

**Community Board 9
890 Nostrand Avenue
Brooklyn, New York 11225**

**Minutes from Search Committee Meeting
November 12th, 2015**

Attendance:

Committee Members: Hector Robertson (Committee Chair), Avi Lesches (Committee Co-Chair), Patricia Moses (CB9), Daniel Ingvaldstad (CB9), Demetrius Lawrence (Chairman –CB9)

Absent Members: Chanina Sperlin (CB9), Patricia Baker (CB9), Amanda Gonzales (CB9)

Meeting called to order by Demetrius Lawrence at 7:05PM

This meeting was convened with the purpose of defining the process to begin the search for the replacement of new District Manager (DM) for CB9. Demetrius started the meeting by welcoming all attendees. After brief introductions Demetrius proceeded to announce the appointment of Hector Robertson as the Chair of the Search Committee and Avi Lesches as the Co-Chair. The appointment was accepted by both, Hector and Avi. Daniel and Patricia had no opposition to the appointments.

The committee discussed the following:

1. **Community Board 9 District Manager (DM) Job Description:**

The committee proceeded to review the DM job description and made recommendations as to for the content and format of the job description. Demetrius announced that as per Borough Hall, the committee could move forward with changes to the job description as the committee saw fit. To ensure clarity to the job description, the committee reviewed specific job qualifications requirements and preferred skills. The committee went further and reviewed specific language used in the City Charter addressing specific requirements and qualifications in the appointment of a Community Board DM.

After a lengthy discussion and recommendations by the committee on the appropriate formatting and content of the DM job description, an agreement was reach and Hector summarized the final job description to the team for review and comments. The final job description will be forwarded to Borough Hall for review and posting on Friday November 13th, 2015.

2. **Duration of the Vacancy Job Posting:**

The committee discussed whether the vacancy job posting should have a start and end date. We all agreed on the vacancy posting date but some wanted no vacancy posting end date but rather to leave the posting until filled. Ultimately, there was an agreement to provide and end date to the vacancy posting date which is December 31st, 2015.

3. **Resume Review and Candidates Interview Process:**

Resume Review Process: the committee is expecting a large volume of respondents for the DM position. With this in mind, the discussion moved to deciding how to handle the expected hi volume of respondent. If there is a large volume of applicants submitting resumes, Hector and Avi will screen the resumes before forwarding the qualified candidates to the committee. This process we will focus on those applicants that meet the required criteria and will also save time in the vetting process. The committee will also be provided with the resume of those candidates that do not have sufficient qualifications in case there is a candidate the committee feels we should consider. If there is a large volume of applicants, the committee members will be given equal number of resumes for review.

If there is low volume of applicants, the committee will be given all resumes received for review.

If there is a large volume of applicants, each committee member reviewing applicants resume should agree on presenting 2-3 of the best candidates for consideration.

Candidate interview Process: parallel to the resume vetting process, candidates will be scheduled for in-person interview. Hector will provide standard interview questions to the committee to use during the interview. The timing to complete the vetting process is short. The committee should have a candidate to present to the board during the community board meeting on January 26th, 2016.

Meeting adjourned at 8:15PM

Submitted by Hector Robertson

November 15, 2015