

**GLEN COVE COMMUNITY DEVELOPMENT AGENCY
ANNUAL ORGANIZATIONAL MEETING
TUESDAY, JANUARY 12, 2021 – 6:00P.M.**

[Microsoft Teams](#)

Conference Call +1 929-229-5717 Phone Conference ID: 911 425 835#

***REVISED AGENDA**

1. Meeting is called to order/Roll call
2. Secretary Report regarding notice of annual meeting
3. Submission of Minutes of December 8, 2020 meeting for adoption
4. Executive Director's Report/Financial Report
5. Unfinished Business:
 - Agency members sign oath of office card and Fiduciary Duty Acknowledgement forms for 2021 and return to City Hall when signing Oath of Office book with City Clerk.
 - Agency members complete and return statement of financial disclosure for 2020 activity and board evaluation questionnaire.
 - P/T Housing Specialist recruitment update – Section 8 Housing Choice Voucher Program
6. New Business:
 - Appointment of Officers/Committees
 - Adopt 2021 Board Meeting Schedule
 - *Adoption of NYS Local Government Records Retention/Disposition Schedule (LGS-1) for management of the Agency's records.
7. Resolutions
 - a) Resolution of the Glen Cove Community Development Agency (GC-CDA) for Annual Appointment of Officers: Vice Chairman/Treasurer/Ethics Officer, Secretary, Assistant Secretary, Executive Director, Contracting Officer, Chief Financial Officer, Records Management Officer.
 - b) Resolution of the GC-CDA appointing members of the Audit/Finance Committee.
 - c) Resolution of the GC-CDA appointing members of the Governance Committee.
 - d) Resolution of the GC-CDA approving the 2021 CDA meeting schedule.
 - e) *Resolution of the GC-CDA authorizing the adoption of New York State Local Government Records Retention and Disposition schedule (LGS-1) for management of the agency's records.
 - f) *Resolution of the GC-CDA authorizing the Executive Director to hire Jacquelin Johnson as part-time housing specialist for the Section 8 housing choice voucher program effect at \$15.00 per hour. (This resolution replaces CDA Resolution 7(a) from 12/8/2020 due to applicant turning down position.)
 - g) *Resolution of the GC-CDA authorizing the Executive Director to extend the annual contract with John Moss Legal Services through February 11, 2022 at the existing contract rate of \$225.00 per hour.
8. Executive Session
9. Adjournment