



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 October 7, 2016 – 8:45 PM Board Office

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

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

Excused: Jewel Jones

Absent: none

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

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

#### 2. Discussions/Presentations

##### a. CB11 Sponsorship Request Form

- i. The Oversight Committee approved the CB11 Sponsorship Request Form for \$250.00, submitted by the Housing Committee. The funds will cover a portion of the food for the Housing Forum taking place October 22, 2016. Although the funds are approved for disbursement, Oversight is requesting the Housing Committee **re-submit** their application with a **detailed description** of the event and the CB11 goal(s) the forum will address.
- ii. Going forward, all requests for CB11 funds should be submitted through the CB11 Sponsorship Request Form. Request of \$500 or more, will be reviewed by the Oversight Committee and require the approval from the Oversight Committee. \*Request less than \$500, will be reviewed by the Oversight Committee but will require the approval of the Treasurer only.
- iii. Applications in the future will require committees to indicate if their vendor is registered with Office of Management and Budget. If not, registration will be required prior to disbursement of funds.

#### 3. New Business

- a. Neil Flynn verbally, resigned from the Community Board. Diane Collier, Chair, officially announced Jewel Jones as the Chair of the Oversight Committee. Jewel assumes the

position immediately and will help facilitate the hiring process for the Assistant District Manager position.

- b. Angel updated staff evaluations. Staff evaluations will be conducted prior to the October full board meeting.

4. Adjournment

**A motion to adjourn the meeting was made by Judith Febbraro, seconded by Candy Vives-Vasquez and passed unanimously. The meeting was adjourned at 9:20 p.m.**

\*Form may still require Oversight Committee approval depending on nature of request.  
Minutes prepared by Marissa Mack, Oversight Committee Vice Chair & CB11 Treasurer.