



COMMUNITY BOARD ELEVEN

BOROUGH OF MANHATTAN
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Nilsa Orama
Chair

Angel D. Mescaín
District Manager

Executive Committee Meeting Thursday, January 18, 2018, 7:15 p.m. Board Office

*** MINUTES ***

- Present: Holley Drakeford, Judith Febraro, David Giordano, Alex Kohen, Marissa Mack, Nilsa Orama, Xavier Santiago, Jeremiah Schlotman, Shantal Sparks, Candy Vives-Vasquez, Angel Mescaín (staff)
- Excused: Adem Brija, Emily Grajales, Frances Mastrota
- Absent: Jose Altamirano
- Guests: Erica Jones, CB11; Jason Villanueva, CB11; Melanee Farrah, CB11

1. Call to Order and Adoption of Agenda

Chair Nilsa Orama called the meeting to order at 7:30 pm.

Candy Vives-Vasquez made a motion to adopt the agenda which was seconded by Xavier Santiago and passed.

2. Announcements

Nilsa thanked all for coming and said that she looked forward to working with all in the upcoming year and she made the following announcements:

- a. In February, all committee agendas will include a "Review and discussion on FY 2019 Preliminary Budget"
- b. CB11 will hold a public hearing on the FY 2018 Preliminary Budget during its Full Board meeting on February 20, 2017

3. Discussions & Presentations

- a. Discussion on Board Goals for 2018 and Accomplishments from 2017

Nilsa stated that by March, all committees needed to discuss their goals for 2018. She also mentioned that the committees need to review their stated mission and their accomplishments from 2017. Nilsa asked that the committees look at what is in their mission statement to look at what they may not have addressed in 2017 to help guide future agendas and discussion. Angel

mentioned that this would result in fuller agendas and more interesting conversation if the committees are proactive. He stated that he'd like to put all the annual goals and accomplishments in an annual report to be submitted to the Manhattan Borough President's office so that the work of the board is memorialized.

b. Training for committee leadership on District Needs & Budget Requests Tracker

i. Xavier Santiago, Vice-chair

Xavier Santiago gave a presentation regarding the use of the District Needs and Budget Requests Tracker. He explained the layout of the tracker and the tabs in the spreadsheet. He stated that the first part of the tracker had been filled in for the committees but the committee's responses regarding the preliminary budget responses to be released in February will have to be added in by the committee. Jason suggested adding the goals to the tracker for as a way of tracking them. Jason told all present that he was willing to help them with the tracker and provided his contact information. Angel suggested that the timeline of the budget committee's work be added to the resource folder so that the committees would all know how the process correlates to the other City processes.

c. Discussion on how board will follow up on the East Harlem Rezoning Points of Agreement

Nilsa mentioned that CB 11 will be taking the lead in tracking the East Harlem Rezoning Points of Agreement and the points would be assigned to the relevant subject area committee. She mentioned that they would also be entered into the tracker. Each committee will be responsible to follow up, engage and invite the stakeholders to come to committee meetings so that they can give a report and discuss what they are doing relative to the points of agreement. Angel also echoed this sentiment and stated that the subgroups of the EH Neighborhood plan should also be invited to the committee meetings as they had done a lot of the work and can be very useful in proving background on some of the points in the agreement.

Nilsa also mentioned that a separate tracker had been developed by the City Council where information will also be entered into by us, the stakeholders and the Manhattan Borough President's office.

d. Discussion on proposed Conflicts of Interest Policy

i. Alex Kohen, Secretary

Alex brought everyone's attention to the proposed Conflicts of Interest Policy. He mentioned that the proposal was a way to remind members that we are all subject to the Citywide Conflicts of Interest Policy and could potentially face sanctions if not followed. He also reminded us that CB 11 must abide by the Conflicts of Interest Policy as mentioned in our Bylaws.

Shantal asked if this policy is more restrictive than the current COI and Alex explained that it is not and asked her to read and make any suggested changes.

Holley suggested that the MBP office be called if the member has any questions regarding COI and Angel stated that the Conflicts of Interest Board can also be contacted with questions. He also mentioned that regarding Conflict of Interest, the board is not privy to what is signed at the MBP office.

Alex mentioned that this COI refers to what is outlined in the Charter and this proposal is to remind members of the policy; we are not creating new policy and the acknowledgement serves as a record that they have received a copy.

Alex asked that we consider in the future compiling a list of conflicts for each board member as another board does.

Nilsa asked the Executive Committee to review and make suggestions (if any) by the following Friday to Alex. She also mentioned that the MBP office is willing to come do COI and/or Parliamentary Procedure presentations. Should that happen, she suggested having a dedicated day just for the presentations so that there is enough time.

e. Discussion on board member attendance

i. Alex Kohen, Secretary

Nilsa mentioned that the issue of attendance was brought up at the Borough Board meeting and that it is a concern with other boards as well. She mentioned that we are working on a process to track committee attendance and that all data, both committee and full board will be forwarded to the MBP office.

Alex mentioned that attendance was a big concern and the process would look at what it should be and the attendance requirements relative to the Bylaws. He asked all Committee Chairs to take a picture of their committee attendance sheet 30 minutes after the start of the meeting and send to him.

Alex also stated that while reviewing attendance policy, he would also like to review the policy removal policy for potential revision.

Discussion also included what constitutes an excused absence, lateness and that being more than 30 minutes late from the start of the meeting constitutes an absence according to our bylaws. Judith brought up the concern of marking someone absent and then allowing them to vote; the Chair stated that she will ask the MBP office for clarification.

In terms of lateness, it was discussed adding an extra column to the sign in sheet to record the time of arrival.

After discussion, Nilsa adopted Alex's suggestion to consider appointing an Executive Committee subgroup to review attendance policy/member removal processes and appointed Alex, Judith, Xavier, Marissa and Jeremiah to the subgroup.

To memorialize what was agreed to, a motion was made by Alex Kohen that Xavier Santiago, Marissa Mack, Judith Febbraro, Jeremiah Schlotman and he be a subgroup of the Executive Committee to evaluate absenteeism and due process procedures associated with that. The motion was seconded by Holley Drakeford and unanimously passed.

4. Old Business

No old business was discussed.

5. New Business

Nilsa mentioned that she is reviewing CB 11's commitment to other external boards; there seems to be very little CB representation on other boards and it needs to be revisited. She also mentioned that she will be reviewing current committee assignments for members serving on more than two committees with the intent of potentially paring down assignments.

She mentioned that she will be contacting new members to get their feedback regarding a new member onboarding process. This process will be dictated by the expressed needs of the new members with support from the Executive team/committee.

She mentioned that the board should begin to think about what they would like to see on the city properties mentioned in the East Harlem Points of agreement; this was something that Angel had suggested at other committee meetings. She also suggested that the board begin using data to support our Statement of District Needs, and upgrade our technology if we go paperless as has been suggested by the MBP office.

Nilsa mentioned the importance of getting minutes in on time and committees should consider using laptops to start them during the meeting. She mentioned that the board consider changing the date of the full board if the committees cannot get the minutes in within a reasonable timeframe as the board needs time to review the information to make informed decisions.

Nilsa mentioned that Licenses and Permits will be sending out reminder cards to get applicants to apply early so that the board can lessen the chances of having to meet over the summer.

She stated that she was reviewing committee names and is considering name changes for two committees and wanted the Executive Committee to consider whether the Board may need more/different committees based on community needs.

One last point Nilsa made was to state that the committees explore meeting at venues other than the usual ones in order to involve the community and encourage attendance.

A discussion ensued when Judith brought up the possibility of moving the responsibility of "Street Renaming" from the Public Safety and Transportation Committee to Licenses and Permits. It was decided that the board look at how many streets were renamed last year to assess if a separate process needs to be considered.

Angel mentioned that committees should have a conversation relative to their meeting times to determine if the times work for the committee based on the length of their meetings. He also suggested that we establish a requirement that Committee review procedures be subject to review by the Executive Committee and voted on by the full board.

David Giordano spoke about the school consolidations and closing hearings and urged us all to attend. He mentioned that the final decisions will be announced on February 28.

6. Adjournment

Xavier Santiago made a motion to adjourn which was seconded by Holley Drakeford and passed.

The meeting was adjourned at 9:37 pm.