

EXECUTIVE COMMITTEE MINUTES, CB #6 – DECEMBER 5, 2017

MEMBERS PRESENT: Jannie Armstrong, Virginia Bird, Evonne Capers, Claudette Coles, Diana Diaz, Margarita Espinosa, Maria Latimer, Sara Nunez-Mejia, Floretta O'Brien, Rosa Peraza, Wendy Rodriguez, Carrie Taft, Jacquetta Whaley.

ALSO PRESENT: District Manager (DM) John Sanchez

Board Chairperson (BdCP) Wendy Rodriguez called the meeting to order at 6:53 PM. The following items were discussed:

Annual Toy Drive & Giveaway:

DM John Sanchez reported that this year's annual Toy Giveaway for homeless families in the neighborhood will take place on Friday, December 15th, at 6:00 PM at Mt. Carmel Church. He reported that last year's event was very successful, reaching about 400 families. This year's goals are the same, i.e., to reach as many neighborhood families as possible. John stated that he had e-mailed the board as to whether any member wanted to volunteer or participate. However, the Parliamentarian (PM), Rosa Peraza, questioned why the board had not been informed much earlier instead of in such close proximity to the event and then only by e-mail, particularly since at least two board members do not have access to e-mail. This seems to be a recurring problem between John and the Board in the timing of Board notification and approval of any Board-sponsored event. There followed some discussion on this issue. It was felt that this was another example of the lack of communication between the DM and the Board and one that has created several problems in the past. Second Vice-Chair (VC), Sara Mejia, suggests that language be included in the By-Laws to the effect that any activities that are Board-sponsored must first be presented to the Board for approval before either community notification or initiation. The Committee then took a vote by a show of hands that in the future any Board-sponsored activities or events be approved by the Board beforehand. All agreed to this and further added that the Board must be notified of the proposed event at the Executive Committee meeting that takes place at a date closest to when the event is planned. All also agreed that this language be included in the revised By-Laws.

Revised By-Laws: The Secretary had previously e-mailed and sent everyone copies of the currently-revised version along with an explanatory memo of all the changes or suggestions that had been made thus far. Additional suggested changes were discussed and will be highlighted when revised and attached to these minutes so that they may be reviewed before the next Executive Committee meeting on January 8, 2018. These suggestions and amendments will be highlighted in the aforementioned document. Some examples of some of the changes proposed include:

Article XII (Pg. 9) to be moved to Article XV or whichever article is the end. Theoretically, this makes it easier to add amendments to the document. All agreed to this revision.

Sara suggested that the process we employ by which we hire a District Manager (DM), including a clause for a probationary period, be included in the By-Laws. As a Board, we already practice certain methods for this process, but they are not currently reflected in the language of our By-Laws. This includes the formation of an Ad Hoc or Special committee to review applications, interview applicants, make a

recommendation to the Executive Committee to hire, etc. A process which covers the hiring of a DM already exists under the City Charter and should therefore be incorporated in our By-Laws. All agreed that the appropriate language to cover this should be covered in our revisions. Veterans Committee Co-Chair, Carrie Taft, brought her insight to the discussion by pointing out that our By-Laws should read in a manner that any new Board member or the public should be able to read a copy of our By-Laws and understand what our purpose, duties and responsibilities are and how we operate as a Board. The PM also felt that it is a good idea that we are revising the By-Laws at this time and clarifying the legal language so as to avoid future problems around various issues. In that view, Sara also suggested that language be added to our By-Laws to cover the hiring of Interns and/or Volunteers. All agreed that the DM would be responsible for assigning them to special projects and that they would work along with the respective committee chairs to implement these projects. It was felt that this would not only keep the chairpersons informed, but it also would provide a good experience for these interns and/or volunteers to see how community government works. All agreed to these changes as well.

Sara additionally suggested that language be included in the By-Laws which covers reporting via various media, (e.g., FaceBook, Twitter, the CB 6 website) since reporting and communication methods had significantly changed with advancing technology. This proposal was also agreed upon by voice vote. Board member Jacquetta Whaley further suggested that the By-Laws be reviewed bi-annually (every two years) and/or at any point where a revision to these By-Laws was necessary. All agreed to this as well.

Revision of Agenda for 12/13/17 Meeting: No changes to the current agenda were suggested. However, 2nd VC Yvonne Capers suggested that instead of reading full committee reports at each month's general meeting, that chairs give only a brief synopsis of their reports particularly since the full reports are already part of the packets that are handed out at each meeting. Parks CP Margie Espinoza informed us that in honor and recognition of their contributions in various clean-up activities in our community, certificates would be awarded at the upcoming general meeting to those children who had assisted in these activities.

Another communication issue was discussed. Margie questioned why Carla Leon, the Community Assistant (CAstt), did not have password access to all of the office's computer accounts, especially those she needs such as the DM's calendar schedule and currently updated information on community and Board activities. The DM states that every event is uploaded to the website and therefore, Carla should have this information. However, it appears that she has not been given access codes and/or the passwords to obtain this information. What prompted Margie's query was the fact that several community members had approached her for information on some upcoming Board-sponsored events. However, when she either called or visited the office, Carla explained that she didn't have the computer password or access codes to acquire this pertinent information. The BdCP explained that this has been one of her problems in obtaining information about Board-sponsored events even though she visits the office frequently. Member Maria Latimer suggests that going forward, Wendy should ask John for what she needs so that John will be better informed and will improve communication between himself and the BdCP. Carrie emphasized that this is one of the reasons why it's so important to update the By-Laws, particularly in view of modern technological communication. All agreed that this was so and that John must provide Carla with the computer codes so that she'll be better informed and more equipped for performing her duties.

Carla's Previously-Approved Raise:

The CP of Health & Human Services, Diana Diaz and the PM presented the question of why Carla's raise had not been requested since the EC had approved John's initial recommendation for it and it should have been presented to the full Board for a vote. However, it was explained that the DM had subsequently rescinded his recommendation before it could be presented to the full Board. He stated that his reason for doing this was because of an act of Carla's that he viewed as insubordinate but was later proven to be unfounded. Nevertheless, this recommendation was not presented to the full Board after these findings. To correct this, it is proposed that the item be included on the agenda for the next EC meeting & if again approved, be presented to the full Board for a vote. It is believed that this issue was particularly important since it was learned and repeated at the September 7th EC meeting that a DM has the authority to hire, promote or give salary increases to any staff only if the Board grants a DM that right. It was expressed by all that we could take the first step to correct this oversight in Carla's case by re-evaluating this issue and including it on the agenda for the next EC meeting scheduled for Monday, January 8, 2018.

The PM noted that the DM was listing his personal cell phone number on CB #6 correspondence instead of the usual office number and he was advised that the office phone number must be listed on all Board-related correspondence. However, it was decided that John could also list his personal cell phone number in addition to the office number on such correspondence if he wished. This will, therefore, be implemented for future correspondence.

There being no further items or business to discuss, the meeting was adjourned at 8:47 PM.

Respectfully submitted,

Floretta O'Brien
Board Secretary

ABBREVIATIONS:

BdCP= Board Chairperson
CAsst=Community Assistant
CP=Chairperson
DM=District Manager
EC=Executive Committee
VC=Vice Chair