



Diane Collier  
**Chair**

Angel D. Mescain  
**District Manager**

## COMMUNITY BOARD ELEVEN

BOROUGH OF MANHATTAN  
1664 PARK AVENUE  
NEW YORK, NEW YORK 10035  
TEL: (212) 831-8929/30  
FAX: (212) 369-3571  
[www.cb11m.org](http://www.cb11m.org)

### Office Oversight Committee Wednesday, March 29, 2017, 6:00pm Board Office

#### \*\*\*MINUTES\*\*\*

Present: Holley Drakeford, Judith Febbraro, Shantal Sparks (Chair), H. Candy Vives-Vasquez, Angel Mescain (staff)

Excused: Lilybelle Gonzalez, Marissa Mack (Vice-Chair), Edwin Marcial, Debbie Quinones

Absent: None

1. Call to Order—Adoption of Agenda
  - a. Meeting called to order @ 6:15 p.m.
2. Presentation/Discussion
  - a. Review applications received for ADM position
    - i. Apprx 50+ applications were received by initial application deadline; an appx 6 additional applications received afterwards
      - a. Very few applicants met preferred qualifications; some did not meet minimum qualifications.
    - ii. Discussed recommendations received from Board members re: which candidates they believed an invitation should be made (also discussed recommendations received from 2 Oversight Committee members who could not be present today)
      - a. After discussion, identified 8 candidates to which an invitation to interview will be extended.
        1. Candidates were selected based on whether they met preferred qualifications, namely master degree in urban planning or master degree candidates; professional experience in urban planning; experience with city/state government and/or legislature and/or constituent services experience
      - b. Hiring Committee to consist of: Diane Collier (Board Chair), Shantal Sparks (Oversight Chair), Angel Mescain (District Manager) & Melanee Farrah (Board Member)
        1. Proposed timeline for 1<sup>st</sup> round: April 8 & April 22

3. Old Business
  - a. Board Refreshments
    - i. Able to expend funds for refreshment for board members only
    - ii. Can consider registered vendors only
      - a. Need to explore city charter limitation on spending, if any
      - b. Need to compile a list of registered members and recruit local vendors to registers
4. New Business
  - a. Certificates of Service
    - i. Will be providing to outgoing board members
5. Announcements
  - a. 116<sup>th</sup> St. Block Association has been selected as a Housing Ambassador for HPD.  
Will have extended hours on Saturdays from 10am -2pm
6. Adjournment
  - a. Meeting adjourned at 7:25p p.m.

Minutes prepared by S. Sparks