



Diane Collier
Chair

Angel D. Mescain
District Manager

COMMUNITY BOARD ELEVEN

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Office Oversight Committee Minutes September 9, 2016 – 6:00 PM Board Office *** Minutes ***

Present: Diane Collier (ex officio), Judith Febbraro, Neil Flynn, Marissa Mack, Debbie Quinones, Candy Vives-Vasquez, Angel Mescain (staff)

Excused: Jewel Jones

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

A motion to adopt agenda and approve minutes was made by Candy Vives-Vasquez, seconded by Judith Febbraro and passed unanimously.

2. Discussions/Presentations

a. Treasurer's Report

Marissa Mack provided the draft budget which reflects the Oversight Committee's previous recommendations. The draft budget includes a new part time staff and salary adjustments. The budget includes \$15,000 for contingency.

b. Interview and Hiring Schedule

Angel Mescain outlined the interview process for the new part time staff. The Oversight Committee was provided with the resumes of the candidates selected by Angel. Candy noted none of the candidates were East Harlem residents. Angel was instructed to widen the search by posting on the East Harlem Alliance website.

The Oversight Committee approved the scheduling of the interviews with the understanding that the final candidate will need to be approved by the full Board.

3. Executive Session

a. Review of Staff Evaluations

During executive session, the Oversight Committee reviewed the draft employee performance evaluations

4. New Business

none

5. Announcements

Debbie Quinones distributed a flyer regarding a live Mitch Frohman and his Latin Jazz Quartet concert to be held at Harlem Art Park on Saturday September 24th (start time 3:00 pm).

6. Adjournment

A motion to adjourn the meeting was made by Debbie Quinones, seconded by Marissa Mack and passed unanimously. The meeting was adjourned at 7:30 p.m.

Minutes prepared by Neil Flynn, Chair