robin Hammer (who acted as if she was aware/in the loop), Board member Scott Wilson and POB Chairman Leonard Waites.
>
> During that discussion the subject of POB email IPRA requests came up and it was revealed that the CPOA has established a, for lack of a better term, 'shadow' email account for the IPRA clerk inside the ABQ City Clerk's office.
>
> I believe that the "Independent" CPOA has now removed its responsibility to maintain an internal records custodian and placed it in the hands of a third party who has already admitted to be operating under secret IPRA request policies and has failed to respond to a verbal IPRA request for those policies as evidenced here:

https://www.youtube.com/watch?v=aj75PvZewVM

Under the NM Inspection of Public Records Act I request the following documents:

1. The CPOA ABQ City Council approved policies and procedures concerning the CPOA maintaining, or not, an internal records custodian. This is to include any POB meeting or POB subcommittee meeting minutes (even if only in draft form) where public comments where allowed to address these policies.

2. Any communications, including private phone records (dates/times of conversations or messages/texting), concerning this topic between any CPOA Investigative/Office Staff/POB Member, the acting Executive Director, the City Clerk/Staff, any other member of the City Legislative/Staff or Administrative/Staff branches, any member of the ABQ DOJ Team/Staff, any member of Mr. Ginger's Team/Staff or Federal Court Judge Robert Brack's Staff.

3. Any documents showing these actions by the CPOA/POB/City Clerk fall within the requirements of the NM Inspection of Public Records Act.

Respectfully,
Mr. Charles Arasim

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