



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. Mescaín
District Manager

Office Oversight Committee September 26, 2018– 6:30 pm Board Office

*** Minutes ***

Present: Melanee Farrah, Shantal Sparks, Jonathan Winstone, Nilsa Orama (ex officio)

Excused: Candy Vives-Vasquez

Absent: None

Guests: none

1. Call to Order/Adoption of Agenda

Called to order at 7:01pm.

Motion by Jonathan Winstone to adopt the agenda, seconded by Melanee Farrah. Approved unanimously.

2. Old Business

a. Performance review procedures

- Introduced by Chair Sparks. Previously, it was discussed a plan for our District Manager (DM) to conduct employee reviews and preparing initial evaluations for submission to the Oversight Committee. The Committee would then present the reviews to the staff.
- Draft reviews are tentatively to be submitted by the DM to the Committee by October 10, 2018.
- A summary of the performance review procedure will be shared among the members to get new members up to speed. It may need to be approved in consultation with the BP Counsel.
- Chair Sparks will be reaching out to the BP GC to discuss questions and procedures. Chair Orama noted that she also spoke with BP GC and he offered to speak with the Board as necessary.
- Current staff: DM, ADM, Community Associate.

- Committee will be reviewing ADM and Community Associate; the Board Chair will review the DM.
- Chair Sparks suggested that we request reviews from DM at earliest convenience so that we can provide feedback by end of October to the board staff.
- Updating job description, aligning to work, and prepare to recruit when ready.

3. Committee goals

- Obtain guidance from and maintain communication with BP Counsel regarding implementation of Review procedure and guidebook, and any other standing matters, including an administrative proceeding currently before the Board, working toward a resolution.
- Performance reviews according to recently drafted process, once approved
- Schedule, discuss and present the review with employee and provide them with feedback, and accept feedback from the employee
- Schedule DM performance review meeting with Chair
- Present documented policies and procedures to Executive Committee as the product of our being tasked to create them: Employee Handbook, hiring procedures, staff review procedures.
- Clarify and determine staffing needs and attempt to better align future staffing strategy with the needs of the Board

4. Discussion

- Our next meeting will be October 17th, the third Wednesday of the month.

5. Adjournment

The meeting was adjourned at 7:44pm.