



Diane Collier  
**Chair**

Angel D. Mescain  
**District Manager**

## COMMUNITY BOARD ELEVEN

BOROUGH OF MANHATTAN  
1664 PARK AVENUE  
NEW YORK, NEW YORK 10035  
TEL: (212) 831-8929/30  
FAX: (212) 369-3571  
[www.cb11m.org](http://www.cb11m.org)

### Office Oversight Committee Minutes Monday, January 25, 2016 – 6:00 PM Board Office

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

- Present:** Jose Altamirano, Judith Febbraro, Neil Flynn, Marissa Mack, Frances Mastrotta, Ed Santos, Candy Vives-Vasquez, Diane Collier (ex officio), Angel Mescain (staff)
- Excused:** La Shawn Henry
- Absent:** James Garcia
- Guests:** Jewel Jones, Mahfuzar Rahman, Nilsa Orama

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

- a. Frances Mastrotta made a motion to adopt the agenda, which was seconded by Candy Vives-Vasquez.

#### 2. Old Business

- a. Telephone

There is an ongoing citywide issue regarding the Verizon land line wiring. Many buildings, including the CB-11s office, have copper wiring versus fiber optics. Diane Collier and Angel Mescain are working with the City to address the issue at the office level. The committee agreed that this may be an issue impacting the residences of CB-11 disappointingly.

- b. Website

The new CB-11 website was periodically closing down due to a lack of band width. Angel Mescain stated that the issue was due to the office not clearing its file periodically. The office has implemented procedures to periodically clear the file, which as subsequently eliminated the issue.

#### 3. New Business

- a. New Officers

Diane Collier, the recently elected CB-11 president, expressed appreciation for the community and politicians participation in the swearing in ceremony; however, regretted the lack of pictures. The office will reach out to members and

request any pictures taken during the ceremony. Neil Flynn will reach out to the Harbor parents.

4. Discussion / Presentations

a. Treasurers Report

On December 22, 2015, Marissa Mack and Candy Vives-Vasquez met with the office manager and was provided an overview of the current system. Marissa is in the process obtaining additional information and hopes to present a formal report for the next oversight committee meeting. Providing a report is dependent on receiving the necessary information.

Marissa reported on the process of obtaining discretionary funds. Previously the process was managed by the office manager with limited input from the committee chairs.

For the current year, the office manager will reach out to the committee chairs but still manage the process. The committee agreed, for the next fiscal year, CB-11 should refine the process to include committee chairs input sooner and outreach to the local officials before submitting the request.

5. Adjournment

Frances Mastrota made a motion to adjourn which was seconded by Candy Vives-Vasquez and passed unanimously. The meeting was adjourned at 7:00 pm

Minutes prepared by Neil Flynn, Chair