

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

**Minutes from Search Committee Meeting  
Thursday, December 17, 2015**

**Attendance:**

Hector Robertson - Committee Chair  
Demetrius Lawrence CB9 Chairman  
Joyce Stewart – Community Resident

Patricia Moses - CB9  
Patricia Baker - CB9  
Alicia Boyd – Community Resident

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Meeting called to order by Hector Robertson at 7:10PM

The meeting was convened to continue the review of candidates CVs applying for the position of District Manager (DM). There were five additional CVs making the total of eleven candidates that have submitted their CVs for consideration for the DM position. Community participant, Alicia Boyd requested clarification on the search committee process in the search or the new District Manager. Among the issues that Ms. Boyd requested clarification were:

- ***The starting salary for the District Manager: Ms. Boyd raised concerns that the starting salary for the CB9 District Manager was out of touch with that of other District Managers in the Borough and that it was a prohibitive starting salary.*** Ms. Boyd was explained that the starting salary for the CB 9 new DM would not start at the high or low end but that would be based on the candidates experience and at the discretion of City.
- ***Whether the position was advertised social media and which social media were used:*** Ms. Boyd was told by the Search Committee that the DMs position was forwarded to all city agencies and all community boards. Further, the Search Committee will follow the By-Laws that require public notice of the availability of the position of district manager will be made in the local news media, by notification of community organizations and by other appropriate means and that such notice shall provide sufficient opportunity for interested persons to apply. If any candidate is not acceptable by the Board, the Board can direct the Chairperson to constitute a new Search Committee.
- ***Transparency in the Search Committee process:*** Ms. Boyd was assured that the Search Committee is committed to transparency in search for the replacement of the DM position and that all members of the community are welcome to participate in the process with the exception of casting any votes for the selection of the new DM. additionally, Ms. Boyd was assured that the Search Committee has followed CB9 By-Laws by appointing of a Search Committee that consist of seven appointed members appointed by the Chairman. And that at the end of the search, the Search Committee will present at least three candidates for the position of District Manager for

consideration by the Board. Further, the Search Committee and the Board shall comply with the rules and procedures of the New York City Department of Personnel in conducting the outreach and selection of a District Manager.

The Search Committee moved forward with the review of five candidates and agreed to reject 2 candidates and approve 3 candidates. To date, the Search Committee has 4 candidates that will be invited to a face interview in January. The Search Committee will be discussing how to move forward with the interview process and solicit questions for a possible panel interview from community members and other Community Boards.

The next Search Committee meeting will be held on January 7<sup>th</sup>, 2016.

Meeting adjourned at 8:15PM

Submitted by,

**Hector Robertson**  
**Committee Chairman**

December 22<sup>nd</sup>, 2015