



Chairman Brandon Ganaishlal - District Manager William Rivera

Executive / Operations Committee Summary

Committee Chair: Brandon Ganaishlal

October 16, 2019 – 6:30 PM

• **Old Business / DM Update**

A. Office Relocation / Design Update

The relocation has been stagnant besides design conversations with staff but DM Rivera will keep the committee posted on updates. Permits for renovations were approved and the office is prepared to move the last week of the year. If not during the summer.

B. CB9 Annual Dinner Update

The dinner will be taking place on November 1st at the Bronx YMCA. Board Members can bring guests. There should be roughly around 165 guests in total, which is half of normal number of people. Preparations for the dinner are complete but honorees and awards are being finalized. The attire for the dinner is dress to impress.

C. New Minutes Summary Pilot

This is going well for the office unsure if it's working well for Board Members. DM Rivera has been doing the summaries himself. If the DM is present at the meetings he will draft summaries unless the staff is available to cover the meeting. Hopefully this will make minutes more readable.

D. PARs & Office Manager Description Update

Increase for office staff has not yet been approved by DCAS. Retro will be given for this time but it is still unfair to have them wait this long. It should be processed this month. 3% raise by Mayor for Managers & by Union for Loretta was disbursed this month money is put in the budget by City Council for this increase.

E. New Board Member & Committee Assignment

New BMs were given the option for preferences on their committee & the Chair selected all Committee members based on this list. Everyone received their number 1 or 2 priority committee. Now that committees are all full we can begin choosing co-chairs.

• **New Business / DM Update**

A. Sanzida T. Replacement

Sanzida got hired by CB6 for a full time position. She starts next week, DM chose a replacement college aide. It is best to hire interns or known candidates that will work out well by experience. This position is 8 months max. College Aides can only work 17.5 hours per week. The rate is \$15.50 for freshman college aides. After this time there may not be a possibility to hire a college aide again. The office can run with three people full time. New person won't start until beginning on November. If the budget increases we may be able to keep a college aide, City Council money cannot be used for hiring. We also have current interns at the office, two from YABC and three from Kips Bay.

B. Local Budget Consultations District Needs Statement

These will be done in the middle of November. Tallies of all completed issues were done. There are BMs still misses to do these and they will be given the form to complete at Thursday's GB Meeting.

C. Social Service Committee (Disability & Mental Awareness)

Seniors Connected will now be a subcommittee of Social Service. Moving forward Ms. Doris will attend the Social Service Committee and the committee will help with Seniors Connected.

D. September General Board Meeting Agenda Notes

As per DM he will be drafting these for the Executive Committee before GB.

E. SHT

BMs that still need to complete this should come to the office to do so.

- **District Manager Update**

Urban Edge will help sponsor a newsletter for CB9. The newsletter may reach 2,000-3,000 residents. The newsletter must say sponsored by Urban Edge. One can be drafted by the end of the year and CB9 can start fresh for next year with quarterly newsletters. The newsletter will contain translation in all 3 languages for the intro and important information.

As per Chair Ganaishlal, survey monkey is a free survey that can be used for BMs and for the Community as a tool for the District Needs Statement.

As per DM Rivera, a tutorial on CBMS will be given in November or December at committee meetings on projector screen.

OFFICE INFO

District Manager William Rivera - wrivera@cb.nyc.gov

Phone (718) 823-3034 - Fax (718) 823-6461 - Office Email bx09@cb.nyc.gov - Website nyc.gov/bxcb9

Office Hours - Monday thru Friday 9AM to 5PM