



Diane Collier
Chair

Angel D. Mescain
District Manager

COMMUNITY BOARD ELEVEN

BOROUGH OF MANHATTAN
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Office Oversight Committee Thursday, May 11, 2017, 7:00pm Board Office ***MINUTES***

Present: Holley Drakeford, Melanee Farrah, Judith Febbraro, Lilybelle Gonzalez, Debbie Quinones, Shantal Sparks (Chair), Diane Collier (ex-officio), Angel Mescain (staff)

Excused: Marissa Mack (Vice-Chair), H. Candy Vives-Vasquez

Absent: Edwin Marcial

Guest: Mahfuzur Rahman (CB11)

1. Call to Order – Adoption of Agenda
 - a. Meeting called to order @ 7:11P.M.
 - b. **Motion by Holley Drakeford to adopt agenda, seconded by Melanee Farrah. Passed @ 7:11P.M.**

2. Presentations/Discussions
 - a. Report & Recommendation by Hiring Sub-Committee re: ADM Candidate
 - i. Recap:
 1. 50+ applications received & reviewed by Oversight Committee
 2. 8 invitations to interview were extended
 - a. One applicant withdrew application; One no showed.
 3. 6 candidates were interviewed by Hiring Sub-Committee
 - a. Members of Hiring Sub-Committee included:
 - i. Diane Collier (Board Chair)
 - ii. Shantal Sparks (Office Oversight Chair)
 - iii. Angel Mescain (District Manager)
 - iv. Melanee Farrah (Board Member)
 - ii. Sub-Committee’s Recommendation:
 - a. Of the 6 candidates interviewed, Hiring Sub-Committee identified 2 candidates that would be good fit:
 - i. J.B. – substantive experience working w/ electeds; served as legislative director, and budget director;

positive references by recent employer and colleague

- ii. T.H. –less experience in government, however, is an M.S. in Urban Planning Candidate; CB service; 197a knowledge; positive references; bilingual

b. Committee discussion & vote on recommendation

i. Committee discussion re: proposed candidates

1. Among the factors considered include:

- a. Current needs of the office & board
 - i. Managing staff
 - ii. Assisting Committee Chairs w/ outreach
- b. Constituent services
- c. Anticipated learning curve of candidates

2. Motion by Holley Drakeford to recommend that offer of ADM position is made to J.B., seconded by Melanee Farrah. Passed unanimously.

3. Motion by Melanee Farrah to offer ADM position at salary floor of \$46, 500 --- \$52,500 ceiling, seconded by Holley Drakeford. Passed w/ 1 opposed (Lilybelle Gonzalez)

4. Motion by Debbie Quinones to recommend that offer of ADM position is made to T.H. in the event J.B. declines; seconded by Melanee Farrah. Passed unanimously.

ii. Committee discussion re: next steps

- 1. District Manager to contact 1st candidate and communicate that Committee wishes to move the candidates application forward to the next step in the process i.e., making recommendation to full board @ at salary floor (this is *not* an offer of the position)
 - a. Salary negotiation to take place at this stage, if necessary.
- 2. Once candidate accepts, Oversight chair to be notified and will communicate recommendation to Full Board.
- 3. In the event 1st candidate declines, District Manager shall contact 2nd candidate and communicate next steps.

3. Old Business

a. Light refreshments for full board

- i. Will be provided for May & June meeting by Chef Jose (unless June meeting held in location which requires use of its own vendor)
- ii. May's order has been placed by Darlene

b. ADT

- i. Cost of installation of camera @ entrance approx.. \$600.00

- ii. Monthly service cost approx \$40/mo.
 - iii. Need authorized vendor electrician to install buzzers.
- 4. New Business
 - a. Advertising budget for CB11
 - i. LinkNYC is provided reduced-cost advertising to CBs-- \$450.00 for ad cycle.
 - b. CB 11 Office Lease
 - i. Lease expires 2020
- 5. Announcements
 - a. Harlem Girl Empowerment Event to take place on May 20th from 9am to 5pm @ City College.
- 6. Adjournment
 - a. **Motion to adjourn by Holley Drakeford, seconded by Melanee Farrah and passed @ 8:37 P.M.**