



Robert Rodriguez
Chair

George Sarkissian
District Manager

COMMUNITY BOARD ELEVEN

BOROUGH OF MANHATTAN
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Office Oversight Committee Minutes
Wednesday, June 10, 2009 – 6:00 PM
Board Office
1664 Park Avenue
New York, NY 10035

- Present:** Jewel Jones, Frances Mastrota, Diane Collier, Monica Brown and Cesar Ortiz
- Excused:** JoAnn Lawson, and Debbie Quinones
- Absent:** Linda Rainey, Garry Anthony Johnson and Robert Rodriguez
- Guests:** None

Meeting called to order by Committee Chair Jewel Jones at 6:05 PM

1. Presentations and Discussions

a. CB11 Youth Education Recognition Award Program

Jewel Jones stated that three applications were received in response to our Youth Education Recognition Award Program. While Cesar Ortiz and Diane Collier worked on an extensive outreach strategy, participation was lower than expected, with all three applicants coming from the same school. Mr. Ortiz distributed the applications and stated that all three met the requirements outlined. Mr. Ortiz stated that they are expecting two more applications that may also qualify. Committee members agreed to provide the award winners the gift cards at an end of year ceremony at the Board office and to coordinate the ceremony to ensure Councilmember Inez Dickens can attend (as her funding was used to purchase the gift cards).

b. Staff Leave and Comp Time

Ms. Jones told the committee that the District Manager informed her that staff were not using their annual leave and comp time quickly enough and are at risk of losing it as a result. Pablo Torres was informed that he lost 140 hours of comp time (the District Manager wrote the Borough President's office a letter requesting the hours be

reinstated) and Norma Ojeda was informed that she has exceed the 350 hours that are permitted to be banked as annual leave (she will use the excess hours this summer). George Sarkissian stated that staff are required to work 35 hours a week and because of Board expectations, work load and evening meetings they typically exceed that total and can not use the comp time and annual leave which they are legally entitled to use. Committee members agreed that staff should use their leave/comp time this summer, and on an ongoing basis they should regularly use leave/comp time toward the end of the month (when there are no committees) or in the mornings after evening meetings.

2. Old Business/New Business

Ms. Jones informed members that identification badges would be distributed to Board members at the Full Board meeting this month and that the Board Chair needs to make an announcement stating the first few rows at the Full Board meetings are reserved for Board member seating only.

Ms. Jones stated that she received an email from the Vice Chair of the Youth and Education Committee stating that they were interested in formalizing and expanding the Youth Education Recognition Scholarship program and partnering with the Office Oversight Committee and Marketing and Outreach Committee on a yearly basis. Cesar Ortiz stated that the request by the Vice Chair of the Youth and Education Committee had not been cleared by the Chair of that committee. Jewel Jones suggested that the issue be tabled until proper protocol is followed.

3. Announcements

None

4. Action Items

None

5. Adjournment

Frances Mastrota made a motion to adjourn. The motion was seconded by Diane Collier and approved unanimously.

Meeting adjourned at 7:15 PM.

Minutes prepared by George Sarkissian