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COMMUNITY BOARD ELEVEN

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Office Oversight Committee Minutes Tuesday, April 27, 2015 – 6:00 PM Board Office

*** Minutes ***

Present: Diane Collier, Judith Febbraro, Neil Flynn, Frances Mastrota, Angel Mescain (staff), Mia Brezin (staff)

Excused: Edward Santos, George Gallego, La Shawn Henry

Absent: None

Guests: Matthew Washington

1. Call to Order – Adoption of the Agenda

Meeting was called to order at 6:00 p.m. by committee chair Neil Flynn

2. Presentations/Discussions

None

3. Old Business

a. CB-11 Employee Handbook (draft)

The Manhattan Bough President's Office provides Human Resources services to the community boards; however, it has not provided an employee handbook. Using a template provided by another community board, Angel Mescain compiled an employee handbook.

The employee handbook contains information on the Board's policies and procedures. It is a resource that presents information which employees need to know about their work and workplace. The employee handbook is being issued to:

- Set guidelines for everyone to follow and categorically stating the consequences of violating these rules. The handbook will inform employees of statutory laws regarding workplace behavior with colleagues, management, board members, and constituents reducing workplace conflicts and legal disputes.

- Save managers' time by eliminating the need to explain the same policies every time a new employee joins or answering the same questions.
- Publish information on the Board's policies regarding holidays, leave, work hours, overtime work and pay procedure, dress code, and performance reviews.
- Communicate to the employees about the Board's expectations of them.
- Document the organization's policies on using the Board's technology as well as personal gadgets and other Board equipment.

The initial draft was provided to the oversight committee to review at the April 2015 oversight committee meeting. The following recommendations and comments will be incorporated to the subsequent draft:

1. In addition to the formal annual employee evaluation, staff will receive a mid-year check-in. The purpose of the check-in will be to acknowledge the areas of strength and discuss any areas of improvement, if necessary.
2. The handbook will be updated to include a review process for the district manager.
3. To allow adequate time to prepare for the September meetings after the summer break, no employees will be allowed to schedule vacation during the last week of August.
4. More detail will be provided regarding maturity leave.

The Oversight Committee anticipates completing the process by the June 2015 committee meeting.

b. CB-11 Website

The Committee reviewed the website design and discussed the potential protocols for each of committee to provide content for their applicable pages. The outstanding design issues include:

1. How text is displayed in the drop down menus
2. Replacement of the calendar app
3. Removal of an error on some of the "blog-style" pages
- 4.

c. CB-11 Constituent Service Guide (Draft)

A well-organized constituent services program can make a positive contribution to the community board's image and popularity. It provides opportunities to help people who are experiencing a crisis or who need access to government services. Citizens who have serious needs often are overwhelmed by the complexity or perceived unresponsiveness of state government. Constituent services activities can help make government more accessible and responsive. The constituent services function in a governor's office generally includes one or more of the following activities:

- Information and referral to answer public inquiries about the City government and refer citizens to appropriate programs or agencies.
- Casework services to help citizens obtain specific benefits or resolve their problems with government agencies.
- Interest group relations to maintain or develop ties with special constituency groups to ensure the governor is aware of their concerns and they are informed about the governor's programs and priorities.
- Citizen participation programs to encourage and assist citizens and communities in making their views known on government issues.

The initial draft is being reviewed by the oversight committee. Recommendations and comments will be incorporated to the subsequent draft. The Oversight Committee anticipates completing the process by the June 2015 committee meeting.

The CB-11 staff and members of the oversight committee discussed the lack of tracking and reporting constituent services. CB-11 staff is working on developing a manual tracking system while working with the City to identify an automated system.

4. New Business

Identifying Writer of the Minutes - Frances Mastrota requested that all meeting notes identified the individual that wrote the minutes, since for some committees the chairperson does not write all the minutes. Ms. Mastrota referenced Robert's Rule.

The committee members agreed that an updated committee minute template would be helpful and could include Ms. Mastrota's request. Diane Collier requested a copy of Robert's Rule. Enclosed is a copy of the Robert's Rules Online obtain online.

The rules assume that there is a designated secretary who would sign the minutes.

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, Chairperson

Robert's Rules Online: RulesOnline.com

The Minutes. The record of the proceedings of a deliberative assembly is usually called the Minutes, or the Record, or the Journal. The essentials of the record are as follows: (a) the kind of meeting, "regular" (or stated) or "special," or "adjourned regular" or "adjourned special"; (b) name of the assembly; (c) date of meeting and place, when it is not always the same; (d) the fact of the presence of the regular chairman and secretary, or in their absence the names of their substitutes, (e) whether the minutes of the previous meeting were approved, or their reading dispensed with, the dates of the meetings being given when it is customary to occasionally transact business at other than the regular business meetings; (f) all the main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn; (g) and usually the hours of meeting and adjournment, when the meeting is solely for business. Generally the name is recorded of the member who introduced a main motion, but not of the seconder.

In some societies the minutes are signed by the president in addition to the secretary, and when published they should always be signed by both officers. If minutes are not habitually approved at the next meeting, then there should be written at the end of the minutes the word "Approved" and the date of the approval, which should be signed by the secretary. They should be entered in good black ink in a wellbound record-book.¹

The *Form* of the *Minutes* may be as follows:

At a regular meeting of the M. L. Society, held in their hall, on Thursday evening, March 19, 1914, the president in the chair, and Mr. N acting as secretary, the minutes of the previous meeting were read and approved. The Committee on Applications reported the names of Messrs. C and D as applicants for membership, and on motion of Mr. F they were admitted as members. The committee on reported through Mr. G a series of resolutions, which were thoroughly discussed and amended, and finally adopted, as follows:

Resolved, That.....

.....

On motion of Mr. L the society adjourned at 10 P.M.

R..... N.....

Secretary.

In keeping the minutes, much depends upon the kind of meeting, and whether the minutes are to be published. In the meetings of ordinary societies and of boards of managers and trustees, there is no object in reporting the debates; the duty of the secretary, in such cases, is mainly to record what is "done" by the assembly, and not what is said by the members. He should enter the essentials of a record, as previously stated, and when a count has been ordered or where the vote is by ballot, he should enter the number of votes on each side; and when the voting is by yeas and nays he should enter a list of the names of those voting on each side. The proceedings of the committee of the whole. or while acting as if in committee of the whole, should not be entered in the minutes, but the report of the committee should be entered. When a question is considered informally, the proceedings should be kept as usual, as the only informality is in the debate. If a report containing resolutions has been agreed to, the resolutions should be entered in full as

finally adopted by the assembly, thus: "The committee on submitted a report with a series of resolutions which, after discussion and amendment, were adopted as follows:" then should be entered the resolutions as adopted. Where the proceedings are published, the method shown further on should be followed. If the report is of great importance the assembly should order it "to be entered on the minutes," in which case the secretary copies it in full upon the record.

Where the regular meetings are held weekly, monthly, or quarterly, the minutes are read at the opening of each day's meeting, and, after correction, should be approved. Where the meetings are held several days in succession with recesses during the day, the minutes are read at the opening of business each day. If the next meeting of the organization will not be held for a long period, as six months or a year, the minutes that have not been read previously should be read and approved before final adjournment. If this is impracticable, then the executive committee, or a special committee, should be authorized to correct and approve them. In this case the record should be signed as usual, and after the signatures the word "Approved," with the date and the signature of the chairman of the committee authorized to approve them. At the next meeting, six months later, they need not be read, unless it is desired for information as it is too late to correct them intelligently. When the reading of the minutes is dispensed with they can afterwards be taken up at any time when nothing is pending. If not taken up previously, they come before the assembly at the next meeting before the reading of the later minutes. With this exception the motion to dispense with reading the minutes is practically identical with the motion to lay the minutes on the table, being undebatable and requiring only a majority vote. The minutes of a secret meeting, as for the trial of a member, should not be read at a meeting that is open to the public, if the record contains any of the details of the trial that should not be made public.

Minutes to be Published. When the minutes are to be published, in addition to the strict record of what is done, as heretofore described, they should contain a list of the speakers on each side of every question, with an abstract of all addresses, if not the addresses in full, when written copies are furnished. In this case the secretary should have an assistant. With some annual conventions it is desired to publish the proceedings in full. In such cases it is necessary to employ a stenographer as assistant to the secretary. Reports of committees should be printed exactly as submitted, the minutes showing what action was taken by the assembly in regard to them; or, they may be printed with all additions in italics and parts struck out enclosed in brackets in which case a note to that effect should precede the report or resolutions. In this way the reader can see exactly what the committee reported and also exactly what the assembly adopted or endorsed.