



Diane Collier  
**Chair**

Angel D. Mescain  
**District Manager**

## COMMUNITY BOARD ELEVEN

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### Office Oversight Committee Minutes April 21, 2016 – 6:00 PM Board Office

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

- Present:** Jose Altamirano, Diane Collier (ex officio), Judith Febbraro, Neil Flynn, James Garcia, Jewel Jones, Marissa Mack, Frances Mastrota, Angel Mescain (staff)
- Excused:** none
- Absent:** Candy Vives-Vasquez
- Guests:** none

#### 1. Call to Order– Adoption of Agenda and Approval of Minutes

Neil Flynn called the meeting to order at 6:00p.m.

Jose Altamirano made a motion to adopt the agenda, seconded by Frances Mastrota and passed unanimously.

Jose Altamirano made a motion to approve the February 2016 committee meeting minutes, seconded by Frances Mastrota and passed.

#### 2. Discussions/Presentations

##### a. Treasurer's Report

Brief discussion reiterating the initial financial needs of the board, as presented during April's full board meeting. The request for funds form was drafted and will be discussed with final recommendations during this month's Executive Committee meeting.

Additional task added to Treasurer's on goals:

- Develop procedures to monitor the Board's operating budget by December 2016
- Develop procedures for committee chairs to request resources by December 2016
- Develop procedures for community based nonprofits to request resources from CB-11 (e.g., tree lighting) by December 2016

##### b. Draft Mission – Goals

The draft committee mission and 2017 goals were presented and discussed by the committee. The committee made several recommendations which are reflected on the attached updated draft.

c. Social Media – Intern

The CB-11 office is in the process of obtaining a summer social media intern. Enclosed is the position description.

3. New Business

a. Task Assignments

The district manager provided the task assignments by employee. The tasks assigned will be discussed by the executive and oversight committees.

b. Evaluations

The oversight committee requested that the district manager draft the staff evaluations using the draft forms

c. Merit Increase

The discussion of merit increases is on hold until the completion of the above noted evaluations.

d. Administration Support

The district manager provided a draft job notice for a proposed part time community assistant. The posting of the position is dependent on the availability of funds and approval by the executive committee.

4. Old Business

a. Time Warner Business Service

The community continues to experience interruptions in services.

5. Announcements

None

6. Executive Session

None

7. Adjournment

The meeting was adjourned at 6:45 p.m.

Minutes prepared by Neil Flynn, Chair