



Diane Collier
Chair

Angel D. Mescain
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COMMUNITY BOARD ELEVEN

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District Needs & Budget Review Committee December 7, 2017, 6:30 p.m. Board Office

*** Minutes ***

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

Excused: Marissa Mack, Diane Collier (ex-officio)

Absent: Joseph Goldbloom

Guests: Frances Mastrota

1. Call to Order and Adoption of Agenda

Xavier Santiago called the meeting to order 6:56 PM.

Alex Kohen made a motion to adopt the agenda, which was seconded by Jason Villanueva and passed unanimously. The committee confirmed that the 6:30PM time slot still works best for the membership.

2. Discussions & Presentations

a. Review of new committee folders and subsequent changes

Jason Villanueva reviewed with the committee the changes and organization of the folders. He added additional committee folders for the workbooks. Each project tracker will be moved to the relevant committee folder. Each committee will task the vice-chair or relevant member to address the project tracker at each meeting. A Budget Committee member will add the additional Points of Agreement to the list of Capital improvement as well as a section for Expenses. Chairs and Vice-chairs will have edit permissions, while committee members will have ready-only access. Jason Villanueva explained that the Training folder contains all the instructional documents and resources for the leadership. He also recommended that we should transfer the folders from the Budget Chair to the District Manager or Office's account. Questions were raised on the role of the Treasurer and overlap of the Oversight Committee. Angel Mescain explained that there is a separation but that when requesting money on behalf of the office, whether for supplies/resources or head count, it belongs to the Oversight Committee but it will inform the Budget Committee. The organization of the trackers will be initiated by the Budget Committee and handed off to the committee chairs. Mr. Santiago will send an example of formatting to the committee to replicate. It was recommended to split the capital requests,

expense requests and then identify POA portions that overlap. If the POA item is a standalone issue, then it should still be documented in the project tracker. Deliverables deadline will be by the first week of January and provided to the committees thereafter; final versions will be due by January 4th.

Mel Farrah: Licenses and Permits, Oversight

Alex Kohen: Land Use

Marissa Mack: Economic Development

Xavier Santiago: Housing, Environment Open Spaces & Parks

Jason Villanueva: Youth & Education

Angel Mescain: Health & Human Services, Public Safety & Transportation

b. Planning for responses from the city

The city and its agencies will be responding to our SDN and Budget Requests. These responses will be received toward the end of January. Discussions arose about how to enable responses from the committees when the initial process reflected a lack of participation. The committee confirmed that a simplified instructional sheet should be provided to help those committees with technological challenges. The expectations will be set and the steps will be codified to facilitate this effort. Mel Farrah recommended a very simple step-by-step process for the committees. Jason Villanueva reminded everyone that we created this process. It was ultimately determined that it must be a more user-friendly version of the instructions. There are laptops that may adjoin committee members to complete the work on the fly. If completed manually, the relevant committee chair must designate someone from each committee to complete the data entry. The committee discussed ways to best activate the membership to contribute. When multiple committees overlap on an issue/project, Angel Mescain recommended that the Budget Committee should break apart the responsibilities in very simplified terms and designate which committee takes the lead on certain projects and agency contacts.

c. Training of committee chairs and vice-chairs:

As it may be difficult to coordinate multiple schedules, Alex Kohen recommended that the Vice-Chairs possibly attend the Executive Committee meeting in January. In the mean time, he will assemble dates for the committee to agree on and submit to the chairs and vice-chairs. The committee chairs and vice-chairs would review the instructions and have a Q&A section as well as provide feedback on the process. This model will create an evaluation tool for the leadership. This concept led to a conversation on how people should be evaluated and what those circumstances may yield. Due process will emerge for the committee chairs to evaluate their membership, and ultimately if the work is not completed, the elected leadership will address those instances where appropriate. Although we are not required to send a response, we must vote on a response if we do submit. Although the Chair can empower the Budget Chair to respond on behalf of the board and give testimony; however, it is always best for the board to vote and approve prior to such testimony occurring. Alex Kohen thought it would be worthwhile to have an intern working with the Budget Committee from Hunter or elsewhere. This idea will be explored in Q1 of 2018.

3. Adjournment

Alex Kohen made a motion to adjourn, which was seconded by Jason Villanueva and passed. The meeting was adjourned at 8:05 pm.