



THE CITY OF NEW YORK

BOROUGH OF THE BRONX

COMMUNITY BOARD 7



RUBEN DIAZ, JR., BOROUGH PRESIDENT

ADALINE WALKER-SANTIAGO, CHAIRPERSON

BUDGET, PERSONNEL AND ETHICS COMMITTEE

Monday, December 14, 2015 @ 6:30 PM

- I. Opening:
 - A. The meeting opened at 6:30pm with Chairperson Walker Santiago announcing that Nilsa Cintron had resigned as 3rd Vice Chairperson and therefore as Chair of the Budget, Personnel and Ethics Committee
- II. Discussion:
 - A. The following items were discussed:
 1. Board Member Attendance
 2. The following community board members have missed three consecutive community board meetings without explanation:
 - a. Ruben Torres
 - b. Kevin Pellot
 3. These members will be sent a letter indicating that they are in violation of the community board by-laws and requesting a response as to their continued service as a board member. A certified letter will be sent to each of them with a return date prior to the next committee meeting
- III. Treasurer's report:
 - A. Jean Hill discussed the updated treasurer's report
 - B. There was discussion about some potential purchases by the board which will be followed up by Tom Lucania. In addition, Samelys Lopez spoke about two possible projects: translation services and a consultant contract for planning purposes. She will provide proposals for each of these projects to the committee for consideration
 - C. Staff Raises:
 1. The city job description for the staff positions, Community Associate, was distributed. In addition, a list of responsibilities of our staff was distributed based on the work the staff performs. This is a partial list of responsibilities as the staff performs more than the indicated items
 - D. Staff Responsibilities Includes but is not limited to the following:
 1. Submits complaints through 311 and follows up with city agencies by telephone and email
 2. Does site visits as necessary to follow up on complaints.
 3. Handles walk in constituents and provides information and resources, as requested
 4. Supports the public when in need of copies and/or to utilize the front desk computer for resources, connections, jobs, etc.
 5. Responds to all telephone and email inquiries.
 6. Handles and distributes the incoming and outgoing mail of the office
 7. Prepares minutes for monthly General Board meeting and all committee report minutes



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8. Prepares, edits, copies and compiles information and documents for community board and committee meetings as requested by the Chair and committee chairs.
9. Assists with the organization of community board events (Holiday Tree Lighting, tabling community events, networking events etc.)
10. Assists in the preparation of the Community Board 7 Newsletter
11. Monitors the Street Activity Permit Applications and consults with the Mayor's Office on any potential issues.
12. Assists in the framing of all Awards submitted by the WAM committee
13. Creates flyers for all CB7 Upcoming events
14. Orders supplies as needed and submits purchase orders.
15. Pays for supplies using the FISA System
16. Maintains inventory of supplies and equipment
17. Maintains and updates the community board website.
18. Prepares and sends out the mailing of our monthly meeting calendar on post cards
19. Works collaboratively with our local Community Organizations and Senior Centers when preparing for the set-up of all our Community Board meetings and events.
20. Packs and transports the equipment and materials for all meetings and events outside the office site
21. Convenes and converses with the Board Chair on a regular basis on updates, concerns of the community and challenges to address
22. Assures that the office is well maintained and set up in advance for all meetings as requested by the Chair and/or the Committee Chairs
23. In addition, both staff members have had to take on additional responsibilities since the departure of the District Manager

E. Raise amount:

1. The amount of the raises is based upon the evaluation and recommendation of the previous District Manager. Presently, there is \$18,400 on the Lump Sum for Salary Adjustments code in the community board budget that would be used for any increases

IV. MOTION:

- A. Motion made by Jean Hill and seconded by Adaline Walker Santiago; That Community Board 7 award a pay increase of \$1,500 per year to Maria Baez and \$5,000 per year to Lony Ramirez retroactive to October 1, 2015. Passed Unanimously

V. Meeting was adjourned at 7:30pm.