

The Glen Cove Community Development Agency (CDA) held a regular business meeting via Microsoft Teams on Tuesday, March 8, 2022. Chairperson Panzenbeck welcomed the board members and officially called the meeting to order at 5:46PM. The following members were present:

CDA BOARD MEMBERS:

Chairperson Panzenbeck
Vice Chair Vincent Hartley
Gigi Ferrante
Francine Koehler (late)
Nelson Rivera
Suzanne White
Dr. Danielle Willis

ALSO PRESENT:

Ann S. Fangmann – Executive Director
Margo Zoldessy, Chief Financial Officer
Camille Byrne, Secretary

MINUTES:

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA meeting held January 11, 2022 and asked for a second. The motion was seconded by Vice Chair Hartley. Motion carried as follows:

CDA MEMBERS

Chairperson Panzenbeck
Vice Chair Hartley
Gigi Ferrante
Francine Kohler
Nelson Rivera
Suzanne White
Dr. Danielle Willis

VOTING

AYE
AYE
AYE
Absent for vote
AYE
AYE
AYE

EXECUTIVE DIRECTOR REPORT:

Ann Fangmann deferred the Executive Director report to enable ample time to review the proposed activities of the Community Development Block Grant (CDBG) 48th year application with the members. She did make mention that the CDA is administering \$36 million in grant projects on behalf of the City and welcomes any board member to feel free to call or meet with her to discuss any of those projects.

FINANCE REPORT:

Margo Zoldessy provided the members with the Financial Report budget-to-actual for the CDA and Section 8 (January through February 2022). Highlights as follows:

CDA/Section 8 (Budget to Actual Jan thru Feb'22)

Financial update for the period of Jan thru Feb'22 compared to the annual budget are as follows.

CDA highlights are listed below:

Revenue

- CDBG Grant Revenue for this period is \$ 65k compared to the annual budget of \$472k

Expenses

- Salaries and benefits incurred for \$34k compared to the annual budget of \$214k
- Professional Expenditures incurred for \$7.5k compared to the annual budget of 8k
- Other expenses incurred for \$ 600 as compared to the annual budget of \$5.8k
- Operating Results: \$ 7k surplus

Section 8 (Budget to Actual Jan thru Feb'22)

Revenue

- HAP Revenue (housing assistance) received from HUD for \$ 912k million received compared to the annual budget of \$5.5 million

Expenses

- Salaries and benefits incurred for \$57 k compared to the annual budget of \$322k
- Expenditures for HAP (*housing assistance payments*) incurred for \$839k compared to the annual budget of \$5.1 million
- Professional Expenditures incurred \$8k as compared to the annual budget \$54.5k
- Other expenses incurred \$ 1k as compared to the annual budget of \$19k
- Operating Results: \$ 9 k surplus

UNFINISHED BUSINESS:

Chairperson Panzenbeck announced that the Secretary sent the ABO webinar training schedule for March to the members and will follow up with future schedules on a monthly basis. She also reminded the members to return their annual board disclosure documents to her attention.

NEW BUSINESS:

Chairperson Panzenbeck announced that there are two items for New Business this evening.

- (a) CDBG 48th Year Application:** The proposed activities and budget amounts were sent to all members in their board packets.
- (b) Personnel Hire - Section 8 Housing Specialist:** The resume of Myrrah Cukro was sent to all members in their board packets.

Ann Fangmann shared her screen with the members and provided a detailed overview of the proposed CDBG activities and associated \$ amounts for each activity for the 48th year application.

Ann Fangmann announced the resignation of Jacquel Johnson, part-time Housing Specialist for the Section 8 department. She informed the members of the difficulty the Agency has experienced in retaining a qualified staff member on a part-time basis. The composition of the Section 8 staffing has consisted of one full-time Sr. Housing Specialist (Angelina Curcio) and two part-time staff (Fred Moore – Program Administrator) and a part-time Housing Specialist to assist Angelina in the administrative functions of the Agency. Since Fred Moore has been grooming Angelina to assume his role in anticipation of his departure from the Agency, it was agreed that the position should be recruited on a full-time basis. A broad recruitment process was undertaken and Myrrah Cukro was found to be the most qualified applicant for the position.

RESOLUTIONS:

7(a) Resolution of the Glen Cove Community Development Agency authorizing the Chairperson and/or the Executive Director to prepare and submit the 48th year (2022-2023) Community Development Block Grant application for submission to the Nassau County Office of Community Development.

7(b) Resolution of the Glen Cove Community Development Agency (GC-CDA) authorizing the Executive Director to hire Myrrah Cukro as full-time Housing Specialist for the Section 8 Housing Choice Voucher Program.

Chairperson Panzenbeck asked the member if there were questions about these resolutions? As there were no questions, Chairperson Panzenbeck made a motion to adopt resolutions 7(a) and 7(b) and asked for a second. Motion seconded by Vice Chair Hartley. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
Gigi Ferrante	AYE
Francine Kohler	AYE
Nelson Rivera	AYE
Suzanne White	AYE
Dr. Danielle Willis	AYE

ADJOURNMENT:

There being no further business to come before the CDA board, Chairperson Panzenbeck made a motion to adjourn the meeting and asked for a second. Motion seconded by Dr. Danielle Willis. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
Gigi Ferrante	AYE
Francine Kohler	AYE
Nelson Rivera	AYE
Suzanne White	AYE
Dr. Danielle Willis	AYE

The CDA meeting adjourned at 6:29 PM.

Respectfully Submitted,

Camille Byrne, Secretary - Glen Cove CDA

ADOPTED 3-29-22