



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

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Honorable Vanessa L. Gibson, Bronx Borough President

MS. EVONNE CAPERS
Board Chairperson

VACANT
District Manager

Executive Committee Meeting Minutes

Wednesday, January 5, 2022

Evonne Capers, Board Chairperson

The Executive Committee met on Wednesday, January 5, 2022 through Zoom Audio and Video Conference. The following board members were present at this meeting: Clarita Bailon, John Barzcak, Virginia Bird, Evonne Capers, Michael Caraballo, Nicole Carter, Margarita Espinosa, Frank Franz, Maria Garcia, Audrey Harden, Laura James, Maria Latimer, Magdamary Marcano, Floretta O'Brien, Rosa Peraza, Reggie Powell, Carmen Rivera, Kristine Rivera, Lisa Sanchez, Gil Simmons and Jacquetta Whaley.

The following information was discussed:

- **Announcement of the Appointed Search Committee**

The Executive Committee was informed of the appointed Search Committee that will be responsible for the search process of the candidate for the District Manager position due to recent departure of our former District Manager, John Sanchez. The appointed Search Committee members are Nicole Carter, Frank Franz, Matthew Martinez, and Gil Simmons in addition to the Board Chairperson. The committee was also informed that the Search Committee members were appointed by the Chairperson. Therefore, board members aren't able to express interest about joining the Search Committee. They were also informed that at the initial Search Committee meeting, the committee will be responsible for drafting the job description announcement, drafting the interview questions, creating email address and drafting rating chart for the Executive Committee to review and approve. They will also schedule and conduct interviews with the candidates. All material and reports created by the Search Committee should be submitted to the Executive Committee. After the review and interview process of the candidates, the Search Committee will present 1-2 candidates to the Executive Committee. The Search Committee are anticipating to complete this process by March to potentially have a District Manager by April.

- **District Manager Position Search Process**

The committee was also informed that the job announcement posting should be posted for an estimate of 14-21 days on our website, social media platforms, local newspaper outlets, and community email listing. The Search Committee will be beginning the search process in the next coming days. For the time being, Community Coordinator, Carla Leon, will be taking on

the District Manager responsibilities. The Chairperson will be making an announcement at the next Community Board Meeting.

FAQ

Is there a District Manager term limit?

No, there isn't a term limit for the District Manager position. However, the Executive Committee can decide to have a probationary period on their initial offer letter to the selected candidate.

Can this position be filled by promoting a present staff member?

No, this is an open and competitive position that has to be advertised. This position doesn't require a civil service exam. However, a staff member can apply for the position. If a staff member decides to apply for the position, they are not allowed to assist the Executive or the Search Committee or be involved in any process. This also applies to any Board Member. The Board can, however, ultimately decide to hire a staff member or a board member. A staff member or board member has to apply for the position and go through the screening process.

How many members should be appointed to the Search Committee?

The Chairperson can appoint three to seven board members. However, it's the Chairperson's decision.

Who will decide the salary that will be offered to the candidate?

The Search Committee will decide what salary to offer the candidate. However, this salary has to be approved by the Executive Committee.

Is there a cap on the District Manager salary?

Yes, there is a minimum and maximum for the District Manager salary.

Can a Board Member express interest in joining the Search Committee?

No, a Board Member can't express interest in joining the Search Committee. The Search Committee is appointed by the Chairperson.

Does the Board vote on the hiring of the new District Manager?

Yes, the Board will have the opportunity to decide what candidate or if they want to hire the candidate.

Other

Board Member Rosa Peraza raised concerns about the Board Officer and Executive Committee vacancies that are in the Board prior to the hiring of a District Manager. Board Member Floretta O'Brien also expressed that the Board should be able to conduct elections virtually being that all other business has been conducted virtually. The Executive Committee was advised to wait to see if the Governor will be extending virtual access to public meetings under New York State's Open Meetings Law, which allows New Yorkers to virtually participate in local government meetings during the COVID-19 pandemic. If it's extended, then the Board can decide to have virtual nominations or to continue to wait until the Board meets in-person.

The committee also suggested that Community Coordinator, Carla Leon, be compensated to receive a merit increase for taking on the District Manager responsibilities. Mr. Tom Lucania will be looking into this and will be reporting back to the Board. If it's possible, then the Board will be able to vote on it at the next Board Meeting.

Board Member Magdamary Marcano requested training on board rules, ethics, and etiquette. Mr. Tom Lucania will be looking into trainings for the board members.