

EXECUTIVE COMMITTEE MEETING, CB #6 – FEBRUARY 5, 2018

MEMBERS PRESENT: Stephanie Addo-Zuniga, Jannie Armstrong, Virginia Bird, Evonne Capers, Claudette Coles, Diana Diaz, Margarita Espinosa, Maria Garcia, Sara Nunez-Mejia, Floretta O'Brien, Rosa Peraza, and Jacquetta Whaley.

ALSO PRESENT: DM John Sanchez, CAsst Carla Leon

1st Vice-Chair, Sara Nunez-Mejia, welcomed everyone and convened the meeting at 6:55 PM.

AGENDA ITEMS:

DISCUSSION OF BUDGET:

The Committee began with a discussion of the FY 2018 budget. The Secretary had questions regarding some of the line items and categories from the February and May 2017 budget approvals and asked for clarification. Specifically, some of these items include:

- Carly Wine's appointment in February 2017 as a Comm. Consultant. This was a position that the DM had been questioned about in January when it was learned that he had hired the former Comm. Consultant, Rick Malone, without Board approval (something that is explained in Charter regulations, Chapter 70, 2800.f. & g.). The DM reported that despite what appears on paper, Carly was not hired as a Comm. Consultant, but as an intern. He was then asked why she had business cards that included the City of NY logo and the title of community consultant on them if this was not so. The DM says that although he saw her cards, he never spoke to her about not using them. The 2nd VC asked if anyone could use business cards with the city logo on them and it was explained that use of the card was not permitted if you are not a City employee.
- Other discrepancies that were noted in the budgets were questioned. This includes the dispersal of the surplus funds that were voted on in May to be spent. The DM reported that not all of the funds had been expended, but that they were earmarked to be spent. In view of these questions and discrepancies and in order to move forward on this issue, the 1st VC suggested that the DM give more accurate reports with more details regarding how Board expenses are dispersed and he has agreed to this. It was also mentioned that there seemed to be some concern that the DM does not always report to the Board on Board matters. The 1st VC explained further that proper procedures must be followed for matters of compliance and transparency for anyone working in the CB office.
- The Secretary and other Committee members remarked that we are attempting in our meetings and revision of the By-Laws to correct the errors we have committed in the past in our actions as a Board.

REVIEW OF COMM. ASS'T'S. PROMOTION & SALARY INCREASE:

The 1st VC pointed out that Carla had filed a grievance regarding the change of her title to Community Associate and the commensurate change in salary. The Gen. Counsel's recommendation for her change of title to community associate and the commensurate salary increase should be approved since her filing was found to have merit and his office had ruled in her favor. The Secretary's recommended that these changes be

retroactive to May 2nd to coincide with the date that her promotion and raise were originally approved by the EC. The 2nd VC expressed that she had no problem with Carla's changes, but had a problem with the fact that the DM was hired at less than 100K. It was noted that the other applicants would have been hired for more money because of their long experience with and in the community; experience and service that the current DM does not possess. It was also explained that no mention of revisiting his salary was brought up at the time of his hire. Because this seems to be such a contentious issue, the 1st VC suggested tabling it until next month. There followed a spirited discussion of executive session vs. Executive Committee rights, with the premise that this matter would be further investigated in the City Charter and other informational documents. It was noted that even with the general counsel's decision, the full Board must vote to approve the community assistant's promotion and salary change. The Secretary was asked about the mechanism by which motions are brought to full Board and this was explained to the EC. (See Addendum attached.)

COMMUNITY ASSISTANT AND COMMUNITY ASSOCIATE'S ASSIGNMENTS:

The 1st VC noted that there didn't appear to be equity in assignments between the two positions. She spoke about their reimbursement for transportation costs and whether the current community assistant has been privy to all office activities. The chairperson of the Health and Human Services Committee spoke about what she felt was inequity in the assignments of both positions and that length of service and competence should be considerations for both positions. She further stated that one couldn't consider an internship as the same as actual employment in the CB office since it was not the same experience and further felt that one who had the actual office experience should be given preference. The question was asked as to why the community assistant was not hired as Comm. Assoc. immediately. It was explained that the Board felt at that time that it should be a two-step process since the positions were going through a transitional period due to the then-DM's retirement and the Community Coordinator's (Leslie Jones') current position. It was mentioned that the current community associate had informed us that she was scheduled to receive ULURP training. The EC agreed that the current community assistant be offered the same opportunity since we anticipate that she will be moving into the same title.

DM's BUSINESS CALENDAR:

There was a question as to why the DM continued to list his personal cell number and not the office number on all of his correspondence. He wanted to know why anyone couldn't call him directly and it was explained to him that for official business, the office phone number should be used and that his cell phone number was only for emergencies when he was out of the office. When he asked why this should be, the 1st VC reminded him that if we are to sign off on his time sheets, we should have his calendar to explain how he was spending his time on community business. The PM also expressed a desire to have DM's office itinerary/calendar available. A lively discussion ensued and it was pronounced that alternative numbers should only be used when office staff can't be reached at the office. A more spirited discussion followed with the conclusion that the DM could list his cell phone number as a secondary number, but that the office phone number should be listed first. The 1st VC requested copy of the DM's calendar and he promised to provide it to her. More discussion followed as the CP of the Transportation Comm. reminded everyone that respect between parties is necessary. It was noted that we recognize the errors we have committed as a Board and are trying to correct them so that we will have a more organized, diligent and dignified Board.

BY-LAWS:

Current revisions to date were discussed and recommendations were offered. These will be added to the By-Laws in time for the next review. A list will be provided to chairs so that they can monitor attendance at committee meetings. The motion was made to adopt this measure by Diana Diaz and seconded by Sara Nunez and a vote of nine in favor, zero oppositions and one abstention. (Voting record attached)

No vote was taken on the By-Laws since more revisions, corrections and/or amendments are expected. Rosa asked about agenda and adding items.

OTHER BUSINESS:

Margie Espinosa gave us an update on the BdCP's (Wendy's) condition and suggested that we send her flowers from the Board to cheer her. Diana Diaz informed us that she lost her father and was headed south for his funeral. The Sec'y suggested sending an e-mail to all Board members asking for donations for flowers since this expenses cannot come from the CB budget. Rosa Peraza suggested that we obtain permission from the families before sending out anything, therefore the Secretary will call those members for permission to send flowers in condolence.

ADJOURNMENT:

The next EC meeting is scheduled for Monday, March 5th at 6:30 PM at the CB #6 office. There being no further business, the motion to adjourn was made by Sara Mejia, seconded by Virginia Bird, unanimously approved and the meeting was concluded at 9:10 PM.

Respectfully submitted,
Floretta A. O'Brien
Board Secretary

ABBREVIATIONS:

BdCP= Board Chairperson; BdM=Board Member; CAsst=Community Assistant;
CP=Chairperson; DM=District Manager; EC=Executive Committee
PM= Parliamentarian; VC=Vice Chair