

**Mayor's Fund to Advance New York City
Board of Directors Meeting Minutes
October 17, 2023**

Attendance

Directors:

Ana Almanzar, Chair
Bill Heinzen, Vice-Chair
Lorraine Cortés-Vázquez, Director (joined virtually)
Dawn Pinnock, Director

Officers:

Marcella Tillett, President (Executive Director of the Mayor's Fund to Advance New York City)

Other Participants:

Irfan Ahmed, Chief of Staff, Mayor's Fund to Advance New York City
Shannon Allen, Director of Programs and Policy, Mayor's Fund to Advance New York City
Deana Yu, NYC Opportunity, Service Design Studio
Lyndsey Richardson, NYC Opportunity, Service Design Studio

M. Tillett opened the meeting at 1:00pm

M. Tillett welcomed the Board of Directors. She then proceeded to discuss Resolution 1, on the appointment of Ana Almanzar as Chairperson of the Board of Directors. Her appointment was nominated by Mayor Eric Adams on September 19, 2023. The nomination was sent as a resolution to the Board for their vote, via email, on September 30th, 2023. The resolution was unanimously approved, via email, by October 2, 2023.

B. Heinzen shared remarks about his appreciation and service of the former Board Chair, First Deputy Mayor, Sheena Wright. He proceeded to welcome Deputy Mayor Almanzar to the newly appointed post.

A. Almanzar expressed her excitement at joining the Mayor's Fund as the Board Chair. She recognized the other Board members and their invaluable contributions to the city. A. Almanzar is looking forward to supporting the Mayor's Fund in their efforts to support New Yorkers.

M. Tillett then moved to review and approve the Board of Director meeting minutes from June 6, 2023. M. Tillett requested a motion to approve the minutes, which was so moved by B. Heinzen, and seconded by D. Pinnock. The minutes were approved.

M. Tillett then moved to review and approve the Audit and Finance Committee meeting minutes from October 5, 2023. M. Tillett requested a motion to approve the minutes, which was so moved by B. Heinzen, and seconded by L. Cortés-Vázquez. The minutes were approved.

M. Tillett then referred to the follow-up management letter and corrective action plan in response to the findings on the financial audited statements reviewed at the Audit and Finance Committee meeting. M. Tillett discussed the management letter drafted to be sent to the auditors and paused to hear any comments or thoughts. L. Cortés-Vázquez asked about additional reviews of the financial audited statement, to which M. Tillett confirmed.

B. Heinzen inquired if L. Cortés-Vázquez wished to review the letter before it's transmitted, and L. Cortés-Vázquez said she had no issues. M. Tillett proceeded to note for the record, there were no comments or edit, and everyone is in agreement with the letter.

M. Tillett then proceeded to highlight a few items from the Executive Director report. M. Tillett highlighted the hiring of Kamaria Brisseau into the role of the Director of Finance and Operations in September 2023. She also noted staff changes, including Najma Ali Chermin becoming General Counsel and promotions of Shannon Allen to Director of Programs, formerly Senior Policy and Programs Manager, and Hannah Forgeron to Corporate Partnerships Manager, formerly Development Associate.

M. Tillett then moved to program highlights. She introduced the Diversity in Journalism Fund, which was announced July 22, 2023. The fund seeks to expand access to educational opportunities for New York City students of color and increase diversity within journalism. It has a fundraising goal of \$500K and will be in collaboration with City partners.

M. Tillett then turned it over to S. Allen to introduce guest speakers from the Service Design Studio (SDS), within NYC Opportunity, formerly known as Mayor's Office of Economic Opportunity. L. Richardson and D. Yu provided background on the office of NYC Opportunity and discussed the Designed by Community fellowship program, which is a Mayor's Fund partnered program. Designed by Community (DxC) is a partnership between community leaders, nonprofit community-based organizations, and the Service Design Studio. Over 6 months, the team conducts a service design research process, and hears directly from the community on what they want/need/see for their futures. DxC is building the case for more community-led processes in government.

The presentation was followed by discussion. A. Almanzar inquired about eligibility criteria to participate in the fellowship program. The SDS team explained that anyone interested in digital access could participate and they collaborated closely with community-based organizations in their participant recruitment efforts. D. Pinnock inquired about the data used to help decide what the cohort will focus on. The SDS team responded that the Request for Proposal guidelines describes the wide array of areas the team has expertise in, but ultimately leaves it to the participating community-based organization to choose the focus area. B. Heinzen inquired about stakeholder engagement challenges, to which the SDS team discussed the impact of time and weather constraints on more robust stakeholder engagement.

M. Tillett thanked the Service Design Studio team.

M. Tillett noted there is no new business.

M. Tillett requested a motion to adjourn the meeting. A motion was offered by D. Pinnock and seconded by B. Heinzen.

The meeting adjourned at 2:00pm.

Respectfully submitted,

Irfan Ahmed
Chief of Staff, Mayor's Fund to Advance New York City