



**THE CITY OF NEW YORK  
BRONX COMMUNITY BOARD 6  
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*Honorable Vanessa L. Gibson, Bronx Borough President*

*Honorable Oswald Feliz, New York City Council Member*

MS. EVONNE CAPERS  
Board Chairperson

MR. RAFAEL MOURE-PUNNETT  
District Manager

**Executive Committee Meeting Minutes**

Wednesday, June 7, 2023

Evonne Capers, Board Chairperson

The Executive Committee met on June 7, 2023 via Zoom Audio and Video Conference. The following Board Members were present at the meeting: Clarita Bailon, John Barczak, Evonne Capers, Michael Caraballo, Nicole Carter, Sadija Cekovic, Margarita Espinosa, Frank Franz, Maria Garcia, Laura James, Maria Latimer, Magdamary Marcano, Matthew Martinez, Lamont Parker, Rosa Peraza, Samsondeen Raheem, Carmen Rivera, Kristine Rivera, Lisa Sanchez, Gil Simmons, Noorjahan Wells, and Monique Williams.

The Executive Committee discussed the following information:

- **Discussion of Bronx Community Board #6's Fiscal Year 2023 Operating Budget**

During the discussion on the Fiscal Year 2023 Operating Budget of Bronx Community Board #6, the Executive Committee was informed of the breakdown of costs for the final month of the fiscal year, which indicated that there would be a remaining balance of either \$31,600 or \$16,160. This surplus could be utilized for various purposes such as restocking office supplies, water/snacks, marketing items (e.g., branded tent for tabling, brochures, banners), and other necessities for community events. To avoid any unused funds in the future, it is recommended to allocate money for end-of-year board events and engage in prudent financial planning. This would ensure that no money is left unutilized at the end of the fiscal year.

- **Update on the hiring of a Part-Time Community Associate**

The Executive Committee was informed that Part-Time Community Associate job posting is currently active on the [City's website](#) until June 30, 2023. The remainder of June and early July will be dedicated to reviewing candidates and progressing through the hiring procedures. To ensure fairness in the interview process, a set of pre-written questions will be utilized. These questions will be shared with board members, who will have the opportunity to actively participate in the interviews. This collaborative approach ensures a comprehensive evaluation of the candidates. Considering the availability of an annual budget allocation for community boards, the District Manager Moure-Punnett has submitted a proposal to Councilmember Oswald Feliz. The proposal outlines how the Board would utilize the funding if it were granted. Specifically, the funds would support the hours of the Part-Time Community Associate and facilitate the integration of an external-facing aspect into the associate's responsibilities.

- **Update on end of virtual meetings**

The Executive Committee was also informed that the ability to hold virtual meetings was granted due to the state of emergency in New York. However, once the state of emergency is no longer in effect, it will be necessary to conduct meetings in person. Nevertheless, there is an opportunity for meetings to continue virtually in some capacity if a public hearing is held and a resolution is passed prior to the end of the state of emergency. The Community Board meeting scheduled for June 14, 2023, will include a hearing to gather input on the possibility of implementing a hybrid meeting style going forward. A hybrid meeting entails conducting the meeting at a physical location while also providing a Zoom link for those unable to attend in person. However, it is important to note that board members must obtain permission from the board in advance if they have extenuating circumstances that require them to attend virtually. Attendance without prior permission will not be considered valid, and the board member will be unable to vote in that particular meeting. Several committees have expressed interest in adopting this hybrid meeting style. The transition to in-person meetings will commence on June 19, 2023.

- **Performance review for District Manager Rafael Moure-Punnett**

The performance review for District Manager Rafael Moure-Punnett was conducted, involving a comprehensive self-evaluation where the manager highlighted accomplishments and areas for improvement. The details of this evaluation can be found in the executive committee meeting materials. Committee Members also provided their input on the manager's performance, identifying various successes and areas for improvement. One board member emphasized the need to enhance document accessibility by mailing out physical copies, as email communication is not effective for all members. To address this, the District Manager will set a recurring reminder to ensure documents are mailed out. Board Members expressed their desire for the Board to resume sending out flyers to the community, with plans to restart this initiative in July. Additionally, there was a request for increased engagement with nonprofit organizations that provide services in the district. The upcoming legal clinic was discussed, with a focus on integrating it with the specific needs of each committee. The idea of organizing an LGBT resource fair as a future community event was also discussed. Furthermore, Board Members emphasized the importance of including tenant organizing in future legal clinics to empower tenants to collaborate with their neighbors and address safety concerns. There was a request for the board to increase its presence at community events by setting up tables, thereby raising public awareness of the organization. A Committee Member proposed a motion for the State Department of Transportation to provide land to the Department of Design and Construction to expand the scope of the West Farms Square improvement project, facilitating easier passage across the intersection. The motion was seconded and unanimously passed.