



**THE CITY OF NEW YORK
BRONX COMMUNITY BOARD 6**

1932 Arthur Avenue, Room 403-A, Bronx, NY 10457

Honorable Vanessa L. Gibson, Bronx Borough President

Honorable Oswald Feliz, New York City Council Member, 15th District

Telephone: (718) 579-6990 – Email: bronxcb6@bronxcb6.org – Website: nyc.gov/bxcb6

MS. EVONNE CAPERS
Board Chairperson

MR. RAFAEL MOURE-PUNNETT
District Manager

**Executive Committee Meeting Minutes
September 7, 2023
Evonne Capers, Chairperson**

The Executive Committee met on September 7, 2023 via Zoom Audio and Video Conference and in-person at the district office. The following Board Members were present at the meeting: Lamont Parker, Laura James, Evonne Capers, Rosa Peraza, Magdamary Marcano, Carmen Rivera, Kristine Rivera, Gil Simmons, Nicole Carter (approved for virtual attendance), and Monique Williams (non-executive member)

The committee reviewed the Fiscal Year 2023 budget of the board, with the Chair asking District Manager Rafael Moure to present expenditures and discuss how to better plan to better plan for fiscal year 2024. Carmen Rivera noted that she would like the board not to return any money to the city in future years to demonstrate that boards need their budget allocation. The Board's District Manager then outlined planned expenditures for fiscal year 2024, noting that large expenditures on computers, cameras, A/C, etc. were all done in the previous year and would not be needed in FY24. Kristine Rivera noted that she would like board funds to be used for community events. Board members also discussed the planned events at River Garden, and the District Manager confirmed the funds had been allocated but had not yet been dispersed.

The committee then discussed the board's hybrid meeting format, and the District Manager raised the concern about his authority to approve virtual attendance. The committee discussed the issue and decided to introduce a bylaw amendment with the same language as the motion passed by the board in June 2023.

The District Manager then outlined the hiring process, including the timeline, applicant pool, and interview process. He recommend Sonia Banegas as the best candidate, as she provided excellent writing samples and a flyer she had made. She has experience in public service, community board outreach, receiving complaints from the public, interviewed well, and has strong writing skills. Evonne Capers asked that inquire if the candidate be able to attend evening meetings. The committee encouraged Rafael to consider also hiring interns to support the board's office.

The committee discussed potentially conducting an interview during the board meeting, but then decided instead to just invite the candidate to attend the board meeting to introduce

herself. The committee resolved to make a job offer at \$23.54, the maximum rate listed on the job posting, for 24 hours a week, and a 90-day probationary period.

The executive committee then conducted a performance review for the District Manager in executive session, with minutes taken by Kristine Rivera.

Bronx Community Board 6
Rafael Moure-Punnett Performance Review
Executive Committee Meeting – September 7, 2023
FY 2023

Performance Scale:

- 1 - Not in Compliance – job responsibility is not being completed
- 2 - Needs Improvement – job responsibility needs improvement; core functions of the job are not being completed consistently
- 3 - Meets Expectations – job responsibility is completed adequately on a consistent level
- 4 - Exceeds Expectations – job performance is strong, consistent, and occasionally exceeds expectations
- 5 - Outstanding – job performance is strong, consistent, and regularly exceeds expectations

Responsibility	Performance	Notes
Maintains the day-to-day operations of the Board office including internal budget of the Board, provides accurate information to the public and maintains files and records both paper and electronic.	4 - Exceeds Expectations	8/10 voted for Exceeds Expectations
Supervises, evaluates, directs and motivates staff	3 - Meets Expectations	10/10 voted for Meets Expectations
Makes policy and strategy recommendations to the Board including, but not limited to: Community Board #6 Capital and Expense budgets requests and executes Board policy.	4 - Exceeds Expectations	8/10 voted for Exceeds Expectations
Resolves problems and assures delivery of City services.	3 - Meets Expectations	10/10 voted for Meets Expectations
Distributes information to the Board and community in a timely fashion, including keeping the Board website current.	2 – Needs Improvement	10/10 voted for Needs Improvement
Presides over monthly District Service Cabinet meetings, which includes establishing the	3 – Meets Expectations	10/10 voted for Meets Expectations

agenda and creating and preparing reports to the Board.		
Attends monthly Borough Service and Borough Board meetings.	4 – Exceeds Expectations	10/10 voted for Exceeds Expectations
Must be able to attend monthly Board meetings and committee meetings, which are scheduled in the evening; and also, must attend occasional weekend events.	4 – Exceeds Expectations	10/10 voted for Exceeds Expectations
Establishes and maintains a working relationship with elected officials and their representatives, City agencies, non-profit organizations, places of worship, businesses and all other community groups and agencies.	5 - Outstanding	8/10 voted for Outstanding
Must be a strong advocate of the Community Board’s views as directed by the Board. 5	5 - Outstanding	10/10 voted for Outstanding
Must be able to work well with a diverse community.	4 – Exceeds Expectations	10/10 voted for Exceeds Expectations
Must be able to engage with the community to understand community issues.	4 – Exceeds Expectations	10/10 voted for Exceeds Expectations

Feedback from the Executive Committee on 9/7/23

- Programming – allocations on the budget for community programs and projects
- Refreshments for Community Board members for Committee Meetings

Rafael was excused from the meeting. The Executive Committee reviewed Rafael’s self-evaluation and voted on each line item for the Executive Board Review (see the results above). The Executive Committee agreed that we need to work on a performance evaluation

process that needs to be included in the by-laws. We agreed to move forward with Rafael’s review and then we will formalize the process. As a result, we added up the score from his review and it totaled 45/60, which equals 75%.

At the June Board meeting, Lisa Sanchez made a motion to give Rafael a 10% raise. We agreed to a raise, but we did not agree on 10%. We considered the COLA increase of 3% as a baseline.

	3%	5%	8%	10%
\$97,500	\$2925	\$4875	\$7800	\$9750
Total	\$100,425	\$102,375	\$105,300	\$107,250

Although we agreed as a committee that Rafael has been doing a great job, we also had to consider precedence and we did not want to set a precedence that a 75% performance warrants a 10% increase. A motion was made by Gil Simmons to give Rafael an 8% raise and it was seconded by Evonne Capers. A debate was brought to the table, and a motion was to give Rafael a 5% raise for his performance and add on 3% bonus for managing the office on his own. Therefore, the final motion was agreed that we will submit an 8% increase for Rafael Moure-Punnett beginning July 2023. There was a 10/10 vote to pass the motion.

All 5s – Outstanding = 60 points max

All 4s – Exceeds Expectations = 48 points

All 3s – Meets Expectations = 36 points

All 2s – Needs Improvement = 24 points – would not be considered for an increase

The scale for salary increases will be determined when the committee works on the protocol.

Feedback from the Executive Committee on 6/7/23

- Clarita Bailon asked that the board do outreach to local high schools in the fall
- Rosa Peraza asked that documents be mailed to her
- Carmen Rivera asked that the board use its listserv to send out event flyers.
- Board members ask that the board work with local nonprofit providers in our District
- Board members asked that the board support tenant organizing as part of the legal clinic in the fall
- Maria Garcia asked that the Board table at community events.