



Diane Collier
Chair

Angel D. Mescain
District Manager

COMMUNITY BOARD ELEVEN

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District Needs & Budget Review Committee (AKA Budget Committee) November 2nd, 2017, 6:30 p.m. Board Office

*** Minutes ***

Present: Melanee Farrah, Joseph Goldbloom, Xavier A. Santiago, Jason Villanueva, Angel Mescain (staff)

Excused: Alex Kohen, Marissa Mack

Absent: Diane Collier (ex-officio)

Guests:

1. Call to Order and Adoption of Agenda

Xavier Santiago called the meeting to order 6:55PM.

Quorum was achieved at 7:20PM. Jason Villanueva made a motion to adopt the agenda, which was seconded by Mel Farrah and passed unanimously.

2. Discussions & Presentations

- a. Review of roll out process. Committee comments and requests for resources. Workflow edits for timeline purposes.
During the first round, many committees did not complete a successful review and edit of the SDN nor the Budget Priorities. However, in the subsequent extension most of the committees did make revisions to both documents. After review of the new model, the Budget Committee agreed that the committee chairs and vice-chairs should begin preliminary discussions during the recess months of July and August to inform their workflow and needs. Email communications to the relevant committees should occur at this time. In September, the bulk of the editing and requests should be completed. The Budget Committee can review and respond for final edits and/or tweaks in October. To that end, the Budget Committee will create individual folders within the SDN and Budget Priorities folder. Those committees with overlap will be broken out. The chairs and vice-chairs of each committee will receive training in the future.
General Committee Requests: More resources such as laptops with Wifi access and hands-on training.
- b. Review Committee Workbooks to assess those committees who have completed them to date.

To date, very few committees have worked within the Project Trackers. Jason Villanueva and Xavier Santiago will fill out the trackers. The committee agreed that the trackers are not just for Budget requests but also for all projects within CB11. DCP Resource guide will be added as an additional tab for the committees.

- c. Training of committee members.
Committee members will need training in the coming months. Jason Villanueva attended the Borough President's Community Board Budget Training series. He presented that packet to the committee for review. In December, Deputy Borough President, Matthew Washington will attend December's Budget Committee meeting to help train board members. Please plan to have someone from your committee to attend.
Also, Joe Goldbloom mentioned two resources to enable accountability and transparency for funding our projects within the district: the Capital Commitment plan on OMB and NYC Council's website Budget Section under Schedule C (Transparency Resolutions). An example of transparency was offered. Commitments of \$1.7 billion were made to Queens' CD 12/13. Upon examination it was discovered that only CD13 was allocated the funds.
- d. Planning session with committee chairs and vice-chairs for incoming Jan./Feb. responses.
During the beginning of January, the chair and vice-chairs will need to meet with the Budget Committee chair and vice-chair to handle the responses due in February. The turnaround time for committees will be very brief.
- e. The next Budget Committee meeting is scheduled for December 7, 2017.

3. Old Business

4. New Business

5. Announcements

- a. Board State Training November 14th, 6:00 – 8:00pm.

6. Adjournment

Jason Villanueva made a motion to adjourn, which was seconded by Mel Farrah and passed. The meeting was adjourned at 7:27pm.