



Diane Collier
Chair

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COMMUNITY BOARD ELEVEN

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Office Oversight Committee
Thursday, January 26, 2017, 6:00pm
Bonifacio Senior Center
7 East 116th Street

*****MINUTES*****

Present: Holley Drakeford, Judith Febbraro, Marissa Mack (Vice-Chair), Edwin Marcial, Debbie Quinones, Shantal Sparks (Chair), Diane Collier (Ex-officio), Angel Mescain (staff)

Excused: Lilybelle Gonzalez, H. Candy Vives-Vasquez

Absent: None

Guests:

1. Presentations/Discussions

Meeting called to order at 6:05 p.m. Quorum present.

- a. Committee discussion on next steps in ADM recruitment process
 - i. Reviewed existing job description/announcement
 - a. Committee determined that the existing job description accurately reflects the duties of an ADM and the selection qualifications
 - ii. Discussed distribution methods of job announcement
 - iii. Discussed timeline
 - a. Jan. 27: Date job announcement will be posted/distributed
 - b. Feb. 17: Deadline to apply (3 weeks from posting date)
 - c. Feb 23: Next schedule Oversight Committee Meeting
 - Committee will meet as scheduled on 2/23/17 to review applications and determine which of those applications should be offered an interview
 - d. Mar. 3, 4; and Mar. 10, 11: Proposed interview dates

- iv. Discussed overall hiring process
 - a. Explored idea of a “Hiring Committee” made up of no more than 4 individuals to conduct all interview for ADM position
 - b. Template of existing 1st and 2nd round interview questions distributed to Committee Members for review
 - 1. Members to review and provide any suggested changes at next Oversight Meeting
 - c. A document titled “ Employee Recruitment and Selection Procedure” was discovered in CB11 drive – this document was also distributed to Committee Members for review
 - 1. NOTE: Unable to discern who authored the document or date document was created (presumably June 2010 based on last date saved)
 - 2. Members to review document in preparation for discussion at next Oversight Meeting re: revising and/or formalizing the procedure
- 2. Old Business
 - a. None
- 3. New Business
 - a. None
- 4. Announcements
 - a. All are encouraged to attend La Marqueta Community Planning Exhibition & Workshop from 2/6/17 to 2/17/17
- 5. Adjournment

Motion to adjourn by Holley Drakeford, seconded by Judith and passed at 7:01 p.m.

Minutes prepared by S. Sparks