

PARTNERSHIP WEST INC
Local Public Works Partnership

PWI Board of Directors

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Dr. Aubrey Gregory, Vice President

Leonard Robbins, Secretary

Evelyn Little, Treasurer

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Secretary

Cesar A. Vizcaino

Tomas Porturas

Dumerzier Charles

Sandy Castor

Hon. Joseph A. McCallum

Hon. Ras J. Baraka

Minutes of PWI Board of Directors

Wednesday, January 10, 2018

10:00 AM - 11:30 AM

UVSO Ivy Hill Preschool

475 Irvington Avenue | Newark, NJ | 07106

1. Welcome

Vice President, Dr. Gregory called the meeting to order at 10:11 am. He welcomed fellow board members and guest, Chris Bernardo and Jerry Blackman from Commercial District Services, LLC.

2. BID Operations

a. Minutes Review & Adoption:

12/6/17 Full Board – Adopted 12/13/17 via Conference Call

12/13/17 Executive Committee Meeting & Emergency Full Board Meeting

The Chair shared that the board minutes were adopted on a conference call on 12/13.

b. Administration

- **Executive Director's Performance Management Plan:**
Executive Director referred to an email that she sent out concerning the ED's Performance Management Plan. She encouraged the Board to review and share comments with the Executive Committee who would be making the final decision on the plan.

c. Finances

- A checking account was formed at Investors Bank on Sanford Avenue. The Executive Committee put a check signing process into place: Every check must have two signatures, the President and Treasurer. When one of these Board members is not available the Assistant Secretary will sign. The Secretary will not have signing powers but will act as an independent reviewer of the bank account. The Executive Director does not have signing power although she will have viewing access to the checking account and will be the one writing all checks.

A discussion took place on whether the Executive Director should be putting out her own money to cover PWI expenses and then submitting for reimbursements. Ideas such as debit cards and credit cards were mentioned as solutions but a final decision was not made. Cesar V. suggested that a Finance Committee be formed to work with the Executive Director on

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creating and refining PWI's financial procedures. All present were in agreement. The topic will be on the Executive Committee's meeting agenda to be held on January 24 at 6:30 pm.

- **2017 Budget Draw Down:**

- PWI has received all of its monies from the City of Newark. The amount at this time is \$509,875.69

- **2018 Budget Update:**

- There was a meeting scheduled with the President of Newark CEDC but was rescheduled for 1/23 to discuss 2018 budget including the date for submission to the Municipal Newark Council.

- d. **Governance: Terms & Schedules**

- Tabled until the next meeting.

3. Executive Director's Report:

- a. **PWI Community Meeting**

- Potential Dates: Feb. 13 or Feb. 15, 2018
The Board chose Feb. 13, 6:00 – 8:00 pm, to be held at Speedway Academy.

- b. **Logo** – Please choose one

- The Board had a lively discussion and narrowed the selection down to logo 3-2 with two color variations. The Executive Director was asked to include a circle inside of the "P" and to add a dot over the "I". The changes will be sent via email and the BODs will make their decision.

- c. **Choosing an office space for PWI**

- The President and Vice President were asked to leave the room during this part of the meeting because they represented the locations up for discussion. The Executive Director presented two locations, 462 Sanford Avenue, 2nd floor and 985 South Orange Avenue, a storefront. Pictures of the outside and inside of each space were presented to the Board. After viewing and discussing the pros and cons of each site Board members instructed the Executive Director to look at additional locations. Papa Pat suggested we look at a space on South Orange Avenue between 5th and 6th, around the corner from his Pizza Shop. Cesar V. suggested that we look at two of UVSO's commercial spaces on South Orange Avenue. It was stated that it is not imperative that we have a location by the February 13 community meeting because it was more important to find the right space.

meeting of her findings.

d. Potential Clean Team Contractor

- Guest Speaker Chris Bernardo, President & CEC Commercial District Services, (CDS) LLC., shared the role that his company plays in supporting BIDs. They conduct monthly lamp outage service and have created an app to help with the process. They work closely with PSEG and the City of Newark's Phil Scott with Street Scape issues. Typically with their assistance PSEG will fix streetlight within 3 to 10 days.

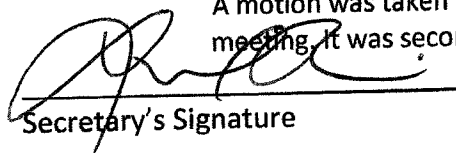
The group discussed two types of lighting differentiated by color. The silver lampposts, are usually is very reliable but the decorative black lamp poles are notorious for having problems. He also recommended that when purchasing garbage cans, we get the models that have a top opening only, the Victor Stanley Dynasty 36 gallon cans. They are easier to open, remove plastic garbage bags and clean.

CDS' clean team usually works seven days a week from 6:00 am to mid afternoon but they are flexible. They will hold job fairs in the West Ward to recruit residents. They hire all ages from high school students to senior citizens. High school students work part-time or serve as interns.

If contracted Chris and his team will serve as an advocate for the BID and are available to attend meetings with the community, law enforcement, and city officials if needed.

Next steps, Chris will meet with Tracy, the Executive Director to draw up costs. These costs will be shared with the Executive Team. In addition, Tracy will be meeting with Anthony from the Down Town District to see how he runs his clean team before making a final decision. It is the Board's intention to have a cleaning contract in place by the time the February 13 meeting takes place.

A motion was taken by Pamela, President to end the meeting. It was second by Sandy Castor.



Secretary's Signature

4/4/2018
Date