



COMMUNITY BOARD ELEVEN

BOROUGH OF MANHATTAN
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Nilsa Orama
Chair

Angel D. Mescain
District Manager

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