



Diane Collier  
**Chairperson**

Angel D. Mescain  
**District Manager**

## COMMUNITY BOARD ELEVEN

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### Office Oversight Committee Minutes Monday, October 26, 2015 – 6:00 PM Board Office

#### \*\*\* Minutes \*\*\*

**Present:** Diane Collier, Edward Santos, Judith Febbraro, Neil Flynn, Frances Mastrota, Angel Mescain (staff)

**Excused:**

**Absent:** Jose Altamirano, James Garcia, La Shawn Henry

#### 1. Call to Order – Adoption of the Agenda

Meeting was called to order at 6:00 p.m. by committee chair Neil Flynn. The agenda was approved by Frances Mastrota and seconded by Judith Febbraro

#### 2. Presentations/Discussions

a. None

#### 3. Old Business

a. CB-11 Website

The website has been successfully launched. The district manager reported there were a few minor questions. The district manager will prepare a short presentation for the December Board meeting.

The district manager will determine what “hit” metrics are being currently accounted and the cost of adding a google hits application.

b. Office Aide

Given the amount of meetings and special projects, the office is in need of additional administrative support. The district manager has been authorized to engage a temp agency. The district manager will provide the Oversight Committee with a cost estimate.

#### 4. New Business

a. Office Hours

CB-11 Chair recommended that the Oversight Committee considered night hours. The purpose was to allow board members to meet with constituents, vendors and public officials. Most board members have limited time during the normal work hours to meet in person.

In lieu of extending the hours, the Oversight Committee recommended a process that board members would have access to the office in the evenings. The district manager will prepare procedures for the next oversight meeting.

b. Committee Expense Request

The treasurer inquired if the oversight committee would approve the use of previously distributed forms and procedures that would allow committee chairs to request funds. This would avoid waiting until the end of the fiscal year to spend any surplus.

The oversight chair acknowledged that the forms and procedures were reasonable; however, the committee would need a year-to-date actual and projected spending plan versus the budget to determine the estimated surplus. Once the estimated surplus was identified, the oversight committee could provide parameters and oversight to the committee chairs.

The oversight chair stated without this report, the committee could not endorse the use of the above mentioned procedures. The treasurer then questioned whether the oversight committee should have oversight regarding the use of the funds by the various committees. The district manager will review the bylaws and determine which committee has oversight over the use of funds.

The committee acknowledged that an unknown expenditure would be the payout of personnel time if an employee was to resign. The Oversight Committee requested that the district manager obtain the hours and potential payout by employee.

5. Announcements

There were no announcements.

6. Adjournment

A motion was made by Diane Collier and second by Frances Mastrota to adjourn the meeting at 7:00 pm.

Minutes were prepared by: Neil Flynn – Oversight Chairperson