

**GLEN COVE COMMUNITY DEVELOPMENT AGENCY
ANNUAL ORGANIZATIONAL MEETING
TUESDAY, JANUARY 10, 2023 – 6:00PM
GLEN COVE CITY HALL – 2nd FLOOR CONFERENCE ROOM**

REVISED AGENDA

1. Meeting is called to order/Roll call
2. Submission of Minutes of October 25, 2022 meeting for adoption
3. Executive Director's Report
4. Finance Report
5. Unfinished Business:
 - Agency members sign oath of office card and oath book for 2023.
 - Agency members sign Fiduciary Duty Acknowledgement form for 2023
 - Agency members sign Conflict of Interest / Code of Ethics Policy for 2023
 - Agency members complete and sign Annual Financial Disclosure Statement pertaining to 2022 activity.

NOTE: Above forms must be completed, signed and returned to the Board Secretary at earliest convenience, but not later than January 31, 2023.

6. New Business:
 - Appointment of Officers
 - Authorization of bank signatories for Glen Cove Community Development Agency bank accounts with American Community Bank.
 - Appointment of Audit/Finance Committee and Governance Committee Members
 - Adoption 2023 Board Meeting Schedule
 - Continuation of New York State Archives Retention and Disposition schedule LGS-1
 - Extension of legal service agreement with John K. Moss, P.C.
 - Authorization of Executive Director to certify Glen Cove Housing Choice Voucher Program Administrative Plan

7. Resolutions

- a) Resolution of the Glen Cove Community Development Agency (GC-CDA) for Annual Appointment of Officers:

Vice Chairman/Treasurer/Ethics Officer	Vincent C. Hartley
Executive Director/Chief Executive Officer	Ann S. Fangmann
Chief Financial Officer/Assistant Secretary	Margo Zoldessy
Board Secretary/Records Management Officer	Camille Byrne

b) Authorization of bank signatories for Glen Cove Community Development Agency bank accounts with American Community Bank as follows:

- Pamela D. Panzenbeck, Chairperson
- Vincent C. Hartley, Treasurer
- Ann S. Fangmann, Executive Director
- Margo Zoldessy, Chief Financial Officer

c) Resolution of the GC-CDA appointing members of the Audit/Finance Committee.

- Vincent C. Hartley, Committee Chairperson
- Danielle Willis, Committee Member
- Suzanne White, Committee Member

d) Resolution of the GC-CDA appointing members of the Governance Committee.

- Pamela D. Panzenbeck, Committee Chairperson
- Francine Kohler, Committee Member
- Nelson Rivera, Committee Member

e) Resolution of the GC-CDA approving the 2023 CDA meeting schedule (included in board packets).

f) Resolution of the GC-CDA authorizing continuation of the use of the New York State Archives Retention and Disposition schedule LGS-1 for management of the agency's records.

g) Resolution of the GC-CDA authorizing extension of legal service agreement with John K. Moss, P.C. (included in board packets)

h) Resolution of the GC-CDA authorizing the Executive Director to certify the Glen Cove Housing Choice Voucher Program (NY-121) Annual Administrative Plan for FY2023 (included in board packets)

8. Executive Session

9. Adjournment