The City of New York
BRONX COMMUNITY BOARD #1
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Serving and Representing: Port Morris, Mott Haven and Melrose

VANESSA L. GIBSON
BOROUGH PRESIDENT

PAOLA M. MARTINEZ
CHAIRPERSON

ANTHONY R. JORDAN
DISTRICT MANAGER

Executive Committee Minutes

April 21st, 2026

Paola Martinez, Chairperson

Approval of Agenda and Initial Discussions

- Chairperson Paola Martinez initiates the meeting, emphasizing efficiency and the need to address various topics.
- The agenda includes old business (bylaws reviews, attendance policy), new business (renaming streets, event requests), and voting items.
- Member Freddy Perez motions to approve the agenda, which is seconded and approved by the board.
- Member Brenda Goodwin requests to add "Office and Office Hours" to the agenda, which is acknowledged by Paola Martinez.
- Paola Martinez announces an executive session to discuss district manager evaluations, pending input from the board.

Chair Updates and Steven's Return

- Chairperson Paola Martinez asks for updates from committee chairs, with a two-minute limit per person.
- Community Coordinator Steven Palmers thanks the board for their support following the loss of his mother, expressing gratitude for the messages and support received.
- Chairperson Paola Martinez shares her thoughts on the importance of community board roles and the need for growth and teamwork.
- Community Coordinator Steven Palmers reiterates the importance of community service and the need for the board to work together effectively.

Community Board Challenges and Strategic Planning

- Member Brenda Goodwin emphasizes the need for the board to focus on community needs, mentioning issues like NYCHA projects, drug infiltration, and police staffing.
- Chairperson Paola Martinez discusses the importance of understanding community needs and working with experts to create strategies.

- The board acknowledges the need for better communication and collaboration among committee chairs and staff.
- Chairperson Paola Martinez suggests a strategic planning session to align goals and address operational challenges.

Attendance Policy and Board Operations

- District Manager Anthony Jordan provides an update on the attendance summary received from the Borough President's office, highlighting low attendance rates among board members.
- Chairperson Paola Martinez and Member Freddy Perez discuss the need for the board to enforce attendance policies and take disciplinary actions if necessary.
- The board considers the possibility of giving members a fresh start to improve their attendance records.
- Chairperson Paola Martinez emphasizes the importance of having a well-organized office and effective communication to support the board's operations.

Office Hours and Staffing Challenges

- Member Brenda Goodwin suggests implementing walk-in hours for the office to better manage visitor traffic and improve staff efficiency.
- District Manager Anthony Jordan discusses the need for capital improvements to create a more structured reception area.
- The board considers the feasibility of implementing walk-in hours and the potential impact on office operations.
- District Manager Anthony Jordan provides an update on the hiring process for a new administrative assistant, aiming to have the position filled by early May.

Final Discussions and Next Steps

- The board discusses the importance of having a clear attendance policy and the need for members to take their responsibilities seriously.
- Chairperson Paola Martinez emphasizes the need for the board to work together to address operational challenges and improve community engagement.
- The board agrees to schedule a strategic planning session to align goals and address key issues before the end of the session.
- District Manager Anthony Jordan reiterates the importance of having a well-organized office and effective communication to support the board's operations.

Attendance Policy Proposal and Initial Discussion

- Member Freddy Perez suggests adopting new attendance rules by September 1, emphasizing responsibility and accountability for all members.
- Chairperson Paola Martinez agrees and proposes sending a notice to members about the new attendance policy and asking if they want to continue in their capacity if attendance is low.

- Member Stephanie Calzado explains personal reasons for missing meetings, including financial hardship and family responsibilities.
- Chairperson Paola Martinez reassures Member Stephanie Calzado that life happens, and they can step off the board if needed.

Challenges with Board Structure and Attendance

- Member Stephanie Calzado discusses the impact of Clarissa's departure on the board's structure and the lack of a clear succession plan.
- Chairperson Paola Martinez highlights the need for honest communication with members about their roles and the importance of quorum for committee meetings.
- Member Stephanie Calzado mentions the demoralizing effect of Clarissa's departure and the subsequent lack of leadership and direction.
- Chairperson Paola Martinez acknowledges the changes in priorities and the influx of new members, emphasizing the need for clear policies and enforcement.

Drafting the Attendance Policy

- 1st Vice Chair Josephine Fernandez-Byrne disagrees with the current notice requirements, suggesting that members must notify the district manager and chair before the meeting.
- Chairperson Paola Martinez supports the idea of prior notification but also wants to allow for emergencies within a three-day grace period.
- District Manager Anthony Jordan and other members discuss the importance of clear communication and the need to balance flexibility with accountability.
- 2nd Vice Chair Ngande Ambroise emphasizes the need to give members some leeway in case of emergencies, while Member Freddy Perez suggests a written excuse for absences.

Sanctions and Enforcement of Attendance Policy

- 1st Vice Chair Josephine Fernandez-Byrne proposes written warnings and removal from committee assignments as potential sanctions for poor attendance.
- Chairperson Paola Martinez and other members discuss the importance of enforcing voting privileges and committee assignments based on attendance records.
- Chairperson Paola Martinez emphasizes the need for clear communication and enforcement of the attendance policy to maintain the board's effectiveness.

Review of Attendance Policy and Next Steps

- Chairperson Paola Martinez proposes sharing the attendance policy with members and getting their feedback before finalizing it.
- District Manager Anthony Jordan suggests making decisions about removals sooner rather than later to address attendance issues effectively.
- Chairperson Paola Martinez emphasizes the importance of having a clear attendance policy in place before new members join in June.

- The group agrees to vote on the attendance policy and move forward with implementing the new rules.

New Business: Street Co-Renaming Proposals

- District Manager Anthony Jordan presents two street co-renaming proposals: one for the honorable Linda Duke and one for Willie Colón.
- The board discusses the details of each proposal, including the number of blocks to be co-named and the support from local city council members.
- Chairperson Paola Martinez and other members express their support for the proposals and discuss the logistics of the renaming process.
- The board agrees to recommend the proposals to the city council and work with the families to organize ceremonies for the renamings.

Event Planning Request Form

- Chairperson Paola Martinez introduces a new event planning request form to streamline the process of organizing events.
- The form includes sections for event details, logistics, support requested, and approval.
- Committee chairs and members discuss the benefits of using the form to ensure better communication and coordination.
- The board agrees to adopt the event planning request form and use it for future event proposals.

Finalizing Meeting Details and Adjournment

- Chairperson Paola Martinez recaps the meeting's key points, including the attendance policy, street co-renaming proposals, and the event planning request form.
- The board discusses the logistics of the next general board meeting and the need for clear communication and coordination.
- The meeting is adjourned, and the executive session begins with Steven and Anthony remaining.

Action Items

- Prepare the revised bylaws for presentation and voting at the upcoming full Community Board One meeting so that the updated personnel, evaluation, and administration provisions can be formally adopted.
- Ensure that the topic of implementing structured office hours and an administrative day (non–walk-in day) is included on the agenda for the upcoming strategic planning session.
- Plan and schedule a dedicated strategy session (ideally about one hour) for the remaining months of the current term to clarify goals, roles, and systems for Community Board One.
- Secure and maintain a dedicated meeting room at the Lincoln Hospital facility for Community Board One meetings going forward.

- Revise the Community Board One bylaws document to remove outdated references to the district manager being the "sole" person authorized for personnel decisions, correct the probationary-period administration language, and reprint/send the finalized version to all officers via email this week.
- Review the Borough President's Office attendance recommendations, develop written attendance policy language with appropriate sanctions, and present it to the Executive Committee before the May meeting so it can be approved for implementation.
- Draft and send pre-September notification emails to board members with low attendance, informing them of the new attendance policy that takes effect on September 1, including any required corrective steps.
- Finalize the hiring process for the new administrative assistant by narrowing the applicant pool to five finalists by the end of this week, conducting second interviews, and identifying three top candidates by early next week for officer recommendation, with the goal of making an offer in early May and onboarding at the start of the next session.
- Implement a standing practice of preparing and distributing a monthly summary of constituent-service requests and referrals from the Community Board One office to the committee chairs and officers.
- Roll out and operationalize the standardized event planning request form by ensuring committee chairs use it for all proposed events, collecting completed forms, and routing them through the executive committee approval process.
- Once the family submits the letters of no objection, distribute the package, including those letters, to the Municipal Services/Environmental Justice committee members for review regarding the street co-naming honoring Linda L. Duke.
- Submit the recommended street co-naming proposal honoring Willie Colon to the New York City Council by the May Parks and Recreation Committee deadline, recommending up to five blocks but acknowledging that only one block will receive a sign.