Office Oversight Committee  
Thursday, March 15, 2018 – 6:00 pm  
Board Office

*** Minutes ***

Present:  
Emily Grajales, Alex Kohen, Shantal Sparks, Candy Vives-Vasquez, Nilsa Orama (ex officio), Angel Mescain (staff)

Excused:  
Melanee Farah

Absent:  
none

Guests:  
none

1. Call to Order – Adoption of Agenda

Committee Chair Shantal Sparks called the meeting to order at 6:21 pm.

Candy Vives-Vasquez made a motion to adopt the agenda which was seconded by Alex Kohen and passed unanimously.

2. Announcements – Welcome new Committee members: Emily Grajales, Alex Kohen

3. Presentations/Discussions
   
a. Pending Consultant Contract
   i. Reviewed purpose and goals of Consultant Services
   ii. Discussed cap amounts, renewal, modification & termination provisions
   iii. New Committee members tasked w/ reviewing draft contract and proposing edits

b. Employee Handbook
   i. Discussion on this item was tabled until next meeting to permit new Committee members an opportunity to review existing handbook

c. Budget
   i. Discussed need for a plan to best utilize discretionary funds, operating budget
   ii. Treasurer will regularly issue a report to Oversight Committee re: budget
   iii. District Manager & Treasurer are tasked with ensuring expiring funds are expended by June 30 (end of Fiscal year)
      1. Proposed planned expenses include:
a. Land Use Planning initiative regarding publicly-owned sites  
b. Parliamentary Procedure Training(s)  
c. CB 11 Marketing materials for Outreach (i.e., banners, flags)  
d. G- Suite (professional email accounts for Committees)  
e. Electrical work in Board Office  
f. Outdoor Lighting for Board Office  
g. Computers  
h. Air conditioners  
i. Upgrade of Board Office conference system & office furnishings  
j. Member Handbooks  
k. Creative Art Works – Mural (Youth initiative)  
l. Live streaming for Board meetings  

2. Other suggestions proposed:  
a. Outreach events  
b. Advertising  
c. CB11 retreat  
d. Rezoning Handbook for member  

4. Old Business – None  

5. New Business – Next Committee Meeting: April, 19th  

6. Adjournment  

Alex Kohen made a motion to adjourn which was seconded by Emily Grajales and passed. The meeting was adjourned at 7:05pm