

## **Board Meeting Minutes**

Date: September 16, 2020

Time: 6:00pm-9:10pm

Location: Webex

Minutes submitted by Secretary Cindy VandenBosch

### **I. Opening of the meeting**

### **II. Adoption of the agenda**

Julio Peña III motioned to adopt the agenda and Cindy VandenBosch seconded the motion.

### **III. Adoption of the minutes of the February 19, 2020 Board Meeting**

Joan Botti motioned to adopt the minutes and Julio Peña III seconded the motion.

### **IV. Public Comment**

John V. Santore, resident of 446 56th Street, asked for a resolution for a delay in the Made in NY Campus due to the lack of transparency and public engagement in decision-making about the project and its expansion since the initial announcement. He noted that it's the last community board meeting before September 30th when the NYCEDC will be voting on Steiner Studios for the film studio development of the site. He proposed a delay so that the community can be involved and know what's going on.

### **V. Committee Reports**

#### **A. By-Laws Committee Report**

1. Committee recommendations from February 11, 2020: The By-laws Committee voted to approve proposed changes to the bylaws at their February meeting. Chairperson Julio Peña read the proposed amendments into the record from the Executive Summary for Proposed Changes. According to the process in the bylaws, this reading would count as the first of two meetings where such proposed amendments would be read before a vote in the November meeting.
2. Questions and Discussion:
  - a) Several board members expressed concerns about who gets to vote on resolutions at the committee level and asked that the committee review this issue and improve the process of how committee assignments are made, including reviewing attendance records and involving the input of chairpersons in the assignment process. There was a suggestion that the committee chair should send the attendance sheet to the board chair and to the committee to reflect who is showing up.
  - b) There was a concern raised about the shifting of power that could be associated with the increased discretionary power given to the

Chairperson that is reflected in the amendments, from removing committee names and giving discretionary power to the Chairperson to assign responsibilities or issues to committees and to assign whomever they want to the Executive Committee. There was an acknowledgement that these increased powers could lead to a Chairperson who could potentially use them to exclude board members or shift responsibilities from one committee to another if they so wished. There were a few people who discussed clarifying language about who serves on the Executive Committee to include the chairs of committees.

3. MOTION: Pat Ruiz offered a motion to send the amendments to the by-laws back to committee. Nicholas Azadian seconded.

a) Discussion on the motion:

- (1) Zachary Jasie expressed support for removing the names of committees in the bylaws because there are too many committees and supports the idea of ad hoc committees.
- (2) Zachary Jasie, Nicholas Azadia, Cynthia Gonzalez, and Cindy VandenBosch expressed support for allowing community board members to vote who attend committee meetings even if they don't serve on those committees.
- (3) Joan Botti articulated that the Membership & Attendance Committee doesn't currently have the power. The full board does.
- (4) Antoinette asked that the committee review how board members can raise resolutions on issues if a committee does not meet on a regular basis. Julio Peña indicated that this could be a conversation to have with the Chairperson or the District Manager and Cesar Zuñiga indicated that the resolution could be raised in New Business at a board meeting.
- (5) Cynthia Gonzalez asked that the committee review the issues surrounding committees before finalizing proposed amendments to the bylaws.

b) Roll call vote: The motion passed 33 voting Yes, 5 voting no, and 0 abstentions.

**B. Public Safety Committee (Vote required but tabled until October)** - The vote to approve the new liquor license application for 2020 Nightclub LLC located at 225 47<sup>th</sup> Street was tabled until the next CB7 monthly meeting when the committee chair will present his report and the committee's recommendation.

**C. Transportation Committee** - The committee chair corrected the agenda and stated that there was no vote required at the September meeting. He also

provided an update to the agenda for the September 9, 2020 committee meeting. The update on the Owls Head Connection Section of the Brooklyn Greenway did not occur and is being rescheduled to a future meeting.

**D. Land Use/Landmarks Committee**

1. March 4, 2020 Meeting (Vote required)
  - a) Board of Standards & Appeals #2019-301BZ - Application seeks a special permit to legalize a physical culture establishment at 148 26th Street
  - b) Board of Standards & Appeals #2020-2BZ - Application pursuant to Zoning Resolution Section 73-53 to permit existing enlargement of mezzanine at premises which is contrary to Sections 11-412 and 11-413 and BSA resolution 226-81-BZ
  - c) Tabled until October CB7 meeting. In the meantime, if the vote is required before then, both votes were unanimously passed in committee.

E. Asian Affairs Committee - The community board members were referred to the written committee report. No verbal report was given as no vote was required.

F. Economic Development-Waterfront Committee - The committee chair indicated that he will submit a report in writing on the Ferrara concrete plant presentation. He did not have any other updates and no vote was required.

G. Education/Youth Committee - The committee chair referred board members to the committee reports and noted that after the July 20th meeting about community concerns regarding the Department of Education's preliminary school re-opening plan, the committee sent a letter to the DOE with questions that had been raised and there was no response.

H. Parks Committee - A verbal report was given by the committee chair about the August 5, 2020 meeting about Bush Terminal Park and the redesign of Rainbow Playground, and a vote was required from the full board.

1. Updates on closing time and process for Bush Terminal Park
  - a) Park closes at 8pm and employees walk around with a bull horn to announce that the park will close. There are issues with people jumping the fence after closing hours.
  - b) Issue with lighting in the park - OMB stopped this project due to COVID-19.
2. Proposed features in the redesign of Rainbow Playground include tot-sized tables rather than adult tables to deter adults from spending time in the playground; replacing benches; painted games on the playground;

drinking fountains; a playhouse; a sonor arch, the first one in the city; and accessible play equipment for people with disabilities.

3. MOTION is to accept the park department's design of the Rainbow Playground, per the recommendation of the committee.
  - a) Discussion: Would any of these renovations affect the parts of the park that were painted by volunteers last summer, including the basketball park? This did not come up in the presentation and the basketball court was not discussed at all.
  - b) Proposal to make a motion with unanimous consent. Katherine Walsh objected to the motion on the grounds that we do not have clarity on whether the project would affect the painting or other features that were a result of volunteer work. Daniel Murphy clarified that the Parks Department only had funding for the children's playground, not the basketball court.
  - c) Julio Peña proposed a friendly amendment to preserve the volunteer work that's been done to the space. Joan Botti seconded the friendly amendment.
  - d) Zachary Jasie proposed a revision to the friendly amendment that it specifically indicates the volunteer work that was done to the basketball court. Since the motion was already on the floor, the District Manager indicated he will put that in the letter.
  - e) The motion passed with unanimous approval.

I. Personnel/Internal Budget Committee - The committee chair provided an update that they are still waiting on financials for the prior year and current budget standing for this year. Hoping to get this new information to get the committee moving forward. No vote was required.

J. Immigration Committee (no vote required) - The committee chair referred the board members to the attached written reports and highlighted that the NYPD has created an Asian-Americans Anti-Hate Taskforce.

K. Health & Mental Health with Ability & Access joint committee meeting

1. Board members were referred to a written report that was submitted for the meeting that took place in July. There was also a brief verbal report delivered by both committee chairs summarizing the meeting, including concerns raised by the community about testing and tracing, the challenges people with disabilities faced accessing the front door of MTA buses due to changes to boarding procedures due to COVID-19, insurance, housing, food insecurity, mental health concerns, social isolation, unemployment, the long-term impact on the population, the sanitation issue of PPE on the streets, the barriers to communication for

people with hearing impairments due to masks that prevent lip-reading, and the lack of live captioning in virtual public meetings.

2. The Health & Mental Health Chair also provided a recap on the presentation that was given in August by the Department of Health and Mental Health on testing and tracing and indicated that she is attempting to organize a follow-up meeting that provides more specific updates regarding our district.

- L. Sanitation/Environment Committee - Although no vote was required, a short verbal report was provided by the committee chairperson.

1. Presentation by Stephen Leone of Industrial Carting regarding NYC's Commercial Carting Zones
  - a) Vendor was concerned that local businesses would be excluded from the granting of contracts
2. Presentation by UPROSE on their Climate and Community Health Vulnerability Assessment
  - a) Cesar asked board members to help disseminate the survey across Sunset Park to gain insight into resiliency and environmental vulnerabilities.
  - b) The survey is on the website and is available in Arabic, Spanish, Chinese, and English.
3. Sunset Park Solar will be up and running by the end of the year and can sign up for 15% rate discount

## **VI. Elected Officials/Representatives**

Reports were made by Assemblymember Robert Carroll, Councilmember Brad Lander, Orlando Ross on behalf of Rep. Clarke's Office, Edward Cerna on behalf of CAU, John Watkins on behalf of the Brooklyn DA, Freda Zurita on behalf of Sen. Myrie's office

## **VII. District Manager's Report (Tabled from February board meeting)**

- A. Office opened on June 29th. Currently not allowing walk-ins. Everything is being done by appointment, and only one staff member is in the office at a time. Currently, the office is seeking to connect with constituents by phone or email.
- B. Census update - CB7 allowed the Center for Family Life to help members of the community to complete their census submissions in the board meeting room, however due to a reported COVID infection by one of their staff members, the room is no longer being used. The board has asked the library to clean the bathroom and the meeting room out of concern for health and safety precautions.
- C. COVID testing - The District Manager has a list of sites that are in or close to the district.
- D. Top three constituent complaints since we last met include street cleanliness, rats, and issues related to homelessness, including drug use, prostitution, and pedestrian safety near MS936 and PS939.

- E. The cement work on Fourth Avenue is already crumbling, less than a year after it opened up. The District Manager has asked the Comptroller to look into the quality of the cement and the project.
- F. 737 4th Avenue. ULURP Certified on Monday. Another meeting is coming up soon, and a public hearing by the end of October.
- G. The COMPSTAT numbers were emailed to all board members and will be published along with the minutes. Crime in our community district is down this year from last year.

#### **VIII. Chairperson's Report (Tabled from February board meeting)**

- A. Concerns about the area around MS936 and PS939 - There are significant community concerns about public safety, transportation, and quality of life issues along Third Avenue near MS936 and PS939. The community board needs to mobilize committees to further address these issues with relevant city agencies. There were many concerns the community expressed about citing the schools there. DOT has also not implemented the changes promised to traffic patterns.
- B. Committees - The CB7 Chair will be making committee assignments and asking that some board members step down to make space for new members to take on leadership roles. He may also be consolidating committees and will follow up over the next month.
- C. Industry City application - The CB7 Chair is dismayed by how the Department of City Planning ignored every recommendation the community board made on the IC application.
- D. Traffic issues in our community and South Brooklyn - There has been no response to CB7's request for a truck study and several other requests made to DOT. Meanwhile, there are real pedestrian and traffic safety concerns, all while development proceeds along the waterfront. I have been in touch with the Comptroller's office indicating that it is an equity issue that we are not hearing back on solutions to congestion and pedestrian safety.
- E. Census reminder - There are a few weeks left for the Census. Please make sure your neighbors are filling it out and help spread the word.

#### **IX. Old Business**

- A. Pat Ruiz: What is the status for one of the new schools being named Dr. Antonia Pantoja. The District Manager will look into this issue.

#### **X. New Business**

- A. **Land Use Committee updates** from Committee Chair John Fontillas:
  - 1. 737 Fourth Avenue is now certified (Dunkin Donuts). There will be a meeting with the developer prior to the public hearing. Jeremy Laufer reported that the application has been certified but has not yet been received by the board office.

2. Industry City rezoning application - Testimonies were taken for over 10 hours for the Industry City rezoning. CB7 submitted a summary of our work from the past three years, as well as the recommendations. City Council is still accepting written comments at [landusetestimony@council.nyc.gov](mailto:landusetestimony@council.nyc.gov).

**B. Resolution on Made in NY Campus**

1. Antoinette Martinez made a motion to propose a resolution to CB7 to request “a delay in bringing the Steiner Studios’ proposal for the Made in NY Campus or any other major deals related to the campus, before NYCEDC’s board of directors until the agency has worked with the Sunset Park community to analyze the project’s latest details and establish ways to measure and monitor its future impacts, and to not finalize any Made in NY Campus details until after the Industry City’s ULURP process has ended.”
2. Discussion:
  - a) Antoinette Martinez noted that NYCEDC had promised publicly in 2017 that the Sunset Park community would be engaged in this process. This is something our community has a right to weigh in on, especially since there’s so much development happening in our community.
  - b) Justin Collins expressed support of the resolution
  - c) Nicholas Azadian indicated that this was a question of NYCEDC’s general process. Despite numerous attempts to get more info about EDC, CB7 has been unsuccessful and he’d like to suggest taking it a step further to request that they actually take local input.
  - d) Cesar Zuñiga expressed concern about concerns related to underlying infrastructure in Sunset Park. Having Steiner Studios could be net positive, but he is concerned about the community givebacks and would like to explore contributions to the community, such as a pipeline for jobs and some of the internships for young people.
  - e) Alexa Aviles supported the resolution and asked that processes be improved to address timely issues such as this one that are presented to the board by both community board and non-community board members.
3. **The motion passed** with 30 voting yes, 3 voting no, and 1 voting present but not entitled to vote due to a conflict of interest.

**C. Question about prisoner escape and concerns about public safety** - The District Manager indicated that the community board was informed by the 72nd precinct about the recent prisoner escape.

- D. Outdoor seating for restaurants** - Cynthia Gonzalez expressed concerns about restaurant outdoor seating taking away parking spaces from people who want to shop at small businesses in those areas, especially when there are already challenges with finding parking in the neighborhood. She's concerned about the businesses in the area. David Estrada is the primary contact for the Open Restaurants program on Fifth Avenue and said he'd be happy to speak with anyone on the board or anyone in the community about the facts and details of this program.

## **XI. Adjournment**

Pat Ruiz motioned to adjourn

Julio Peña III seconded

9:10pm



**Bylaws Committee  
Meeting Minutes  
February 11, 2020**

Chair: Julio Peña III

Vice Chair: Pat Ruiz

1. Committee Reviewed Suggested changes and outlined in four categories:
  - a. Officers
  - b. Governance
  - c. Committees
  - d. Equity
2. Most of the recommended by-law changes are to reflect what members are currently doing, what we want to do, and allow flexibility and future growth/expansion.
3. Committee reviewed other items that we decided to table for future by-law review including:
  - a. Who can vote on committees
  - b. Public Members
  - c. Executive Officer positions
  - d. Term Limits
4. The Committee voted in favor of submitting the attached Executive Summary of recommendations to the full board for a vote (with the assumption that there may be minor changes after legal review).

Minutes prepared by: Julio Pena III

**CB7 By-Laws Committee**  
**Executive Summary of Proposed By-Law Changes**

**1. Officers**

- 1.a. Amend Article 5, Section 2 and Section 3 to move elections to June, have terms begin July 1, and have those elected in December 2019 to serve shortened terms ending on June 30, 2022.
- 1.b. Amend Article 5, Section 5-2 to include duties the 1st Vice Chairperson is currently but not being reflected as well as Article 5, Section 6-2 for the 2nd Vice Chairperson.
- 1.c. Amend Article 5, Section 5-3, Section 6-2, and Section 6-4 to remove "Acting"
- 1.d. Add Article 5, Section 5-4 to include tabulation of votes responsibility of 1st Vice Chairperson.
- 1.e. Add Article 5, Section 6-5 to say the 2nd Vice Chairperson steps in in the absence of the 1st Vice Chairperson.
- 1.f. Amend Article 5, Section 7-1 to update the role of Secretary to reflect that board staff records minutes and Secretary reviews/records secondary minutes and approves.
- 1.g. Add Article 5, Section 7-3 to say in the absence of 2nd Vice Chairperson, Secretary steps in.
- 1.h. Amend Article 5, Section 9-1 to make Treasurer a committee member to committees overseeing board budget and finances.
- 1.i. Amend Article 5, Section 10 to remove the position of Assistant Treasurer and create the executive position of Community Engagement Officer which provides liaison duties to CBOs and coordinate with Committee Chairpersons for events and activities.

**2. Governance**

- 2.a. Amend Article 1 to say Brooklyn Community Board Seven.
- 2.b. Add Article 5, Section 4-14 to empower the Chairperson, their designee or committee to create a member handbook.
- 2.c. Amend Article 4, Section 4 to include a misconduct clause, neglect of duty, or poor reflection of character. Removed committee name to reflect changes further requested below.
- 2.d. Add Article 4, Section 4A to empower the Chairperson to assign a committee to determine cause for removal (formerly the Membership & Attendance Committee).
- 2.e. Amend Article 4, Section 11 to define attendance year and further clarifies causes for removal.
- 2.f. Amended Article 7, Section 7 to include "most recent edition of Robert's Rules of Order".
- 2.g. Amend Article 8, Section 1-2 to include "significant event" as cause for moving the monthly board meeting.
- 2.h. Remove Article 8, Section 8 (removing the Agenda from the by-laws), and amend Section 7 to include agenda formation with board office, executive committee and board members.

- 2.i. Amend Article 8, Section 10-1 to include "or these by-laws" at the end.
- 2.j. Amend Article 8, Section 10-1A to further clarify "Associated" from the "Conflict of Interest Board" regulations.
- 2.k. Amend Article 10 - change future amendments to by-laws from two-thirds majority to simple majority with 14 day electronic notice and read at one previous board meeting and voted on at the following board meeting.

### **3. Committees**

- 3.a. Amend Article 6, Section 1 to clarify the composition of the Executive Committee and to allow the Chairperson to add but not remove officers/members.
- 3.b. Amend Article 6, Section 2 to include Executive Session.
- 3.c. Amend Article 6, Section 3 to include summer action if needed.
- 3.d. Add Article 6, Section 4 to move Personnel Issues before the board to the Executive Committee.
- 3.e. Amend Article 7, Section 1A to include Executive Session.
- 3.f. Amend Article 7, Section 1B to state that the Chairperson of each committee is responsible for committee minutes or assigning another board member to assist in recording minutes or Vice Chairperson in absence of Chairperson and due within 7 business days.
- 3.g. Amend Article 7, Section 2 to combine or separate committees as needed by the Chairperson and for the list of Committees to be distributed annually at the September board meeting.
- 3.h. Added Article 7, Section 2A to allow board members to resubmit for committee assignments in June of an election year.
- 3.i. Removed Article 7, Section 2-1 through 2-17 (Committee names) from by-laws.
- 3.j. Amend Article 7, Section 5 to include updated dates for Nominating Committee (April)
- 3.k. Add Article 7, Section 7 to give committee meetings flexibility on how they can be facilitated.
- 3.l. Amend Article 9, Section 1-1 to allow the Chairperson to designate a presiding officer at Public Hearings

### **4. Equity**

- 4.a. Amend Article 3, Section 21 to include translated documents where possible and maintaining up to date current list of organizations including email addresses.
- 4.b. Amend various sections of the by-laws to remove gender specific language such as he/her/she/him with they/them/their.
- 4.c. Amend Article 4, Section 7 to replace "citizens" with "individuals".

- 4.d. Amend Article 4, Section 8 with clearer language on members speaking on behalf of the board, and speaking as private individuals.
- 4.e. Amend Article 4, Section 10 to allow the Chairperson with the Secretary to change sign-in procedures as they deem appropriate. Also removed Committee names throughout by-laws.
- 4.f. Add Article 8, Section 11 to allow designated seating for board meetings when possible.
- 4.g. Add Article 8, Section 12 to provide translation services at committee meetings or regular meetings.
- 4.h. Add Article 8, Section 12A to include accessibility in venue locations.

## **BYLAWS - COMMUNITY BOARD SEVEN - BROOKLYN**

*Final Draft v2 - 2.14.2020*

These Bylaws shall conform to all of the provisions of the New York City Charter (the "Charter"). Nothing in these Bylaws shall be construed so as to modify or amend the Charter.

### **ARTICLE I – NAME**

The name of this organization shall be **Brooklyn** Community Board Seven (the "Board").

### **ARTICLE II – JURISDICTION**

The Board shall serve within the area designated by the New York City Planning Commission (the "Planning Commission") as Brooklyn Community District Seven (the "District").

### **ARTICLE III – PURPOSES AND FUNCTIONS**

The Board shall:

Section 1. – Consider the needs of the District;

Section 2. – Cooperate with, consult, assist and advise any public officer, agency, local administrators of agencies, legislative body or the Brooklyn Borough President (the "Borough President") with respect to any matter relating to the welfare of the District or its residents;

Section 3. – At its discretion hold public or private hearings or investigations with respect to any matter relating to the welfare of the District or its residents, but the Board shall take action only at meetings open to the public;

Section 4. – Assist city departments and agencies in communicating with and transmitting information to the people of the District;

Section 5. – Cooperate with the boards of other districts with respect to matters of common concern;

Section 6. – If requested to do so, render an annual report to the New York City Mayor (the "Mayor"), the New York City Council (the "Council") and the Brooklyn Borough Board (the "Borough Board") within three months of the end of each year and such other reports to the Mayor or the Borough Board as they shall require (such reports or summaries thereof to be published in the City Record);

Section 7. Make its Bylaws available for reasonable public inspection; and keep a public record of its activities and transactions, including minutes of its meetings, and all documents the

**Board is required by law to review;**

**Section 8. – Request the attendance of agency representatives at meetings of the Board;**

**Section 9. – Prepare comprehensive and special purpose plans for the growth, improvement and development of the District;**

**Section 10. – Prepare and submit to the Mayor, on or before a date established by the Mayor, an annual statement of community district needs, including a brief description of the District, the Board's assessment of its current and probable future needs, and its recommendations for programs, projects or activities to meet those needs;**

**Section 11. – Consult with agencies on the capital needs of the District, review departmental estimates, hold public hearings on such needs and estimates and prepare and submit to the Mayor capital budget priorities for the next fiscal year and the three succeeding fiscal years;**

**Section 12. – Conduct public hearings and submit recommendations and priorities to the Mayor, the Council and the Planning Commission on the allocation and use within the District of funds earmarked for community development activities under city, state or federal programs;**

**Section 13. – Consult with agencies on the program needs of the District to be funded from the expense budget, review departmental estimates, hold public hearings on such needs and estimates, and prepare and submit to the Mayor expense budget priorities for the next fiscal year;**

**Section 14. – Assist in the planning of individual capital projects funded in the capital budget to be located in the District and review scopes of projects and designs for each capital project, provided, however, that such review shall be completed within thirty days after receipt of such scopes or designs;**

**Section 15. – Evaluate the progress of capital projects within the District based on status reports to be furnished to the Board;**

**Section 16. – Assign, at its discretion, a representative to attend any meeting held by a city agency to determine, in advance of drafting, the form and content of any environmental impact statement required by law for a proposal or application for a project in the District;**

**Section 17. – Exercise the initial review of applications and proposals of public agencies and private entities for the use, development or improvement of land located in the District, including the conduct of a public hearing and the preparation and submission to the Planning Commission of a written recommendation;**

**Section 18. – Assist agencies in the preparation of service statements of agency objectives, priorities, programs and projected activities within the District and review such statements;**

Section 19. – Evaluate the quality and quantity of services provided by agencies with the District;

Section 20. – Within budgetary appropriations for such purposes, disseminate information about city services and programs, process complaints, requests, and inquiries of residents of the District;

Section 21. – Conduct substantial public outreach, and where possible, provide translation, including identifying the organizations active in the District, maintaining an up to date (or current) list of the names, mailing addresses and email addresses of such community organizations, and making such names, and with the consent of the organization available to the public upon request;

Section 22. – Appoint a District Manager, who shall (1) have responsibility for processing service complaints, (2) preside at meetings of the district service cabinet and (3) perform such other duties as are assigned by the Board. Board members shall be eligible for appointment to the position of District Manager provided that such member does not participate in any manner in the selection of the District Manager by the Board and resigns as a member of the Board prior to or upon assuming the duties of District Manager; and

Section 23. – Utilize, at its discretion, the services of such other professional staff and consultants, including planners and other experts, as it may deem appropriate, all of whom shall serve at the pleasure of the Board and shall provide the Board with the staff support and technical assistance it requires to fulfill the duties assigned to it by the Charter or other law.

#### **ARTICLE IV – MEMBERSHIP**

Section 1. – The Board shall consist of (A) not more than fifty persons appointed by the Borough President for staggered terms of two years, at least one half of whom shall be appointed from nominees of the Council members elected from council districts which include any part of the community district, and (B) all such Council members as non-voting members.

Section 2. – Members appointed to the Board shall serve for a term of two years beginning on the first day of April. One half of the Board members shall serve for a term of two years beginning on the first day of April in each odd-numbered year and one half of the Board members shall serve for a term of two years beginning on the first day of April in each even-numbered year. Members of the Board may be re-appointed.

Section 3. – No person shall be appointed to or remain as a member of the Board who does not have a residence, business, professional or other significant interest in the District.

Section 4. – An appointed member may be removed from the Board for cause, which shall



include (but shall not be limited to) substantial non-attendance at Board or committee meetings over a period of one year, by the Borough President, misconduct of a substantial nature, indicating some neglect of duty by the member, or something which materially affects their official acts or standing or reflects poorly upon their character, or by a majority vote of the Board. Three absences, without cause from regular Board meetings in any one year shall constitute "substantial non-attendance" for purposes of establishing cause for removal. The Board member must receive written notice as to the reasons and/or charges causing their proposed removal at least two weeks prior to the formal hearing by the Committee assigned by the Chairperson, which will give a full report and recommendation at the next regular meeting of the Board. Vacancies resulting from removal shall be filled promptly upon the occurrence of the vacancy by the Borough President for the remainder of the unexpired term in the same manner as regular appointments.

**4A. - Cause for removal, as outlined above and below in these by-laws, shall be determined by a Committee assigned by the Chairperson.**

Section 5. – Members shall serve as such without compensation but may be reimbursed, at the Board's discretion, for reasonable and necessary out-of-pocket expenses associated with Board activities.

Section 6. – The Board may, at its discretion, submit nominations for Board membership to the Borough President and to Council members, including for the purpose of ensuring that the aggregate of appointments to the Board fairly represents all segments of the District.

Section 7. – Members shall serve on the Board in their capacity as private individuals only. Their actions shall not be instructed by, or responsible to, any other organization with which they may be affiliated. Prior to any participation in the Board's consideration of matters involving self-serving or conflict of interest, Board members shall identify such interests and refrain from voting on such matters. Failure to adhere to this provision shall constitute cause for removal from the Board pursuant to Article IV, Section 4 of these Bylaws.

Section 8. – Any member appearing before a governmental body, community association, member of the news media or otherwise making a public statement which conflicts in any respect with positions adopted by the Board shall clearly state that such public statement is not the position adopted by the Board, and is the individual position of the member. No member shall represent the Board's position before any governmental body, or agency, or otherwise make any public statement on behalf of the Board unless designated to do so by the Board Chairperson. Failure to adhere to this provision shall constitute cause for removal from the Board pursuant to Article IV, Section 4 of these Bylaws.

Section 9. – All proposed unsolicited communications to the Board shall be submitted to the Board office for approval and distribution to the Board. No Board member shall use the contact information of Board members to distribute unsolicited communications of any kind, whether by



electronic mail or regular mail, without prior approval of the Board office. This provision shall not apply to personal communications between individual Board members. Failure to adhere to this provision shall constitute cause for removal from the Board pursuant to Article IV, Section 4 of these Bylaws.

Section 10. – All Board members are required to sign meeting attendance sheets with their full signature (not initials) and their time of arrival or other manner deemed appropriate by the Chairperson in consultation with the Secretary. Board members leaving before the adjournment of any meeting must sign out with their time of departure. The Committee assigned by the Chairperson will review the attendance records of those Board members who consistently arrive late and/or leave before the adjournment of meetings, and will share that information with the Borough President.

Section 11. – When a Board member misses two Board meetings within one year (defined as September through June) without cause, the Committee assigned by the Chairperson shall review their attendance record and issue a letter informing the Board member of its review. When a Board member misses three Board meetings within one year, without cause, the assigned committee shall issue a written notice to the Board member, stating that they have engaged in “substantial non-attendance” constituting cause for removal from the Board pursuant to Article IV, Section 4 of these Bylaws; and that they must appear before the assigned Committee for review of their attendance record. Failure to respond to correspondence from the Committee, or to appear before the Committee shall constitute cause for removal from the Board pursuant to Article IV, Section 4 of these Bylaws.

## **ARTICLE V – OFFICERS**

Section 1. – Effective as of July 1, 2022, there shall be a Chairperson, First Vice Chairperson, Second Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Community Engagement Officer, Sgt.-At-Arms and Assistant Sgt.-At-Arms.

Section 2. – Effective as of July 1, 2022, each officer shall serve for a term of two chronological years, with the term beginning on July 1 of the month following their election, and terminating on June 30 of the second year of the officer's term. No officer may serve in the same position for more than two consecutive two year terms. Non-consecutive terms shall be unlimited. This section shall be applicable to those officers elected in June, 2022, with terms beginning on July 1, 2022; and to all officers elected thereafter, unless these Bylaws are amended.

Section 3. – Officers elected in December, 2019 shall serve shortened two year terms commencing on January 1, 2020 and terminating on June 30, 2022, including those officers who would have been prohibited from serving an additional term under any previous version of these Bylaws. In no event shall any officer serve in the same position for more than four consecutive chronological years.

#### **Section 4. – DUTIES OF THE CHAIRPERSON**

**4-1 – To perform all duties as prescribed in the Charter and any other duties prescribed under law.**

**4-2 – To receive calendars and notices of meetings of all city agencies required to refer matters to the Board pursuant to the Charter and to inform the Board Members of such calendars and notices.**

**4-3 – To attend any meetings required by the Mayor and the Borough President pursuant to the Charter or to designate their representative or representatives to attend.**

**4-4 – To open Board meetings at the time and date at which the Board is to meet, by taking the Chair and calling members to order.**

**4-5 – To announce the business before the Board according to the meeting agenda.**

**4-6 – To state and put to a vote all questions or resolutions which are to be moved or necessarily arise in the course of the Board's business and announce the result of the vote.**

**4-7 – To interpret and enforce Robert's Rules of Order, and to ensure that a copy of Robert's Rules of Order is available at all Board meetings, except as otherwise provided by the Bylaws herein.**

**4-8 – At their discretion, to designate each year a Board member to serve at the pleasure of the Chairperson, as Parliamentarian at Board meetings for the purposes of enforcing Robert's Rules of Order.**

**4-9 – To conduct all Board meetings in an orderly fashion, including use of a gavel where appropriate; and to inform speakers during the public comment portion of Board meetings that they shall be limited to three (3) minutes each of speaking time.**

**4-10 – To adjourn all Board meetings.**

**4-11 – To authenticate all acts, orders, and proceedings of the Board including the countersigning of all letters of whatever nature originating from the Board and to be the sole spokesperson for the Board in relation to the news media, agencies of government and the public-at-large, except as they shall otherwise specifically authorize.**

**4-12 – To appoint, suspend, or remove Chairpersons and Vice Chairpersons of the standing committees of the Board and to establish and appoint special committees, as may from time to time be deemed necessary for the best performance of the Board's functions. All such**

Chairpersons and Vice Chairpersons shall serve only during the term of the Board Chairperson appointing them. The Board Chairperson shall be an ex-officio member of each committee.

4-13 – Because of the possibility of the First Vice Chairperson or the Second Vice Chairperson having to act in the absence of the Chairperson (as hereinafter provided), to keep the Vice Chairpersons informed of all information, orders, directives, and other matters brought to the Chairperson's attention.

4-14 - To authorize the creation of a member handbook with items and information not outlined in these by-laws. The Chairperson at their discretion may designate this task to another officer or a Committee. This handbook shall be updated semi-annually in the month of July after the officer elections and shall further outline Officer roles not listed below, guide to Robert's rules or Order, how to write meeting minutes, and other useful information as directed by the Chairperson, or their designee.

#### Section 5. – DUTIES OF THE FIRST VICE CHAIRPERSON

5-1. – The First Vice Chairperson shall preside at Board meetings in the place of the Chairperson when the Chairperson is absent.

5-2 – The First Vice Chairperson shall assist and/or act in the absence of the Chairperson when necessary or required or when asked to do so by the Chairperson.

5-3 – If the Chairperson can no longer serve as Chairperson before their term has expired, the First Vice Chairperson shall succeed as Chairperson until expiration of the term.

5-4 - The First Vice Chairperson shall assist in recording and tabulation of official votes of the board.

#### Section 6. – DUTIES OF THE SECOND VICE CHAIRPERSON

6-1. – The Second Vice Chairperson shall preside at Board meetings in the place of the Chairperson when the Chairperson and the First Vice Chairperson are absent.

6-2. – The Second Vice Chairperson shall assist and/or act in the absence of the Chairperson when necessary or required or asked to do so by the Chairperson.

6-3. – If both the Chairperson and the First Vice Chairperson can no longer serve as Chairperson before their term has expired, then the Second Vice Chairperson shall succeed as Chairperson until expiration of the term.

6-4 – If the First Vice Chairperson can no longer serve as First Vice Chairperson before their term has expired, then the Second Vice Chairperson shall succeed as First Vice Chairperson until expiration of the term.

6-5 - If the First Vice Chairperson is absent from a board meeting, then the Second Vice Chairperson shall assume the duties for that meeting only.

6-6 - the Second Vice Chairperson shall take on the duties of reporting financial or budgeting reports in the absence of the Treasurer.

#### Section 7. – DUTIES OF THE SECRETARY

7-1. – The Secretary shall be the recording officer of the Board, approve the minutes as taken by the board staff, however, shall take secondary minutes as appropriate at all monthly meetings, special meetings, and emergency meetings of the board. The minutes as approved by the Secretary and by the full board shall be furnished to the Borough President's Office for distribution. The Board office shall distribute such minutes to all Board members and other required parties no later than five business days before the next Board meeting.

7-2 – If the Chairperson, First Vice Chairperson and Second Vice Chairperson are absent from a Board meeting, then the Secretary shall assume the duties of Chairperson for that meeting only.

7-3 - If the Second Vice Chairperson is absent from a board meeting, then the Secretary shall assume the duties of Second Vice Chairperson for that meeting only.

#### Section 8. – DUTIES OF THE ASSISTANT SECRETARY

8-1. – The Assistant Secretary shall act as Secretary and record the minutes if the Secretary is not present at any Board meeting or as instructed by the Secretary or Chairperson.

8-2 – Because of the possibility of the Assistant Secretary having to act in the absence of the Secretary (as herein provided), the Secretary shall keep the Assistant Secretary informed of all information, orders, directives and other matters brought to the Secretary's attention.

#### Section 9. – DUTIES OF THE TREASURER

9-1. – There shall be a Treasurer of the Board who shall be a member of any Committee that oversees the Board's budget and finances.

9-2. – If the Chairperson, First Vice Chairperson, Second Vice Chairperson, and Secretary are absent from a Board meeting, then the Treasurer shall assume the duties of Chairperson for that meeting only.

9-3. – The Treasurer shall present a projected board budget for the coming fiscal year at the regular Board meeting each September, setting forth the Board's current financial standing at



the time of the report, and a summary of the monthly changes in the Board's financial standing since the previous such report.

#### **Section 10. – DUTIES OF THE COMMUNITY ENGAGEMENT OFFICER**

**10.1. – The Community Engagement Officer shall serve as the Board's principal liaison to non-profit organizations, small businesses, and other community entities wishing to partner with the Board. In their capacity as liaison, the Community Engagement Officer shall regularly provide the board with information and updates as needed at regular monthly board meetings or relevant Committee meetings.**

**10.2. – The Community Engagement Officer shall work with Committee Chairpersons who wish to organize events or partner with community based organizations.**

**10.3. – Additional duties of the Community Engagement Officer may be outlined in the Board Member Handbook.**

#### **Section 11. – DUTIES OF THE SERGEANT-AT-ARMS and ASSISTANT SERGEANT-AT-ARMS**

These officers shall be responsible for maintaining order at all meetings and public hearings of the Board.

#### **Section 12. – VACANCIES**

Vacancies occurring among the members of the officers of the Board shall be filled pro tem by appointment by the Chairperson. At the next regular monthly meeting of the Board following such temporary appointment, a quorum being present, the Board shall vote to approve or disapprove, by a majority of Board members present entitled to vote, the appointment of such officer to serve the balance of the predecessor officer's unexpired term. A majority vote of the Board to disapprove the Chairperson's temporary appointment shall require another such appointment by the Chairperson and another vote of the Board, pursuant to the same procedure set forth in this section.

#### **ARTICLE VI – EXECUTIVE COMMITTEE**

**Section 1. – The Executive Committee shall be comprised of the Chairperson, First Vice Chairperson, Second Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Community Engagement Officer, Sergeant at Arms, and Assistant Sergeant at Arms. The Chairperson may adjust the composition of the Executive Committee to include additional members as they deem necessary, however, they may not remove duly elected officers of the board from the committee.**

Section 2. – Meetings of the Executive Committee shall be open to all Board members, and to all members of the public. However, upon majority vote of the members of the committee, may go into Executive Session. All votes taken by the Executive Committee shall be in public session.

Section 3 - The Executive Committee shall be empowered to meet and act on behalf of the full Community Board between the June and September regular monthly meetings should the need arise to respond to matters of a time-sensitive nature.

Section 4 - The Executive Committee shall be responsible for any Personnel issues that are brought before the board.

## **ARTICLE VII – COMMITTEES**

Section 1. – The Board may create committees on matters relating to its duties and responsibilities. It may include on such committees persons with a residence or significant interest in the community who are not members of the Board, but each committee shall have a member of the Board as its chairperson.

Section 1A. - Except as otherwise provided by law, meetings of all committees of the Board shall be open to the public. However, upon majority vote of the Committee, may go into Executive Session. All votes taken by Committees shall be in public session.

Section 1B. Chairpersons of each committee shall be responsible for recording meeting minutes in collaboration with the Vice Chairperson. In the absence of the Chairperson, the Vice Chairperson shall designate another committee member to assist in recording minutes. The minutes of each committee meeting, or a summary of the matters discussed and actions taken by each committee at its meeting, shall be submitted to the Board in writing within seven (7) business days following the committee meeting, and thereupon made available as part of the Board's public records to the extent required by law.

Section 2. – The standing committees of the Board may be combined or separated as needed and a list of the standing committees along with the duties will be distributed annually at the September board meeting by the Chairperson.

Section 2A. - Applications for Committee assignments shall be due to the district office by the end of June in an election year on forms prepared by the district office along with any relevant supplemental material board members wish to submit with the application such as a resume, curriculum vitae, or other information for the committees requested.

Section 3. – The Chairperson may, from time to time, appoint such special committees as they

deem appropriate.

**Section 4. – Every standing committee shall have a separate Chairperson and Vice Chairperson.**

**Section 5. At the Board's regular meeting in the month of April in an election year, the Chairperson shall appoint a Nominating Committee consisting of five members (plus two alternate members) and the committee shall designate one of its members to be the Chairperson of said committee. Such Committee shall meet as often as necessary thereafter, in order to report to the Board at its May meeting a slate of candidates for each of the offices of Chairperson, 1st Vice Chairperson, 2nd Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Community Engagement Officer, Sergeant-At-Arms, and Assistant Sergeant-At-Arms.**

**The Nominating Committee shall make its report to the Board at the regular May Meeting of the Board and shall, with its report, submit a slate of candidates for each position at such meeting. Members of the Board may offer additional nominees from the floor. All nominees shall be made known to each member of the Board in the written notice of election of officers at the May meeting. Included with the written notice of election shall be a list of the candidates nominated for each office.**

**At the June meeting of the Board, pursuant to the written notice sent to each member, there shall be an election, by secret ballot, held for the full slate of candidates for the offices of Chairperson, 1st Vice Chairperson, 2nd Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Community Engagement Officer, Sergeant-At-Arms and Assistant Sergeant-At-Arms. Immediately prior to the election, the Chairperson shall ensure the presence of a quorum. Immediately after the election, the members of the Nominating Committee shall meet to count the votes cast for each candidate, and the person receiving the highest number of votes for each office shall be deemed elected to that office.**

**Where two persons running for the same office have received an equal number of votes, there shall be a run-off by secret ballot, where such persons shall be contestants against each other.**

**If there is more than one candidate for any office (contested), then a vote by secret ballot must be taken for that office, in accordance with the procedures set forth in this section. If there is only one candidate for any office (uncontested), then the Secretary shall cast one vote and the vote be declared unanimous for that office.**

**Should any member of the Nominating Committee accept a nomination for one of the elected positions of the Board, they shall automatically vacate their position on the Nominating Committee. If the Nominating Committee falls below five members at any time, the Chairperson shall make the necessary appointments to restore the Nominating Committee to five members.**

All ballots cast at the June meeting of the Board shall be secured in the Board office until the conclusion of the September meeting of the Board.

Section 6. – In the event that a candidate for an executive position wishes to challenge the tabulation of the vote for the office for which they competed, that candidate may petition the Chairperson for a recount prior to the regular September meeting of the Board following the disputed election. At the September meeting, the Chairperson shall announce the challenge and appoint three Board members to review the ballots cast in the disputed election and issue a report to the full Board at that meeting. The Board members appointed to the reviewing panel must have attended the meeting at which the disputed election took place, and must not have been on the Nominating Committee or on any ballot for election at that meeting. In the event that the Chairperson's election is challenged, the First Vice Chairperson shall appoint the reviewing panel.

Section 7. - Unless otherwise stated by the Chairperson or presiding officer of a Committee, committee meetings will be governed by the most recent edition of Robert's Rule of Order.

## **ARTICLE VIII – MEETINGS**

Section 1. – Except during the months of July and August or when a meeting date is changed pursuant to Article VIII, Section 1-2 of these Bylaws, the Board shall meet on the third Wednesday of each month.

1-1. – A majority of the current appointed members of the Board at any given time shall constitute a quorum to convene any regular, special or emergency Board meeting.

1-2. – In the event that the monthly Board meeting date coincides with any holiday or significant event, the Chairperson is empowered to reschedule the meeting for another date. The monthly Board Meeting date may be rescheduled for any other reason by vote of a majority of the Board members present at a meeting where a quorum has been established.

Section 2. – The Board shall meet upon the request of the Borough President to hold hearings on the City Budget or any other public matter in order to advise the Borough President on such matters.

Section 3. – There shall be as many committee meetings as the Chairperson of the Board and/or the Chairpersons of the committees deem necessary and proper.

Section 4. – There may be special and emergency Board meetings.

4-1. – A special meeting shall be a meeting other than the regular monthly meeting and shall



be called by the Chairperson: (A) at the Chairperson's own volition; (B) at the Borough President's request; or (C) upon the written request of at least two-fifths (2/5) of the Board members, computed without fractions and presented to the Chairperson and the Borough President.

Section 5. – A special meeting shall be called upon six days written notice to each Board member, with a specification of the purpose of the meeting, time, place, and a delineation of the agenda of such meeting, and decisions at special meetings shall be made by a majority of those Board members then present after a quorum has been established. Only items specified in the notice shall be considered.

Section 6. – An emergency meeting shall be a meeting in the manner of a special meeting but, in circumstances where six-days notice cannot be given, at least 48-hours notice must be given to each Board member. Notice for an emergency meeting may include telephonic, email, facsimile, or other rapid means of communication.

Section 7. – A proposed agenda for regular meetings shall be drafted by the **Chairperson in collaboration with the board office, executive committee, and other board members as needed.** The proposed agenda, plus the notice of time and place of the meeting shall be forwarded to each Board member with the minutes of the previous regular meeting.

Section 9. – Speakers during the public comment portion of any Board meeting shall be limited to three (3) minutes each of speaking time.

Section 10. – A quorum must be present in order for a vote to be official. Public members and ex-officio members are not counted toward a quorum. A quorum consists of a majority of the current appointed members of the Board at any given time.

10-1. – Whenever any act is authorized to be done or any determination or decision made by the Board, the act, determination or decision of the majority of the Board members present entitled to vote during the presence of a quorum, shall be held to be the act, determination or decision of the Board. All Board members are deemed "entitled to vote" on matters before the full Board unless specifically excluded by some provision of law, city regulation or these by-laws

10-1A. – No Board member may vote on a matter before the Board or any committee which may result in a personal and direct economic gain to the member or any person with whom the member is associated. **"Associated" is defined as a close relative (spouse, domestic partner, parent, child, or sibling) or any person or entity with whom or which the Community Board member has a financial relationship, such as an employer, debtor, creditor, landlord, roommate, and the like.**

10-1B. – No Board member who is a city employee may vote on a matter before the Board or any committee which has been, or may be, considered by the employee's agency.

10-2. – If Board members are excluded from voting due to one of the reasons noted in Section 10-1A and 10-1B, then the number of members who are entitled to vote is reduced, and the majority required for passage is reduced accordingly. When a vote is taken, members not entitled to vote are not counted as *abstaining*, but they are counted as *present* for the purpose of maintaining a quorum.

10-3. – When the Board votes, a member's vote of "abstain" has the effect of the member "not voting yes" for the purpose of determining the outcome of the vote. There must be more "yes" votes than the combination of "no" votes and abstentions in order for a measure to be carried.

10-4. – If a matter before the Board requires further information or deliberation, that matter may be referred to the appropriate committee for a report of recommendations and decisions by the Board at the next regular meeting.

10-5. – All voting at Board meetings shall be in person only. No proxy will be accepted.

**Section 11 - When possible, board members will sit in designated seats to facilitate vote taking at monthly, special or emergency meetings.**

**Section 12 - Upon request from the public or by the Chairperson, reasonable attempts will be made to provide translation services at regular board meetings and committee meetings.**

**12A - When locating venues for meetings, reasonable accommodations will be made to find fully accessible locations including accessible entrances, bathrooms, and venue spaces.**

## **ARTICLE IX – HEARINGS**

Section 1. – All Public Hearings shall be governed by the rules and regulations of the Uniform Land Use Review Procedure if applicable, and Robert's Rules of Order.

1-1. – The Chairperson shall call a public hearing whenever required by the Uniform Land Use Review Procedure. The Chairperson may call additional public hearings on any matter before the Board for consideration or on any matter of concern to the District. The Chairperson shall preside at all public hearings or designate a presiding officer on their behalf.

1-2. – Location. A Public Hearing shall be held at a convenient place of public assembly chosen by the Board and located within the District. If, in the Board's judgment, there is no suitable and convenient place within the District, the hearing shall be held at a centrally located place of public assembly within the borough of Brooklyn.

1-3. – Quorum. A Public Hearing shall require a quorum of 20% of the appointed members of the Board but in no event fewer than seven members. The minutes of a meeting at which a public hearing was held shall record the Board members present.

1-4. – Public Attendance. The public shall be invited to attend all Public Hearings. They shall be requested to complete a registration card.

1-5. – General Character. Public Hearings shall be legislative-type hearings, but without sworn testimony or strict rules of evidence. Only Board members and persons expressly authorized by the Chairperson may question a speaker.

1-6. – Testimony. Prior to the start of every Public Hearing, each member of the public wishing to speak shall submit to the Chairperson in writing a request for speaking time. Such request shall set forth their name and address, their official title and the name of any organization they may represent and whether they favors or opposes the proposition which is the subject of the hearing. The Chairperson shall call only the names of those who submitted requests for speaking time. Each member of the public shall be entitled to speak for three (3) minutes. Any written statement or document offered by a speaker shall be placed into the record or minutes of the hearing. To limit repetitive testimony, large groups representing a common viewpoint shall be required to designate a spokesperson.

1-7. – Official Record. The record of Public Hearings shall consist of forms provided to speakers setting forth each speaker's affiliation, if any, support or opposition to the proposition, and any exhibits or written statements offered by the speaker.

1-8. – Any provision of this article may be modified by the presiding officer at any Public Hearing, and the Board shall have the power to adopt additional rules with regard to the conduct of any such hearing.

## **ARTICLE X – AMENDMENTS**

**The Bylaws herein may be amended by a majority vote of the board members present at any Board meeting, provided that a copy of such proposed amendment(s) shall have been distributed electronically to all Board members along with the regular meeting notice, at least fourteen calendar (14) days prior to the vote to amend, and distributed and read at one (1) previous Board meeting and voted on at the following board meeting.**

# **Brooklyn Community Board 7**

## **Asian Affairs Committee Meeting Minutes**

Date: January 21, 2020

Time: 6:00 PM

Place: Brooklyn Chinese-American Association  
5000 8<sup>th</sup> Avenue, Brooklyn, New York

### **I. Census 2020**

#### **A. Introduction of Census 2020 by Edward and Angel from the New York City Census 2020**

- Census happens every ten years. It targets having every single person in the United States get counted regardless of their immigration status, race, religion, and gender
- It determines how 650 billion dollars of federal funding is allocated
- It also determines representation at Congress. Ten years ago, New York City lost some congressional seats. If NYC has similar count this year again, NYC might be losing another congressional seat
- There was a citizenship question proposed by the administration to be added to the census, which caused a lot of fears in the communities, especially hard-to-count population such as the undocumented immigrant communities. But the question is no longer included. Moreover, the information the Census gathers is protected by Title 13 of the US Federal Code, which means they are not allowed to share that information with any agency or individual, not ICE or DHS, not even the President. Title 13 has some of the strongest laws. If anyone breaks the law, they would be liable for paying a fine of \$2,500 and up to five years in prison. Despite this, the damage was done and people are scared and have concerns in participating
- For the first time ever, people are able to take the census online or by phone. Starting from March 12th, people are going to get a notification in the mail with a unique code for their household. They are going to use that code to go online or over the phone to take the census. In some areas where there's not a lot of broadband availability, they can fill out the Census written form. Still, they will also have a code, if they opt to, they can go to a public library or a pop-up site to fill it out online or over the phone
- Census is simple. People are asked very basic information: their full residential address, how many people live in the household including children, what type of building they live in, the names, ages, gender, ethnicity and race of everyone in the household and how these people are related
- Initial mailing starts on March 12th. People are expected to do it by April 1. Reminders will be sent out in April. The self-response period technically runs throughout but the enumeration process begins in mid-May. That's when the Census enumerators start making visits to homes to remind and provide assistance to people to complete Census questionnaire.. They are legally allowed to collect proxy information, i.e., they can collect information from neighbors if they could not reach a household after multiple attempts
- Ten years ago, the average US self-response rate was 76%. The response rate of New York City was 61.9%. And out of all the boroughs, Brooklyn was the worst. The self-response rate was as low as 36% and as high as 51%
- Once the self-response period starts, NYC Census 2020 is going to intensify its outreach by involving more ethnic media such as Univision, local Chinese newspapers, etc.
- Through the NYC Complete Count Fund, a number of CBOs in the City received grants to conduct Census outreach and disseminate information in their communities. The list of CBOs is publicly available online
- NYC Census 2020 is utilizing commitment cards printed in multiple languages. People can sign these cards and NYC Census 2020 can send them a census reminder and alert them about census timeline, or even recruit trusted community members to provide assistance

## **B. Discussion and input for Census 2020**

- Mr. Paul Mak said that in Census 2010, the Brooklyn Chinese-American Association was able to mobilize and assist well over 10,000 households in filling out the Census Questionnaire. As a result, the neighborhood stretching from Sunset Park to Bensonhurst recorded approximately 114,000 Chinese residents and is considered as having the largest concentration of Chinese in the City. BCA plans to kick off Census outreach during the Chinese New Year
- To start with, BCA prepared 10,000 copies of the Money God flyer which would be distributed at various Chinese New Year celebrations and the Chinese New Year parade in the community. He was also conducting a survey in the community to find out and identify people's top concerns which would be preventing them from participating in Census 2020
- In addition to outreaching to all clients utilizing BCA services, BCA also planned to reach out to various organizations in the community such as community centers, senior centers, early childhood education facilities, places of worship, etc.
- Starting from March 12th, BCA would start coordinating staff to assist people in filling out the Census form online
- BCA would be hiring bilingual outreach workers. Outreach workers might be able to go into public schools this time
- Mr. Mak said that single-room occupants in the CD 7 and surrounding neighborhoods would present a big challenge. If multiple households residing at the same address respond, early responses might be replaced by later responses. Ultimately, it is possible that only the last response would be recorded. The Census Bureau and NYC Census have not been able to give a clear and firm answer as to how and whether the multiple responses from one address would be successfully compiled and all get counted. The US Census Bureau said they have procedures to deal with this. However, they were not definite that they would be able to add up all responses reported from one address. The Census Bureau might also be calling households if they received multiple responses from the same address. But again, calling them doesn't guarantee they are going to combine all those numbers
- It was suggested by some committee members to inform and encourage those families to get everybody within the same apartment building/house to gather together and answer the Census questions together. Unfortunately, in most cases, that might not be possible
- Committee members agreed that this would be a big problem. The community would be greatly "under counted". They agreed to work closely with the New York City Census, the US Census and the community to see how to overcome the problem

## **II. Industry City Rezoning Proposal**

At the Jan 16<sup>th</sup> meeting, the final resolution could not be reached regarding the rezoning proposal. Mr. Cesar Zuniga as the chairperson is considering three options.

- Option 1: To call an emergency meeting and have board members come back, re-consider the two proposed actions and vote. Nevertheless, there are requirements to be met to call for an emergency meeting
- Option 2: Leave the vote as it is. The vote would send a clear message that the community is divided regarding the project. The recommendations to the proposal would be forwarded to the City Planning Commission
- Option 3: Put in record what the board discussed at the Jan 16<sup>th</sup> meeting but continued to take additional actions. The Land Use Committee would further discuss this on Jan 30<sup>th</sup> and put forth another motion to the board so that in the February meeting the board members could revisit the issue. The board could vote again in the February meeting. In the post-hearing follow-up with the City Planning Commission, City Planning staff can report to the commission what the board has done with the other two actions
- Mr. Zuniga talked to Councilmember Menchaca who was committed to listening and finding ways of getting the board's recommendations heard
- One board member said he would accept both options 1 and 3. He would consider a vote of yes with conditions or no with conditions as acceptable outcomes, but he thought making no decision (option 2)

was not a good option. The board spent the past two years working on the issue with so much community input on what they thought about the Industry City rezoning application. Not reaching a decision would appear to be a waste of all these previous efforts and send a bad message that the developers, the council, the BP's office and other interested parties would not listen to the voices from the community

- One board member would want the board to vote on the suggestion that the Land Use Committee made as the Land Use Committee spent the most time and efforts in analyzing the issue and making it easier for people to understand and make decision
- Another board member mentioned that people in the Land Use Committee might have very different views from people who were not in that Committee. That might explain why the votes did not approve recommendations by the land use committee
- If there was another meeting to discuss this, Mr. Zuniga was committed to making the meeting less confusing, providing tools (i.e., definitions, visuals, etc.) to help people navigate through this complex process

### **III. Issues on Eighth Avenue**

#### **A. Traffic Congestion and Safety - Solutions and Concerns**

- 13<sup>th</sup> Avenue used to have the same problem and it was resolved by converting part of the Avenue into a one-way street. Would it be possible if part of 8<sup>th</sup> Avenue was converted into a one-way street; this might greatly ease the traffic congestion problem
- Worked with the CB7 Transportation Committee to request DOT to conduct a traffic study for 8<sup>th</sup> Avenue and have a joint committee meeting to explore possible solution
- Talk to and/or work with other districts to find a solution
- Involve MTA to take part in the discussion of route/detour arrangement
- Explore the possibility of installing left or right turn traffic signals at the busy intersection such as 8<sup>th</sup> Avenue & 60<sup>th</sup> Street and/or 8<sup>th</sup> Avenue and 65<sup>th</sup> Street
- Ask NYPD to install more cameras along 8<sup>th</sup> Avenue so that the traffic conditions can be monitored more closely and thoroughly. The analysis might help to make a more informed decision

#### **B. Sanitation Problem: Disposal of Household and Commercial Garbage**

- Business owners do not want to put garbage cans in front of their stores so there are few private garbage cans along the commercial strips and household garbage is just dumped in the street corners
- Those who live on the side streets do have garbage cans provided by the landlords, but since some garbage is food-related and the tenants do not want the smelly garbage in front of their own home, they still take the garbage to the corner basket. When the corner basket is full, the garbage is dumped all around the basket
- Wasted water is dripping from garbage bags discarded by area restaurants, creating a major health concern especially during summer
- Suggestions:
  1. Place cans that would automatically compress the garbage. However, DOT would not put in such "modern" garbage cans as a stand-alone project
  2. Work with CB7 Sanitation Committee and/or Department of Sanitation to better educate the residents, businesses and restaurants
  3. Request Sanitation Department to put garbage cans in targeted areas
  4. Stricter law enforcement to stop people from illegally discarding household garbage



Education & Youth Committee Meeting  
Minutes  
February 10, 2020

Agenda:

1. Review Youth Recognition Award Applications
2. Meet with community members, parents, regarding concerns on PS 1 Annex site

Minutes:

- 1) The Committee received a total of six applications for the Youth Recognition Award:
  - a) Ronglin Chen
  - b) Camile Sosa
  - c) Leonardo De La Rosa
  - d) Anderson Veliz
  - e) Ruby Veliz
  - f) Caleb Reed
    - i) One of the applicants although did not live, volunteer, or attend school in the CD7 district but their application was extraordinary. The committee decided to recognize his achievements nonetheless.
    - ii) The Chairperson of the Committee will reach out to the honorees and inform them of the award ceremony to be held before the March board meeting.
- 2) Members discussed issues concerning the PS 1 Annex site
  - a) There is a study being conducted by the SCA/DOE regarding if PS1 Annex site is feasible
  - b) Concern of loss of open space due to annex being built?
  - c) Major concern in young students crossing 3rd Ave to reach 46th St annex
  - d) Action item - committee members voted to send a letter to SCA/DOE on the findings of the PS1 Annex feasibility study, timeframe, and report back to the community. Letter attached.
- 3) Overall challenge in locating schools in the community - recognize only available space is below 3rd Ave, however, there are serious concerns with flooding, pollution, Gowanus, industrial, etc... and setting a precedence.
  - a) If SCA can be innovative in building a high school in Bx over a highway, why can't we be innovative in school construction in Sunset Park?
  - b) SCA/DOE should look at sites where we can build schools and affordable housing in the same lot
  - c) SCA/DOE needs to engage the community in more meaningful dialogue when selecting school sites

February 13, 2020

Dear School Construction Authority,

Community Board 7 members were made aware at our February meeting that SCA will be conducting a study to determine the feasibility of locating an Annex on the P.S. 1 site in-lieu of across Third Ave. The Education & Youth Committee, which met on February 10th with community members, was very pleased to hear that this will be taking place.

I am pleased that SCA is being responsive to the thoughts and concerns of the parents, families, and administrators and are being proactive in understanding how a school located across Third Ave could have unintended impacts on the school community. As SCA initiates this study the Committee would like to ask the following questions:

1. What is the expected timeline for the study? What are the parameters of the feasibility study?
2. Will you be looking at capacity at nearby schools or new school space in determining construction space loss?
3. When the feasibility study is complete, we would like a report-back to the community (at a CEC Meeting, Education Committee Meeting, etc...) so that we can best share it with all affected parents, students, and families.

I look forward to hearing your response. Thank you.

Julio Peña III  
Chair, Education & Youth Committee

cc:  
CEC15 President, Camille Cassaretti  
Superintendent Anita Skop  
Councilmember Carlos Menchaca



**Education & Youth Committee Meeting  
July 20, 2020**

**Agenda:**

- The Mayor and Chancellor announced a preliminary school re-opening plan for the upcoming 2020-2021 school year, <https://www.schools.nyc.gov/school-year-20-21/return-to-school-2020>. We'd like to hear from the community and inform the Department of Education on re-opening.
- Members of the public are encouraged to attend. If you wish to provide written feedback on re-opening, please email [bk07@cb.nyc.gov](mailto:bk07@cb.nyc.gov)

**Minutes**

1. Committee Chair Julio opened the meeting by thanking community members for their attendance and participation.
  - a. Acknowledging that everyone has concerns regarding school re-opening
  - b. A lot of unanswered questions, scheduling concerns, remote learning, childcare placement, etc...
2. Went over the process and structure of meeting via Zoom, using raised hands feature, chat function, and can submit questions via email.
3. Questions, comments and feedback on school re-opening (see attached letter) will be compiled and submitted to DOE (which was done a few days after committee meeting)
4. Meeting was adjourned at 7:30pm

Minutes prepared by Julio Peña III



**THE CITY OF NEW YORK  
BOROUGH OF BROOKLYN  
COMMUNITY BOARD #7**

Cesar Zuniga  
Chairperson

Jeremy Laufer  
District Manager

Eric Adams  
Borough President

July 24, 2020

Richard A. Carranza  
Chancellor  
Department of Education  
52 Chambers Street  
New York, New York 10007

Dear Chancellor Carranza:

The Education and Youth Committee of Brooklyn Community Board 7/Brooklyn held a meeting on Monday July 20, 2020 to discuss the Department of Education's 2020-2021 School Re-Opening Plan and to hear from the community their feedback and concerns. Below is a list of questions and comments that were generated from the discussion as well as questions that were submitted in advance to the board by those who were not able to attend in person. It is broken out into two sections; questions which we would appreciate responses to and comments and feedback regarding re-opening.

**Questions:**

1. What is the plan for sanitizing the school before opening? What is the plan for sanitizing throughout the day?
2. Is there a plan for staff sensitivity to cleaning supplies and chemicals?
3. Will mask wearing be required? Will exemptions be allowed? What are the temperature check requirements and who will monitor this?
4. Can the DOE get masks that are accessible so children can see their teachers' faces, smiles, and lip-read?
5. Schools are planning to open for 2-3 days a week with remote learning on the alternating days – as working parents, we would like more information around what day care options will be available for families that need to work and cannot be home with their children including –
  - a. Will REC-style sites be open?
  - b. Will after schools be open and fully funded?
  - c. What PPE will be provided for those day care and after school programs?
6. What are the protocols for when a teacher or student in a classroom gets sick?
  - a. Are parents to be notified?
  - b. Will teachers be required to get tested regularly or have access to testing?

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Serving Sunset Park, Greenwood and Windsor Terrace

- c. If they test positive, is their sick leave covered?
  - d. If that teacher has 5 classes a day with 30 students each, do all 150 of those students need to then stay home and quarantine for 14 days?
  - e. Do all 150 of those students (exposed to a COVID positive teacher) now have to get tested?
  - f. Who pays for those tests?
  - g. Are they happening at school?
  - h. How are the parents being notified? Does everyone in each of those kids' families need to get tested?
  - i. Who pays for that?
7. What if someone who lives in the same house as a teacher tests positive? Does that teacher now need to take 14 days off of work to quarantine? Is that time off covered? Paid?
  8. What role will substitute teachers play in this back to school model?
  9. What kind of communication push is there for families to opt-in for remote learning?
  10. How comfortable are staff in returning to work? Will staff have an opportunity to work remotely if they're considered vulnerable population?
  11. Is there a rush to come back on September 10 or can the start date be pushed back?
  12. What options are there for alternate and outdoor spaces for learning that looks at least amount of disruption for students but maintaining consistency?
  13. How can families react/respond to the opening plan? Where can they direct questions and comments?
  14. What guidance is there for after school programs for the upcoming school year?
  15. What conversation is there around bussing for students who require transportation to/from school? What is the cleaning plan?
  16. Are schools using their PTAs as a resource?
  17. Is there any idea on the role of school aides or how they will be working once schools reopen?
  18. How are D75 teachers going to work with multiple students that require services?

*Comments & Feedback on Re-Opening:*

1. Nonprofit organizations have been reaching out to community members about re-opening of summer camp programming – many parents have concerns about sending their kids to day care centers and summer camp programs – this is possibly indicative of a larger concern of schools potentially opening in the fall. There is significant concern around the environment they are entering in September.
2. While Internet connection and devices are essential, there are other gaps exacerbated by virtual learning that the DOE hasn't taken seriously. Special education students are significantly disadvantaged in remote learning environments, especially if they have language or social skills disabilities. In addition, families without childcare, with single parents and with two working parents are also disadvantaged when it comes to virtual learning. In my experience, remote learning is really just parent-facilitated learning. Kids may not

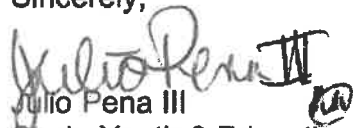
have adults or siblings with the time, ability or English skills to help them, which creates a different kind of achievement gap. Remote learning needs to be GREATLY improved if it is going to be our de facto way of schooling. What we had in the spring was not at all effective.

3. I attended the chancellor's Q&A for parents and have followed the mayor's communications as well. The lack of creativity and energy from this administration when it comes to reopening schools has been extremely disappointing. Without safe, in person school, the economy can't fully reopen. Long-term school closure is a city-wide emergency but hasn't been treated as such. Let's think differently! For example, studies, and examples from other countries, show that outdoor spaces are much safer than indoors, but there has been no move to think about school spaces differently. This administration's 'plans' are not really solutions for our students and families. If camps and essential daycares can re-open safely in-person, then schools should be able to as well.
4. Parents are more comfortable with masks on a school bus with windows open than having kids sit in a classroom.
5. One parent noted they want their child to be with kids, in person, in small groups. They are fine with her going to school part time, whether that means half days or 2-3 days a week. They would prefer not to do remote instruction on her days off and are fine supervising little homework assignments. They do not like the one week on/one week off model as it does not provide consistency but would accept that if it is deemed medically safest route. As much classroom/in-person time as possible should be spent outdoors. Social workers and school psychologists should help parents/PTAs form playdate pods for off days.
6. One parent noted, unless there is ongoing COVID testing for teachers, students and school staff, the risk of transmission is high, placing everyone in danger. The DOE needs to ensure all students have the tools and electronic resources they need by September.
7. A CBO provider stated they felt it was too early for DYCD to be doing summer programming and did not accept the offer to run an indoor summer program, though they realize most are operating remotely and will probably end up doing so for the remainder of the summer. In looking at the various models of the schools they work with, they don't fully see how these Hybrid models with alternate days and weeks of in-person teaching will ease the issues of getting more people back to work. As frustrating as it must be for so many people now, they believe delaying the start of school re-opening makes the most sense for now. There seems to be still so much fear and anxiety felt by many people, whether warranted or not, that delaying is a wise option.

CB 7/Brooklyn will continue to have an open dialogue with our constituents and share their ideas and concerns with our partners in the Department of Education. We thank you for the opportunity to share this feedback with you.

Sincerely,

Sincerely,

A handwritten signature in dark ink, appearing to read "Julio Pena III". The signature is stylized with a large, looped "J" and a distinct "III" at the end. There is a small, circular mark or stamp below the signature.

Julio Pena III  
Chair, Youth & Education Committee

**COMMUNITY BOARD #7  
PARKS COMMITTEE MEETING MINUTES  
February 5, 2020**

**Meeting open - 6:30 pm**

**Guest Speaker:**

**Chris Yandoli – New York City Parks Department**

**Galan Sparks – Sunset Sparks**

**Maggie Flanagan – Waterfront Alliance**

**Agenda Items**

- **Presentation by Sunset Sparks pertaining to securing a boathouse in Bush Terminal Piers Park**
- **Presentation by the Waterfront Alliance to discuss kayaking infrastructure and human powered boating opportunities at Bush Terminal Piers Park.**
- **Update on capital projects in CB7 district from the Department of Parks & Recreation**

**Sunset Spark**

- **Sunset Spark is seeking assistance from CB7 in obtaining an audience with the Parks Department or EDC to obtain authorization to place a boathouse in Bush Terminal Park.**
- **Placement of the boathouse is fully funded through private foundation's in partnership with the Billion Oyster Project**
- **The boathouse presentation was presented, voted on and approved by the parks committee. It was sent to the entire board of CB7 for its approval (approved)**
- **The placement of this boathouse would allow Sunset Spark to store the boats on site, while providing free rowing lesson weekly to the community during the spring and summer months.**
- **The placement of the boathouse will not interfere with any park activities.**
- **The Parks Department representative, who was in attendance at this committee meeting offered his assistance.**

**Waterfront Alliance**

- **Longstanding advocacy for human powered boating**
- **Organizers of free community kayaking opportunities across the city, including the notable City of Water Day. This year City of Water Day is tentatively, July 11, 2020**
- **Partnered with Department of City Planning to envision the Citywide Comprehensive Waterfront Plan – Vision 2020, and is holding forums to inform the next plan - vision 2023**
- **Educational outreach on water quality and local waterway with public school students through Estuary Explorers Program**
- **The Comprehensive Waterfront plan calls for 'water recreation in suitable locations with access point, docks, and on-shore facilities.'**
- **The Alliance is working to develop actionable locally supported designs for publicly-accessible waterfront human powered boating infrastructure.**

### **Site Selection Criteria**

- **A grant given to Waterfront Alliance supports design of new publicly accessible boating infrastructure at 6 sites within the Hudson River Estuary, and located within and adjacent to environmental justice communities.**

### **Process**

- **Community outreach and stakeholder engagement**
- **Site assessment**
- **Partner project with McLaren Engineering Group, a leading marine engineering firm, to provide high-quality, low-cost, value added design services as a partner on this project.**

### **Visioning for Bush Terminal Park: Near Term**

- **The Alliance endorses Sunset Spark's call for a storage container to help facilitate summer programming for the public.**
- **They believe a container could be positioned by the outer lagoon (as per Sunset Spark recommendation) or in the parking lot by the North Embayment depending on where the boating takes place.**
- **Either the outer lagoon or North Embayment could be used as a kayaking/paddling site. The North Embayment requires some capital infrastructure.**

### **Visioning for Bush Terminal Park: Long-Term**

- **Potential Capital needs for more human-powered boating**
- **Focus on North Embayment as there are no current ecological issues.**
- **North Embayment could accommodate both paddling and sailing. The northeast corner of the Embayment is a sandy area well-suited for a public access dock secured by pilings.**
- **Shipping container in the parking lot right by the Embayment.**
- **Longer term community strategy for envisioning a Sunset Park Community Boathouse on one of the piers.**

### **Bush Terminal Current Use**

- **Programming for boating began summer 2018, and continued successfully in summer 2019 on the outer lagoon using a small gradient to put boats in the water.**
  - **Kayaks, canoes and wood boats. Organizers included local STEM group Sunset Sparks, Gowanus Dredgers, Billion Oyster Project, Industry City. Boats were transported by skiff to the launch site. No on-site storage available.**
  - **EDC and NYC Parks terminated access to the water for all program (oyster monitoring, boating and beach cleanups) during summer 2019 due to concern over the cap covering contaminated soil under the inner and outer lagoons**
- STATUS UNRESOLVED**

## **NYC Park Department**

### **➤ Sunset Park**

- **Phase 4 Paving 41 St., 44 St., bet. Ave and 7 Ave.**
  - **Construction Started October 2019 and is estimated to be completed by fall 2020**
- **Phase 5 Handball Courts**
  - **Construction estimated to start spring 2020 and end spring 2021**
- **Recreation Center**
  - **Construction is delayed, project being rebid**

- **Thomas Cuite Park - 19<sup>th</sup> street between 11 Ave. and Seeley St.**
  - **Water service is active**

- **Captain John McKenna Park – Vanderbilt St. Bet. E 4 St. and E. 5 St.**
  - **Install water service to the park**

- **Rainbow Playground 55<sup>th</sup> and 56<sup>th</sup> St. & 6<sup>th</sup> Ave.**
  - **Scope meeting held on November 25<sup>th</sup> 2019**
  - **In design, to be completed by fall 2020**
  - **Construction to start fall 2021 and be completed fall 2022**

- **Prospect Expressway Sitting Area**
  - **Install tot play equipment, new seating, fix water service, new landscaping**
  - **Project to start once in-house designer is on board.**

- **Bush Terminal Park - EDC**
  - **Additional field lighting. Currently in the bidding stage to be completed by summer 2020**
  - **Sinkhole repair. Date TBD**

- **Committee Concerns**
  - **Gambling in Rainbow Park**
  - **Quality of life issues/lighting in Sunset Park**
  - **Fencing completion in Sunset Park**
  - **Trash cans/Rocks along wall being destroyed**
  - **Re-seeding of the grass around the flag pole**

- **Requested a walk through in Sunset Park with the Parks Department**

**8:05pm – Meeting adjourned**

***Victor Swinton***

**Victor Swinton  
Chairman**



## CB7 Personnel/Internal Budget Committee

February 3, 2020

6:30pm – 7:30pm

Community Room – CB7

Present: Alexa Aviles, Gloria Navoa-Rodriguez, Karen Rolnick, Joan Botti, Cynthia Gonzalez, Cyndi Vandebosch, Gladys Bruno, Julio Pena III, David Estrada & Jeremy Laufer

1. The Chair welcomed everyone
2. Meeting Minutes Approval – tabled
3. Budget Discussion

- A) Alexa discussed the overall process of how the budget was developed. First, staff provides a list of recommendations with estimates, the Chair submits recommendations based on their yearly priorities, and Board Members offer project ideas or requests. The Committee then reviews and discusses the proposals and costs. The budget will get adjusted throughout the year based on new actual costs, changes priorities, etc.
- B) Alexa reported that she and Karen Rolnick (Treasurer) met with staff on 1/15/20 to discuss policies and procedures around spending, troubleshoot budget issues, and establish clear communication. We agreed we would be developing a policy and protocol document for spending, oversight, and reporting that will be submitted to the Committee for review. Staff will be managing the budget document and providing an updated document to the Treasurer at the beginning of the month so that she can report out status at the monthly Board Meetings.
- C) Vic Swinton asked how CB gets vendors? Jeremy responded that the Board generally goes with vendors in the PIP system (the city's preferred vendor list). If the service is more than \$5,000, the staff have to get bids, but if it's less than \$5,000, staff can go with anyone in the city system. Cindy Vandebosch noted here are real challenges related to what companies are in the city system. Staff has helped a vendor to get into the system as part of the way to eliminate barriers.
- D) In response to a question from Joan Botti about the process, Jeremy explained first staff gets an estimate; then, the money is allocated in the budget. Vendors will do the work, and give us another bill that's what is paid.
- E) The Committee review the current list of proposed expenditures:
  - i) MetroSound Pro – In October, the Committee approved a cost of up to \$8K based on the information provided by staff at the time. An updated invoice of \$14,995 was sent to the committee that included work anticipated but not costed out in original discussions. Given the investment in the system to date and in the space to make it more accessible, Committee voted to approve an additional \$8K for the project to cover the remaining amount on the invoice and an additional amount for a second wireless mic. Jeremy also requested approval for a \$3,000 service drawdown contract. Alexa reminded Jeremy that the Committee approved that expenditure last October. Jeremy would like another additional email verification of that.
  - ii) Shredder truck – Staff does not have an estimate
  - iii) Mail Services – staff have not scheduled it.
  - iv) Software/Adobe License - the staff are waiting for approval from Joe Colucchio.

- v) George Jane - has only been paid \$5,000 of the \$8,500 approved. The staff is waiting for the remaining invoice.
- vi) Rug cleaning cost was reduced from original estimate because the Library agreed to do a rug cleaning as well.
- vii) Bathroom and hallway cleaners – Because of union issues, the Library hired an additional outside person to do daily cleaning of the bathrooms and hallway. Because the staff has hired cleaners for the office twice a week, for an additional \$30, they added the bathrooms. The staff maintains this is needed because they can't count on the library staff to do the job. The current temporary person seems not to be cleaning the bathroom, but doing the hallways fine. Jeremy reported that they reach out to Roxanna daily on the situation, but still doesn't know why the bathrooms are not being cleaned. Alexa asked Jeremy to copy her and Naila Rosario on those emails moving forward to see if we can get the situation addressed.
- viii) Painting office – still can't find a city vendor. Staff is trying to work with the painters union to find someone who'd be willing to get in the system.
- ix) Digitizing office records – Staff will be getting a new estimate this week. Alexa reminded Jeremy to be sure to inquire with the vendor about the current electronic records and how staff can prepare for including those documents.
- x) Interpretation – We allocated \$13K based on anticipated needs. Alexa will discuss a particular billing issue later on.
- xi) Holiday party – no expenses. It can be removed.
- xii) Communications consultant – no expenses. TBD
- xiii) Professional development – no expenses. TBD
- xiv) New proposals/expenditures for discussion
  - 1) Roberts Rules of Order – Julio requested the Board order several books to be made available to Members. Committee voted to approve an expenditure of up to \$100 to purchase these resource materials.
  - 2) Racial equity training – there was a discussion about the various training (cultural competency, racial equity, implicit bias, and other issues). The Committee agreed that making space for everyone's voices was essential to be a stronger and more effective Board. Pat Ruiz proposed that the Committee should consider this an annual commitment in the budget. Cindy Vandenbosch suggested that the Board think about diversity and inclusion in the broadest sense to make sure we capture all members (differently-abled, age ranges, etc.). There was strong support for this idea, and Committee members discussed how we could get the full Board's participation. Staff would also be expected to attend. Alexa will report back to Cesar, and we will start exploring this idea more closely.
  - 3) Community Engagement – There has been a real interest in wanting to improve our community engagement and bringing the work of the Board out into the community to raise awareness about what the Board does, the fact that meetings are broadcast on FB live, talk about people's concerns and interests. One proposal the Chair and Alexa wanted to put forward to the Board the idea of paying somebody to do 10 hours a week to go out into the community to have those conversations or use a survey to collect info and raise awareness about CB7. Board Members agreed that strengthening and expanding our community outreach and engagement is important. David Estrada talked about a public engagement coaching grant the BID received from the Department of Small Business Services that pay for working with an outreach company called Public Agenda to develop an outreach and engagement plan. David mentioned because the grant

needs to go to a not-for-profit, perhaps the Friends of CB7 can explore it. Pat Ruiz said the possibility of college students who may be looking for internships, however, Members were cognizant this approach also requires supervision. Vic Swinton put forward an idea of how to get Board Members to sign up for specific timeslots to do outreach in the neighborhood. We could use those CB7 jackets, perhaps go in teams with information in hand, to raise awareness about the CB. Cindy Vandembosch proposed the idea of reaching out to local high school, and maybe if there is some sort of civics instruction there could be a way to engage youth people. She also discussed the possibility of us hiring a consultant who has a background in organizing or with an MPA who can help devise a strategy. It would be good to find out from Board Members about what they think about how we can better engage the residents and businesses where they live. Members discussed not having any awareness about the skill sets and professional backgrounds of any of the Members on the Board. To address this problem, the Committee agreed that putting together Member bio's and contact information would be a great resource that would help us more effectively connect skills to opportunities and needs.

- F) Alexa mentioned that the 50/50 would be deposited into the Friends of CB7 account. CB7 Board Members will need to decide how they would like to allocate those resources. Given the times of the meetings and how long they last, Board Members thought it would be a thoughtful gesture to at least provide some sort snacks to our volunteer members who often don't get to eat dinner.
- G) Alexa mentioned to the Committee that the By-Laws Committee was meeting to discuss and update the by-laws. She noted that everyone should be aware that there may be changes proposed. For example, the Treasurer may become the Chair of the internal budget Committee.
- H) Jeremy reported that the staff found the key to the cash box.

The meeting was adjourned and moved into executive session on a motion duly made, seconded, and approved. Jeremy Laufer departed, and the remaining committee members went into executive session.

July 7, 2020

## Health and Mental Health/Access and Ability Committees Notes

Alternate side of the street parking presents challenges for the elderly and disabled when they have to park far away. Persons in wheelchairs are especially impacted. Outside restaurants have taken away many parking spots.

Testing and tracing Covid 19 patients present health justice problems. Can we get data for our district? A website was given.

Concerns over testing and tracing initiative. Messaging keeps changing. There is also a great deal of testing capacity, but it seems as though testing levels are nowhere near that capacity at the moment. As pointed out, the Brooklyn Army Terminal site, for example, has the capacity to conduct 12 tests simultaneously and the ability to test hundreds of people per day, and the most recently available data as of this meeting was from June 11th, and there were only 24 tests being conducted in total per day. Now that there's testing capacity and we're preparing for Phase 4, what is the plan? Does the city and state want everyone to get tested on a regular basis? What is the plan as the city begins to open up? This isn't currently clear in communications from city and state officials.

Concern over messaging regarding COVID-19 antibody testing. There's no data source for antibody testing. Our Lady of Perpetual Help ran antibody testing for 5 days, and the rate was 50% when they did that, higher than the 19-20% numbers we're seeing on average across New York City. That number may have been a self-selecting group of people who showed up because they had symptoms. Should New Yorkers be getting antibody testing?

Concerns over the long-term health effects to the Covid 19 population. Need to get information on this. Concern over people disposing of PPE on the streets. Need to consult with the Sanitation Department on this. Education to the public is needed to reduce this behavior.

Concern over opening up and being mandated to return to work. Can you lose your employment if you refuse? There are accommodations made for at risk populations.

People with hearing are having extraordinary difficulties understanding what others are saying due to face masks that prevent the ability to lip-read. Face shields can help to provide that visual access to people's mouths, but do not provide the same protection from the virus. There are now face masks that are being made that include clear windows so that people's mouths can be seen, and this might be a good option for some government agencies to consider for frontline staff that will be engaging with the public in-person.

In terms of accessibility, concerns were expressed that many public meetings hosted online do not include live captioning, making it hard for many people to understand what's being said in online spaces, including people whose first language is not English and people with hearing loss. The Mayor's Office for People with Disabilities has put out guidelines on how to host accessible meetings online but many public agencies are not following these protocols.

## CB7 Immigration Committee Meeting-February 26<sup>th</sup>, 2020

Venue: CB7 Community Room

Committee Chairs : Jimmy Li & Anita Bulan

Attendees: CB7 board members, Thrive NYC Coordinator Aldo Cano, community members

The meeting started with a presentation from Thrive NYC on Mental Health First Aid trainings. The purpose of this training was to understand better when someone is experiencing a mental health crisis. In this presentation, audience learned some strategies to identify folks who might show early signs and symptoms of mental illness. Some early intervention tools were discussed and how to get professional care was also explored in the presentation. The eight-hour training is free and available to all New Yorkers who are interested. All trainees will receive a three-year certification in Mental Health First Aid.

After the presentation, we have a group discussion on importance of Census 2020. Getting everyone counted is more important than ever and we need more representations in DC to fight for our community needs in education, housing, senior & youth services, transportation, and parks & recreation. We hope to partner more with the NYC Census 2020 office for more community engagements to immigrant communities.

We planned to host a cross-cultural Summer Street Festival to celebrate our community diverse cultures, food, and living habits. Our plan in February was to host this event sometimes in late July or early August but unfortunately it didn't happen but hopefully we can do this next year.

In response to growing anti-Asian sentiments and coronavirus inspired bias hate crimes against Asian Americans, the Immigration Committee passed a resolution in this meeting to urge city to devote more resources on education to public on solidarity, unity and compassion with Asian American communities.

(Jeremy - can you please provide exact wording of the resolution?)

## CB7 Immigration Committee Virtual Meeting-August 20<sup>th</sup>, 2020

Virtual Tool: WebEx

## **Report Brooklyn CB7 Sanitation and Environment Committee July 29, 2020**

### **Presentations:**

Stephen Leone of Industrial Carting regarding the establishment of NYC commercial carting zones ; UPROSE's Shahela Begum on the subject of the organization's ongoing Climate and Community Health Vulnerability Assessment; Laura Waxman, also of UPROSE, promoting Sunset Park Solar.

Stephen Leone, President of Brooklyn based Industrial Carting, met with the committee to implore the community board to support local carting companies in the impending awarding of NYC commercial carting concessions. As a result of city wide legislation passed at the end of 2019 commercial carting activity will be confined to 20 zones with only 3 carters per zone. The new legislation will limit the number of commercial carters. By doing so the law seeks to reduce vehicle emissions and end the current unregulated climate which has contributed to unsafe streets for pedestrians and cyclists, and oppressive labor practices for those working in the industry. It is assumed that concessions will be given to those companies with the best environmental, safety, and labor practices. Stephen Leone sought to share his concern with the community board that locally owned companies not be excluded from the selection process and to implore the board to use its influence with city hall to champion the awarding of licenses to small locally owned operators with good records. Although the community board cannot use its influence to benefit a particular private interest, the committee agreed that in principle that locally, minority and women owned businesses with good records should be included in the awarding of concessions.

Shahela Begum of UPROSE met with the committee to present on the organizations Climate and Community Health Vulnerability Assessment. The CCHVA is a survey developed by UPROSE and members of the community to help gather information on the intersection between climate and health. As climate change intensifies and aggravates underlying chronic health conditions for many in the community, the survey is a tool to help assess current and developing public health concerns. It is hoped that the results will promote improved advocacy for the community as well as helping to direct resources to vulnerable populations. Additionally the survey attempts to understand the ongoing impacts of COVID-19 on the community especially in light of climate change impacts such as warmer summers. The survey can be accessed directly from the UPROSE website. It is confidential and available in Spanish, Chinese, Arabic and English.

Laura Waxman, also of UPROSE, met with the committee to get word out that solar generated electricity is available in Sunset Park. Sunset Park Solar is a cooperatively owned community solar project that will be built on the Brooklyn Army Terminal rooftop. The 685 kilowatt project is offering 15% rate discounts to the first 200 community subscribers. The projects intends to be fully operational by the end of 2020.

Committee Chairs : Jimmy Li & Anita Bulan

Attendees: CB7 Immigration Committee members & board members, Pauline--New York City Department of Health and Mental Hygiene (NYCDOHMH), Mon Yuck - Academy of Medical & Public Health Services (AMPHS), ??? --Center For Family Life (CFL)

This emergency panel discussion/meeting was put in place after the revelation of an uptick in Coronavirus cases in Sunset Park area. Thank you to Cesar, Jeremy, and Natasha, we were able to put together an emergency meeting in a week through WebEx. The purpose of this panel discussion was to discuss what we as a community should do to contain this virus and provide our immigrant communities with up-to-date information on what resources are available to them. Pauline shared 4 core messages from her DOHMH agency in combating this virus: 1) please stay home if you are sick 2) wear face covering when you are out 3) maintain social distancing 4) wash your hands frequently. She shared Brooklyn Army Terminal and other testing sites information with the audience. When asked about testing data, Pauline mentioned that it is possible that not all folks being tested positive live in Sunset Park area. One question raised during the discussion was some visitors to those sites were being asked for ID & insurance information. Pauline assured that everyone will be tested for free, regardless of his/her immigration status. Another question was what happened if someone who tested positive but doesn't have insurance and can't afford for the treatment. Pauline advised people who have those concerns to seek treatments from NYC Health + Hospitals. When asked about city's outreach plan to non-English speaking immigrant communities, Pauline said her agency has folks who speak different language and her agency is partnering with immigrant community's CBOs to bring more awareness about this virus. Literatures are being translated into different languages. AMPHS and CFL both talked about their services that are available to the community and the outreach they have done since this coronavirus outbreak. Like DOHMH, they both agreed that social distancing and mask wearing are two important things for our community to contain this virus.