

The Glen Cove Community Development Agency held a regularly scheduled board meeting via Microsoft Teams on Tuesday, November 23, 2021. The Chairman called the meeting to order at 6:04PM and the following members were present:

CDA Board Members:

Chairperson Tenke
Vice Chair Vincent Hartley
Tony Jimenez (Late)
Francine Koehler
Koorosh Leibowitz
Dr. Danielle Willis
Rev. Roger Williams (Late)

ALSO PRESENT:

Ann S. Fangmann, AICP – Executive Director
Camille Byrne, Secretary
Margo Zoldessy, CFO/Assistant Secretary

MINUTES:

Chairperson Tenke made a motion to adopt the minutes of the CDA meeting held September 28, 2021 and asked for a second. The motion was seconded by Vice Chair Hartley. Motion carried as follows:

CDA Board Members

Chairperson Tenke
Vincent Hartley, Vice Chair
Anthony Jimenez
Francine Koehler
Koorosh Leibowitz
Dr. Danielle Willis
Rev. Roger Williams

VOTING

AYE
AYE
Absent for vote
AYE
AYE
AYE
Absent for vote

EXECUTIVE DIRECTOR REPORT:

Ms. Ann Fangmann provided the members with a brief agency update, indicating that the Agency is wrapping up grants for the year. The rehabilitation of the Brewster St. Garage project is undergoing waterproofing on roof that should be completed by the end of November. On a personal note, she extended her thanks to all members of the board for their service throughout the year.

Chairperson Tenke also extended his personal thanks to all members of the board and staff as he approaches the end of his term as Mayor and Chairperson of the CDA. He said it has been his pleasure to work with everyone on this board and expressed his thanks for everyone's time and service on the board. Members thanked the Mayor for his service and for keeping the City's best interest at heart.

FINANCE REPORT:

Ms. Margo Zoldessy, CFO, provided the board with her financial report on both the CDA and Section 8 budgets for nine months ending September 2021 as follows:

CDA (Budget to Actual Jan thru Sept'21)

Financial update for the period of (Jan thru Sept'21) as compared to the budget – is as follows.

Note: the base mark percentage for 9 out of 12 months for the year - would be 75%.

Revenue for the period of Jan thru Sept '21 (as compared to the Annual Budgeted amount) is as follows:

- CDBG Grant Revenue for this period is \$352k is 76% of the annual budget of \$461k

Expenses for the period of Jan thru Sept'21 (as compared to the Annual Budgeted Amount) are as follows:

- Salaries and benefits incurred for \$164k is 85% of annual budget of \$192k
- Professional Expenditures incurred for \$7.9k is 76% of the annual budget of 10k

Other expenses incurred for the amount of \$2k is 34% of the annual budget of \$5.8k

Thus far there is an operating surplus of \$9k

Section 8

For the period of (Jan thru Sept'21) as compared to the budget: Highlights listed below:

Revenue for Jan thru Sept'21 (as compared to the Annual Budgeted Amount)

- Housing Assistance Revenue \$3.985 million received representing 80% of the annual budget of approximately \$5 million
- Expenses for Jan thru Sept'21 as compared to the Budget
- Salaries and benefits incurred for \$210k is 75% of the annual budget of \$279k
- Expenditures (for housing assistance payments) incurred for \$3.63 million is 78% of the annual budget of \$4.68 million

Note: the Cares Act monies received have absorbed office expenses for the current year in addition to a portion of payroll costs. There is a net surplus of \$132k for Section 8 for the period of Jan thru Sept'21

CARES Act Funds Update

To date out of the \$148k CARES Act Funds received - \$123k has been expended.

NEW BUSINESS:

Chairperson Tenke asked Ms. Fangmann to provide the members with an explanation of the new business item. Ms. Fangmann informed the board that John Probert, full-time Grants Administrator, resigned effective November 4th. Having conducted a thorough recruitment process, including advertising on Indeed.com; The Idealist website, Linked-In, American Planning Board and Workforce Development Board, and having interviewed several viable candidates, Ms. Fangmann felt that Tyler Huffman's experience in grant writing and administration made him the most qualified applicant who can fill this position with a smooth transition based upon his experience.

Chairperson Tenke made a motion to adopt Resolution 7(a) and asked for a second:

7(a) Resolution of the Glen Cove Community Development Agency authorizing the Executive Director to hire Tyler Huffman as a full-time Grants Administrator

The motion was seconded by Vice Chair Hartley. Motion carried as follows:

<u>CDA Board Members</u>	<u>VOTING</u>
Chairperson Tenke	AYE
Vice Chair Hartley	AYE
Tony Jimenez	AYE
Francine Koehler	AYE
Koorosh Leibowitz	AYE
Rev. Roger Williams	AYE
Dr. Danielle Willis	AYE

As there was no further business to discuss, Chairperson made a motion to adjourn the meeting and asked for a second. Motion to adjourn was seconded by Vice Chair Hartley. Motion carried as follows:

<u>CDA Board Members</u>	<u>VOTING</u>
Chairperson Tenke	AYE
Vice Chair Hartley	AYE
Tony Jimenez	AYE
Francine Koehler	AYE
Koorosh Leibowitz	AYE
Rev. Roger Williams	AYE
Dr. Danielle Willis	AYE

The CDA meeting adjourned at 6:21 PM. Chairperson Tenke wished all members a Happy Thanksgiving.

Respectfully Submitted,

Camille Byrne, Secretary
Glen Cove CDA

Adopted 1/11/22