Office Oversight Committee  
Thursday, June 18, 2018– 6:00 pm  
Bonifacio Senior Center  
7 East 116th Street  

*** Minutes ***

Present: Melanee Farrah, Emily Grajales, Alex Kohen, Shantal Sparks, Nilsa Orama (ex officio)  
Excused: Candy Vives-Vasquez  
Absent: None  
Guests: Judith Febbraro (CB11), Ryan Sheffield (CB11), Jason Villanueva (CB11)  

1. Call to Order – Adoption of Agenda  
   a. Committee Chair Shantal Sparks called the meeting to order at 6:09 pm  
   b. Emily Grajales made a motion to adopt the agenda which was seconded by Alex Kohen and passed unanimously  

2. Announcements - none  

3. Presentations/Discussions – none  

4. Old Business  
   a. Pending Consultant Contract  
      i. Reviewed and finalized draft consultant contract  
         1. Alex Kohen made a motion to adopt the consultant contract as amended which was seconded by Emily Grajales and passed unanimously  
   b. Employee Handbook  
      i. Reviewed and revised existing working copy of employee handbook  
         1. Alex Kohen made a motion to adopt employee handbook as amended which was seconded by Melanee Farrah and passed unanimously  
   c. Proposed Hiring Process Revision  
      i. Reviewing “Employee Recruitment and Selection Procedure” memorandum which outlines and refines the process undertaken during most recent hiring cycle
1. Alex Kohen made a motion to adopt the Employee Recruitment and Selection Procedure which was seconded by Melanee Farrah and passed unanimously

5. New Business – none

6. Adjournment – Meeting adjourned at 9:00pm