



Diane Collier
Chair
Angel D. Mescain
District Manager

COMMUNITY BOARD ELEVEN

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Office Oversight Committee Minutes Thursday, January 12, 2017 – 7:00PM Bonifacio Senior Center

*** Minutes ***

Present: Judith Febraro, Lilybelle Gonzalez, Marissa Mack, Candy Vives-Vasquez, Angel Mescain (staff)

Excused: Holley Drakeford, Edwin Marcial, Debbie Quinones

Absent: none

Guests: Nilsa Orama, CB11; Lucille Songhai, MBPO

1. Call to Order
2. Discussions/Presentations
 - a. Review of candidate applications for the Assistant District Manager (ADM) position and final decision on recommendation to hire

Marissa Mack, Committee Chair a/o 1/2/2017, opened the discussion for any feedback and/or comments from the other committee members about the December 20th full board meeting and about the committees' process for moving forward.

Ms. Vives-Vasquez expressed her desire to have an ADM who, once hired, is ready to roll up their sleeves and jump into their position, getting on board with the goals and needs of the office.

Ms. Febraro mentioned she had little to add to the discussion surrounding Julia Carey-Ruiz as she never had a chance to meet her and could not comfortably recommend based on her resume alone.

Ms. Gonzalez was in support of moving forward with Ms. Carey-Ruiz based on the information provided.

Mr. Mescain reiterated the ability of Ms. Carey-Ruiz to carry out the ADM position mentioning her ability to work within the community (East Harlem), her familiarity with land use and zoning, and her knowledge of graphic design. He believes she is a solid candidate.

Ms. Mack also opened up the conversation for Matthew Cruz, another candidate as a possible consideration for the ADM position.

Ms. Vives-Vasquez was in support of Mr. Cruz . She felt his heart was in the community, his qualifications were parallel to the needs of East Harlem and he would serve well in our office.

Ms. Mack requested the motion of the following items in order to clearly lay out the next steps for the committee:

Lilybelle Gonzalez made a motion to offer the position of Assistant District Manager to Julia Carey-Ruiz. The motion was seconded by Candy Vives-Vasquez and passed with one opposed (Febbraro).

Lilybelle Gonzalez made a motion to recommend a starting salary range of \$45,000 to \$50,000 for the Assistant District Manager position. The motion was seconded by Candy Vives-Vasquez and passed unanimously.

Candy Vives-Vasquez made a motion to offer the position of Assistant District Manager to Matthew Cruz in the event that the job offer to Julia Carey-Ruiz not be accepted. The motion was seconded by Lilybelle Gonzalez and passed with one opposed (Febbraro).

Marissa Mack made a motion for Diane Collier and Angel Mescain to be responsible for communicating the job offer to Julia Carey-Ruiz and, if necessary, to Matthew Cruz for the position of Assistant District Manager. The motion was seconded by Candy Vives-Vasquez and passed unanimously.

b. Committee discussion on potentially necessary next steps in ADM recruitment process

The committee discussed looking at the current process of hiring to see how it could be improved. Mr. Mescain and Ms. Mack discussed adding land use and zoning knowledge as a plus on the job description going forward but not a requirement. Mr. Mescain believes the process currently in place is good.

Ms. Vives-Vasquez and Ms. Febbraro expressed their concern about the time and days of the oversight meeting as it pertains to the interviewing process. Ms. Mack agreed the times for the meetings were unfortunately rushed for the ADM but could have been avoided by an earlier approval to move forward with the interviews.

Ms. Orama made several suggestions for the oversight committee including transparency of the process, having the same people interview and vote across the board, the time and day of meeting and the presentation of the material used to make a determination in order to protect the integrity of the board. Ms. Orama also expressed her frustration with the December's board meeting, and declared an urgent need to improve the current process.

Ms. Songhai agreed with the sentiments of Ms. Orama. She also expressed the need for the oversight committee to expose the current procedure to the full board and provide clarity on the process. Ms. Songhai also mentioned the need to insure the situation that took place during December's full board meeting, as it relates to the ADM candidate, never takes place again.

Mr. Mescaïn recommended that were the committee to revise/amend its application review procedures, in the future, it may wish to consider putting forward all finalists, with committee recommendations, to the full board before the final vote to hire is had.

3. Old/New Business

4. Adjournment

Judith Febraro made a motion to adjourn the meeting which was seconded by Candy Vives-Vasquez and passed unanimously. The meeting was adjourned at 8:06 p.m.

Minutes prepared by Marissa Mack, Chair

* Recordings, Procedure, Interview sheets etc. are available at the CB11 office. If you would like to review any information, please contact the CB11 office to arrange.