



# COMMUNITY BOARD ELEVEN

BOROUGH OF MANHATTAN  
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Nilsa Orama  
Chair

Angel D. Mescain  
District Manager

**Executive Committee**  
**Thursday, February 22, 2018, 7:00 p.m.**  
**Board Office**

**\*\*\* MINUTES \*\*\***

**Present:** Jose Altamirano, Adem Brija, Holley Drakeford, Judith Febbraro, Alex Kohen, Marissa Mack, Frances Mastrota, Nilsa Orama, Xavier Santiago, Shantal Sparks, Angel Mescain (staff)

**Excused:** David Giordano, Emily Grajales, Jeremiah Shlotman, Candy Vives-Vasquez

**Absent:** n/a

**Guests:** Mahfuzur Rahman, CB11; Jason Villanueva, CB11

1. Call to Order

Chair Nilsa Orama called the meeting to order at 7:05 pm.

2. Adoption of Agenda

Holley Drakeford made a motion to adopt the agenda which was seconded by Xavier Santiago and passed.

3. Announcements

- a. Xavier Santiago announced his new web series for women empowerment for high school students was coming out and asked if anyone knew women who could be interviewed to please let him know.
- b. Jason Villanueva announced that if the Chairs/Vice Chairs had any problem accessing the budget trackers or needed additional assistance to please contact him.
- c. Judith Febbraro announced that on March 23, a legislative breakfast will be held at Henry J. Carter from 9:30 to 11:30; Chair Nilsa Orama stated that she will be participating in a 3 day work related training and would be unable to attend but suggested that Xavier and others attend.

- d. Holley Drakeford announced that on April 21, the second Power Girls event will be held and a focus will be on Internet etiquette; breakfast and lunch will be provided.
- e. Mahfuzur Rahman announced that registration forms and f were available for participation in the “Spirit of Service” event being held in April at Children’s Aid.
- f. Frances Mastrota announced that on March 31 the “Green Thumb Grow Together” will be held at Manhattan Community College and that the Parks Committee sponsors a workshop at the event.

#### 4. Discussions & Presentations

- a. Discussion on Statement of District Needs-Xavier Santiago-Vice Chair

- i. Budget tracker access

Xavier thanked all who offered input into the process. He mentioned that he would be assisting the new Vice Chairs with the process and suggested that the tracker be bookmarked for easier accessibility. He mentioned that he and Jason are available to assist but the main thing was the upkeep of the tracker by the committee and the noting of new items on it.

- ii. CB 11 City Budget input

Xavier asked all present to review all materials sent by District Manager Angel Mescaín and send any comments and supporting data needed for any asks by Monday morning. Jason mentioned the BoardStat Open Source data portal for use.

- iii. Advocacy and Outreach

Xavier mentioned that there was no comment on the committee level from the public and urged all present reach out to the community stakeholders-CBO’s, schools, businesses etc for advocacy and outreach purposes.

- iv. Research and Statistics

Xavier mentioned that hard source data is needed and should be provided to support our documentation and again suggested BoardStat as a tool for use.

Nilsa mentioned that she had suggested at the Borough Board meeting that when the Community Boards get their responses back, that there is someone dedicated at the various agencies to meet with the 12 Community Boards in particular to review the most pressing items and responses.

- b. Due Process Statement

- i. Alex Kohen, Secretary

Alex mentioned that in reviewing the current Due Process procedures statement, we have no information as to when it was formulated and adopted and suggested considering changes to the statement. He explained that the Due Process Statement outlines the bare

minimum requirements that the board member subject to removal is entitled to and outlines the formal appeals process. He mentioned that this document should be reviewed due to changes in the Bylaws regarding the processes on how members can be removed from the board.

Shantal stated that this was a comprehensive document and asked about informal procedures that may be enacted prior to the process where a committee can recommend removal. She also had questions regarding majority vote removal of members based on the number of those present.

Nilsa mentioned that team reviewing attendance is reacting to what has happened prior and the process is not changing in terms of our due diligence. She mentioned that the Chairs must start reaching out to absent members to assess absences and that board members must be clear that regular attendance at both committee and full board is vital to be in good standing. Going forward, discussions regarding attendance will be done on a more real-time basis so as not to be reactionary but pro-active.

Nilsa also mentioned that sections of the Bylaws may be reviewed but not initially by a bylaws committee but by some CB members that will give input and suggestions; the input will help inform whether a full review of the Bylaws should be undertaken.

In reviewing the Due process document, Jose had questions regarding the amount of time to respond and felt that the time was too short for response for both the member and the Executive Board and suggested 10 business days for flexibility. Alex clarified the timeline and the current removal procedures for the committee. Adem mentioned that board members must be responsible and report their absences timely. Holley mentioned that the team doing attendance review is doing “triage” and that it is a good idea for the member in question.

As Alex explained, the process will be that a notice sent to the member with the survey of questions that need to be responded to and returned within 5 days or a deadline that is set by the attendance review team. The responses will be reviewed and any action asked for by the member (request for a hearing) will be scheduled within the timeframe (7 days). After all due process review procedures have been followed and if there is a recommendation for removal, the attendance review team will make the recommendations at the full board meeting.

Angel suggested that everyone on the board should know at least 72 hours in advance even if the board materials are not yet ready.

After continued discussion, a motion was made by Alex Kohen that the Executive Committee adopt the Statement of Due Process Process procedures as emailed to the Executive Committee. The motion was seconded by Shantal Sparks. A debate was held for proposed amendments. Adem made a motion regarding the 72 hour timeframe notifying the member regarding potential removal before full board. Motion was seconded by Xavier. Jose made a motion to change “no less than 5 calendar days” for response to “no less than 7 business days”. Motion was seconded by Marissa. Alex Kohen opposed and Xavier abstained. The motion passed. Alex Kohen made a motion to amend the other references from calendar days to business days. The motion was seconded by Xavier. The motion passed.

Alex re-stated the original motion and its amendments for the record. It was seconded by Jose and the motion passed.

## 5. Old Business

### a. Website Biographies

Nilsa reminded all about the need to submit website bios so that the community could become more knowledgeable about the members. Angel asked that they be sent in a word document or in the body of an email.

Nilsa briefly brought up the Conflict of Interest statement and stated that this does not absolve members from doing their MBPO training. This is an attempt for CB11 to have a document that shows the member received information regarding COI. She suggested that all should read it and mentioned that she had given a copy to the Manhattan Borough President's office for their review. She stated that the MBPO stated that it does not absolve the member from attending COI trainings. She also stated that she asked the MBPO office to submit a list of the trainings attended by current board members in order to ascertain who has missing trainings or need to attend new trainings.

### b. Meeting Minutes

Nilsa stated that meeting minutes continue to be a problem so she suggested that laptops be made available for use during the meetings; She suggested that several members of each committee be tasked to help with minutes and notes.

### c. Goals and Accomplishments

Nilsa reminded all that this should have been discussed in this month's meeting and if they would like a form for documenting goals, she can provide one.

## 6. New Business

### a. Revisiting of 197-A plan

Nilsa mentioned that she had attended a meeting at the Harlem Neighborhood Block Association to discuss concerns regarding quality of life issues. She mentioned that the 197-A plan was first written in 1996 and last revised in 2000 and needed to be updated based on MIH, ZQA and the East Harlem Rezoning. Angel gave background on the 197-A plan and said that it looked very much like a Statement of District Needs document and that we do not have to start from scratch. Frances asked why our two 197-A documents had been rejected and Angel stated that we will need to ask DCP.

HNBA also brought up the fact that CB 11 is oversaturated with certain programs and that the Fair Share doctrine in a lot of cases has not been followed. Nilsa mentioned that while not committing the board, that as a body we may have to revisit whether a moratorium makes sense for certain programs.

### b. Topics as suggested by Executive Committee

Nilsa made an announcement that topics that the Executive Committee would like to address should be sent to be added to the agenda; she opened this up to Committee vice chairs as well.

Nilsa mentioned that she and Xavier were reaching out to new members for their feedback in formulating an on boarding process driven by them.

She mentioned to the committee that prior to the meeting, there had been an informal discussion regarding the current monthly calendar and suggested that we look at whether it should be modified to ensure that is responsive to the community needs. Any changes proposed would be planned to begin September to allow for adequate notification to the community.

Marissa asked when will committee assignments be made and Nilsa mentioned that committee assignments would be done after the new members were assigned. She also mentioned that changes can be made with current members now based on the need. Marissa's concern was that if we changed the schedule that it may cause conflicts and Nilsa stated that that is why any changes proposed and if adopted would not happen right away.

Jose suggested that we look at the timing of the elections based on the holiday schedule.

Nilsa stated that at Borough Board, another board asked about how to deal with board bullying and abusive behavior; she mentioned that she had forwarded our Bylaws to them as a resource. She also said that it was the responsibility of each board member to ensure proper behavior in committee and at full board meetings. She mentioned that if training needs to happen on Code of Conduct or other issues, to please let her know. Angel stated that we have common sense rules that are in place, need to be enforced and the onus must be on the member.

A discussion was held regarding attendance, recording of lateness, how that affects voting and how to mitigate the issue by using roll call voting.

Nilsa mentioned that Marissa had asked about the committees being awarded monies for activities; Marissa mentioned that the committees can have more monies as indicated on the form. Shantal clarified that the \$500.00 allotted for the committees were from restrictive funds. Nilsa mentioned that that would stay in place but should the committees need more for their events that they could fill out the form and submit for additional fund consideration.

## 7. Adjournment

Xavier Santiago made a motion to adjourn which was seconded by Jose Altamirano and passed.

The Meeting was adjourned at 9:45 pm.