



Diane Collier  
**Chair**

Angel D. Mescain  
**District Manager**

## COMMUNITY BOARD ELEVEN

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### Office Oversight Committee Minutes Monday, December 17, 2015 – 6:00 PM Board Office

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

**Present:** Diane Collier, Judith Febraro, Neil Flynn, Frances Mastrota, Judith Febraro

**Other Board:** Jewel Jones

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

#### 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 Febraro

#### 2. Presentations/Discussions

a. None

#### 3. Old Business

##### a. Committee Expense Request

At the 26-October meeting, 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 discretionary funds.

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 treasurer and assistant treasurer elect will meet with the CB-11 staff on 22-December to discuss the budget and identify any discretionary funding. The use of the committee request is on hold until the treasurer-elect can report back to the committee regarding discretionary funds.

##### b. Office Aide

Given the amount of meetings and special projects, the office is in need of additional administrative support. At the 26-October meeting, the district manager requested to engage a temp agency. The district manager was to provide the Oversight Committee with a cost estimate; however, the district manager is now requesting hiring a part-time staff. The Oversight Committee is placing the decision on hold until the treasurer can report back regarding available funds.

#### 4. New Business

##### a. Telephone

The CB-11 telephone system has been experiencing significant issues. The interim/elect chair person has requested that the district manager draft a letter in her name to the CEO of Verizon outlying the issue. The issue appears to effecting the neighborhood and not limited to the CB-11 office.

The Manhattan Borough President's office has been informed of the issue. The district manager should reach out to the appropriate city agency to determine if the service can be switch to a different vendor.

##### b. CB-11 Website

The website periodically is unavailable. The oversight committee had requested an explanation; however, due to conflicting meetings the district manager was unable to attend the oversight committee meeting.

##### c. New Officers

The Oversight Committee is requesting that the district office coordinate a swearing in ceremony at the beginning of the January 2016 board meeting. If the Manhattan Borough President is unavailable, the next preference is a judge.

#### 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