

## CB7 Personnel/Internal Budget Committee

February 3, 2020

6:30pm – 7:30pm

Community Room – CB7

Present: Alexa Aviles, Gloria Navoa-Rodriguez, Karen Rolnick, Joan Botti, Cynthia Gonzalez, Cyndi Vandebosch, Gladys Bruno, Julio Pena III, David Estrada & Jeremy Laufer

1. The Chair welcomed everyone
2. Meeting Minutes Approval – tabled
3. Budget Discussion
  - A) Alexa discussed the overall process of how the budget was developed. First, staff provides a list of recommendations with estimates, the Chair submits recommendations based on their yearly priorities, and Board Members offer project ideas or requests. The Committee then reviews and discusses the proposals and costs. The budget will get adjusted throughout the year based on new actual costs, changes priorities, etc.
  - B) Alexa reported that she and Karen Rolnick (Treasurer) met with staff on 1/15/20 to discuss policies and procedures around spending, troubleshoot budget issues, and establish clear communication. We agreed we would be developing a policy and protocol document for spending, oversight, and reporting that will be submitted to the Committee for review. Staff will be managing the budget document and providing an updated document to the Treasurer at the beginning of the month so that she can report out status at the monthly Board Meetings.
  - C) Vic Swinton asked how CB gets vendors? Jeremy responded that the Board generally goes with vendors in the PIP system (the city's preferred vendor list). If the service is more than \$5,000, the staff have to get bids, but if it's less than \$5,000, staff can go with anyone in the city system. Cindy Vandebosch noted here are real challenges related to what companies are in the city system. Staff has helped a vendor to get into the system as part of the way to eliminate barriers.
  - D) In response to a question from Joan Botti about the process, Jeremy explained first staff gets an estimate; then, the money is allocated in the budget. Vendors will do the work, and give us another bill that's what is paid.
  - E) The Committee review the current list of proposed expenditures:
    - i) MetroSound Pro – In October, the Committee approved a cost of up to \$8K based on the information provided by staff at the time. An updated invoice of \$14,995 was sent to the committee that included work anticipated but not costed out in original discussions. Given the investment in the system to date and in the space to make it more accessible, Committee voted to approve an additional \$8K for the project to cover the remaining amount on the invoice and an additional amount for a second wireless mic. Jeremy also requested approval for a \$3,000 service drawdown contract. Alexa reminded Jeremy that the Committee approved that expenditure last October. Jeremy would like another additional email verification of that.
    - ii) Shredder truck – Staff does not have an estimate
    - iii) Mail Services – staff have not scheduled it.
    - iv) Software/Adobe License - the staff are waiting for approval from Joe Colucchio.

- v) George Jane - has only been paid \$5,000 of the \$8,500 approved. The staff is waiting for the remaining invoice.
- vi) Rug cleaning cost was reduced from original estimate because the Library agreed to do a rug cleaning as well.
- vii) Bathroom and hallway cleaners – Because of union issues, the Library hired an additional outside person to do daily cleaning of the bathrooms and hallway. Because the staff has hired cleaners for the office twice a week, for an additional \$30, they added the bathrooms. The staff maintains this is needed because they can't count on the library staff to do the job. The current temporary person seems not to be cleaning the bathroom, but doing the hallways fine. Jeremy reported that they reach out to Roxanna daily on the situation, but still doesn't know why the bathrooms are not being cleaned. Alexa asked Jeremy to copy her and Naila Rosario on those emails moving forward to see if we can get the situation addressed.
- viii) Painting office – still can't find a city vendor. Staff is trying to work with the painters union to find someone who'd be willing to get in the system.
- ix) Digitizing office records – Staff will be getting a new estimate this week. Alexa reminded Jeremy to be sure to inquire with the vendor about the current electronic records and how staff can prepare for including those documents.
- x) Interpretation – We allocated \$13K based on anticipated needs. Alexa will discuss a particular billing issue later on.
- xi) Holiday party – no expenses. It can be removed.
- xii) Communications consultant – no expenses. TBD
- xiii) Professional development – no expenses. TBD
- xiv) New proposals/expenditures for discussion
  - 1) Roberts Rules of Order – Julio requested the Board order several books to be made available to Members. Committee voted to approve an expenditure of up to \$100 to purchase these resource materials.
  - 2) Racial equity training – there was a discussion about the various training (cultural competency, racial equity, implicit bias, and other issues). The Committee agreed that making space for everyone's voices was essential to be a stronger and more effective Board. Pat Ruiz proposed that the Committee should consider this an annual commitment in the budget. Cindy Vandebosch suggested that the Board think about diversity and inclusion in the broadest sense to make sure we capture all members (differently-abled, age ranges, etc.). There was strong support for this idea, and Committee members discussed how we could get the full Board's participation. Staff would also be expected to attend. Alexa will report back to Cesar, and we will start exploring this idea more closely.
  - 3) Community Engagement – There has been a real interest in wanting to improve our community engagement and bringing the work of the Board out into the community to raise awareness about what the Board does, the fact that meetings are broadcast on FB live, talk about people's concerns and interests. One proposal the Chair and Alexa wanted to put forward to the Board the idea of paying somebody to do 10 hours a week to go out into the community to have those conversations or use a survey to collect info and raise awareness about CB7. Board Members agreed that strengthening and expanding our community outreach and engagement is important. David Estrada talked about a public engagement coaching grant the BID received from the Department of Small Business Services that pay for working with an outreach company called Public Agenda to develop an outreach and engagement plan. David mentioned because the grant

needs to go to a not-for-profit, perhaps the Friends of CB7 can explore it. Pat Ruiz said the possibility of college students who may be looking for internships, however, Members were cognizant this approach also requires supervision. Vic Swinton put forward an idea of how to get Board Members to sign up for specific timeslots to do outreach in the neighborhood. We could use those CB7 jackets, perhaps go in teams with information in hand, to raise awareness about the CB. Cindy Vandebosch proposed the idea of reaching out to local high school, and maybe if there is some sort of civics instruction there could be a way to engage youth people. She also discussed the possibility of us hiring a consultant who has a background in organizing or with an MPA who can help devise a strategy. It would be good to find out from Board Members about what they think about how we can better engage the residents and businesses where they live. Members discussed not having any awareness about the skill sets and professional backgrounds of any of the Members on the Board. To address this problem, the Committee agreed that putting together Member bio's and contact information would be a great resource that would help us more effectively connect skills to opportunities and needs.

- F) Alexa mentioned that the 50/50 would be deposited into the Friends of CB7 account. CB7 Board Members will need to decide how they would like to allocate those resources. Given the times of the meetings and how long they last, Board Members thought it would be a thoughtful gesture to at least provide some sort snacks to our volunteer members who often don't get to eat dinner.
- G) Alexa mentioned to the Committee that the By-Laws Committee was meeting to discuss and update the by-laws. She noted that everyone should be aware that there may be changes proposed. For example, the Treasurer may become the Chair of the internal budget Committee.
- H) Jeremy reported that the staff found the key to the cash box.

The meeting was adjourned and moved into executive session on a motion duly made, seconded, and approved. Jeremy Laufer departed, and the remaining committee members went into executive session.