

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

**Minutes of the  
Search Committee Meeting  
Thursday, January 14<sup>th</sup>, 2016**

**Attendance:**

**Committee Members:**

Hector Robertson - Committee Chair  
Patricia Moses - CB9

Patricia Baker - CB9  
Chanina Sperlin – CB9

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Meeting called to order by Hector Robertson at 7:00PM

The meeting was convened and we reviewed the interview questions for the upcoming face to face candidate interviews. The committee explained the rationale for the way in which the interview questions were selected and the purpose of the evaluation form.

The Committee Chair prepared seven separate interview question lists. Each of the lists contained seven interview questions for the interviewing panel to follow. The committee members in attendance reviewed all of the questions by accepting, rejecting or modifying each of them. At the end of the review, there was an agreement to accept most of the questions but to limit each of the interview question list to a maximum of three - four questions.

In addition, the candidate evaluation form was also reviewed and modified to contain only ratings that were an appropriate match for the interview questions and position offered. Finally, the committee decided that each candidate will be asked to write one paragraph sample letter in response to a community complaint. This will be done with the intent of discerning the candidate's ability to communicate effectively with a community member as well as with individuals of any given city agency or elected officials.

The next Search Committee meeting will be held on January 21<sup>st</sup>, 2016.

Meeting adjourned at 8:15PM

**Respectfully Submitted**

**Hector Robertson  
Committee Chairperson  
January 21, 2016**