



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

Office Oversight Committee Minutes June 23, 2016 – 6:00 PM Board Office

*** Minutes ***

Present: Diane Collier (ex officio), Judith Febraro, Neil Flynn, Jewel Jones, Marissa Mack, Frances Mastrota, Angel Mescain (staff)

Excused: none

Absent: Jose Altamirano, James Garcia, La Shawn Henry, Candy Vives-Vasquez

Guests: Brodie Enoch

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

A motion to adopt agenda and approve minutes was made by Frances Mastrota, seconded by Jewel Jones and passed unanimously.

2. Discussions/Presentations

a. Treasurer's Report

The Treasurer (Marissa Mack) provided a draft budget. The draft budget includes a new part time staff and salary adjustments. The Chairperson (Diane Collier) requested a reduction of certain costs to allow for a larger contingency. The Treasurer agreed to work with the District Manager to update the budget.

3. Old Business

a. Update Mission Statement and Goals

A motion to approve the committee mission statement was made by Frances Mastrota, seconded by Jewel Jones and passed with one present not voting (Collier).

A motion to approve the committee goals for 2016 was made by Frances Mastrota, seconded by Jewel Jones and passed unanimously.

b. Task Assignments

The task assignments have been distributed to the Oversight Committee.

c. Evaluations

The District Manager reported that he will make the August deadline to complete the two employee evaluations.

d. Merit Increase

Merit increases are dependent on a completed evaluation that supports the recommendation and the approval of the Board. Once completed, the Oversight Committee will review the applicable evaluation and make a recommendation for approval by the Board.

e. Administration Support

As noted in the Treasurer's Report, an additional administrative support clerk is included in the draft budget.

4. New Business

None

5. Announcements

None

6. Executive Session

Salary evaluations and potential adjustments were discussed.

7. Adjournment

A motion to adjourn the meeting was made by Jewel Jones, seconded by Frances Mastrotta and passed unanimously. The meeting was adjourned at 7:30 p.m.

Minutes prepared by Neil Flynn, Chair