



COMMUNITY BOARD ELEVEN

BOROUGH OF MANHATTAN
1664 PARK AVENUE
NEW YORK, NY 10035
TEL: 212-831-8929
FAX: 212-369-3571
www.cb11m.org

Nilsa Orama
Chair

Angel D. Mescain
District Manager

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 Febraro (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