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The City of New York
Community Board 8 Manhattan
Small Business Committee
Wednesday, June 24, 2026 – 6:30pm
This meeting was conducted via Zoom

MINUTES

Board Members Present: Bill Angelos, Gayle Baron, *Matthew Bauer, Michele Birnbaum, Alida Camp, Miles Fink, *Jonathan Hartig, and Judy Schneider.

**Public Member*

Approximate Number of Public Attendees: 7

Item 1: A wrong decision can place a small business in hot water. Maintaining proper wage and time records is essential, while avoiding discrimination and retaliation claims is equally critical. Compliance with the Fair Labor Standards Act (FLSA), Federal, New York Labor Law (NYLL), and NYC anti-discrimination laws can help businesses avoid costly disputes, damages, and attorney's fees. Please join us for "Hiring and Workplace Basics for Small Businesses in NYC," an informative session designed to provide small business owners with practical guidance on hiring, workforce management, and workplace compliance obligations. The program agenda will include:

A. An overview from SBS on hiring and workforce resources available to small businesses, including onboarding basics, workforce support programs, and general workplace requirements businesses should be aware of.
B. Featured speakers will also include Patrick Michael McKenna, Esq., an attorney who has mediated hundreds of FLSA and NYLL matters, and Deborah Reik, Esq., a former employment attorney who has mediated thousands of EEO disputes for the U.S. Equal Employment Opportunity Commission (EEOC).

The Small Business Committee hosted a program titled "Hiring and Workplace Basics for Small Businesses in NYC." The discussion focused on hiring, workforce management, wage-and-hour compliance, and workplace anti-discrimination laws affecting small businesses. The purpose of the program was to provide business owners with practical information to help them understand their legal obligations and reduce the risk of employment-related disputes.

The panelists were Jason Adulley of NYC Small Business Services (SBS), Patrick Michael McKenna, Esq., an attorney and mediator specializing in wage-and-hour matters, and Deborah Reik, Esq., a former employment attorney and mediator with the U.S. Equal Employment Opportunity Commission (EEOC).

The meeting began with Jason Adulley of New York City's SBS. He discussed the various services available to assist small businesses with recruiting, hiring, and retaining employees. SBS provides assistance with recruitment, applicant screening, workforce development, industry-specific guidance, and referrals through the Workforce1 Career Centers. Mr. Adulley also discussed available training opportunities, including reimbursement grants under certain circumstances, and resources to help businesses understand workplace requirements. He encouraged businesses to utilize SBS's online resources and customer assistance services. Information from SBS has also been posted on the CB8 Small Business Committee webpage.

Patrick Michael McKenna, Esq., discussed employer obligations under the Fair Labor Standards Act (FLSA) and New York Labor Law (NYLL). He explained that New York law often provides greater protections for employees than federal law.

Mr. McKenna emphasized the importance of maintaining accurate payroll and time records, including employees' daily work hours, rates of pay, overtime, and other required payroll information. He noted that wage-and-hour records generally must be retained for six years under New York law.

The presentation reviewed potential consequences of non-compliance, including claims for unpaid wages, liquidated damages, prejudgment interest where applicable, and attorney's fees. Mr. McKenna observed that attorney's fees in wage-and-hour litigation may, in some cases, exceed the amount of unpaid wages. He also discussed differences between federal and state statutes of limitations, explaining that New York generally provides a six-year look-back period, while many federal wage claims are subject to a shorter limitations period.

Mr. McKenna further explained that wage-and-hour laws vary among industries and that employers should understand the rules applicable to their particular business. He discussed topics including meal periods, overtime requirements, recordkeeping obligations, and employee classification.

Deborah Reik, Esq., discussed federal anti-discrimination laws enforced by the Equal Employment Opportunity Commission (EEOC) and noted that New York State and New York City laws frequently provide broader protections than federal law.

Ms. Reik emphasized the importance of applying employment policies consistently and treating applicants and employees fairly throughout the hiring process. She discussed prohibited interview questions, record retention requirements, and employer obligations relating to equal employment opportunity.

The presentation also addressed reasonable accommodations, including accommodations related to disabilities, pregnancy, fertility treatments, and post-delivery needs where required by law. Ms. Reik discussed employer responsibilities in responding to accommodation requests and emphasized the importance of engaging in appropriate remedial action when workplace concerns arise.

Additional discussions included retaliation, hostile work environment claims, and distinguishing employees from independent contractors. Factors relevant to worker classification include the degree of control exercised by the employer, scheduling requirements, contractual arrangements, and the nature of the working relationship.

All three of the presenters concluded by emphasizing the importance of maintaining appropriate employment records, including hiring records, payroll records, time records, and workers' compensation documentation, in accordance with applicable legal requirements.

Item 2: Old Business – None discussed.

Item 3: New Business – None discussed.

The meeting ended at approximately 7:50 pm.

Bill Angelos and Alida Camp, Co-Chairs