

Resolution #22)

**RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY
AUTHORIZING CHANGES TO THE EMPLOYMENT BENEFITS AND TITLE OF JOCELYN
WENK FOR THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY**

WHEREAS it has been the past practice of the Glen Cove Community Development Agency not to pay its part-time employees for vacation days, sick days, or City of Glen Cove holidays that fall during the normal work schedule; and:

WHEREAS Jocelyn Wenk has been employed as a part-time Grant Writer/Administrator since April 2017. The Glen Cove Community Development Agency is fortunate to have acquired the talent of Ms. Wenk, who a well-educated and accredited Urban Planner. Since 2017, Ms. Wenk has played an important role in numerous noteworthy grants and projects; including but not limited to:

- Brownfield Opportunity Area (Step III)
- Western Gateway Planning Study
- NYSDOT Title VI Policy/Procedure adopted by the City of Glen Cove
- Morgan Park Seawall Repair/Replacement
- Downtown Pedestrian Improvements
- Downtown Parking Connections
- Morgan Park Fallen Hero Monument
- Senior Center Loop bus
- Master Plan Update
- City of Glen Cove Complete Streets Policy

THEREFORE, BE IT RESOLVED that the Glen Cove Community Development Agency Board of Directors hereby approves paid vacation and sick time to Jocelyn Wenk on the following pro-rated accrual basis, based upon 50% of the average full-time employee accrual (Jocelyn Wenk works on average 17.5 hours per week), as follows:

JOCELYN WENK PART-TIME EMPLOYEE ACCRUAL FOR SICK DAYS @ 50% of full-time benefits = 6.5 paid sick days per year = 45.5 hours/26 pay periods = 1.75 hours per pay period

*Sick days are accumulative up to 250 days.

JOCELYN WENK PART-TIME EMPLOYEE ACCRUAL FOR VACATION DAYS @ 50% of full-time benefits = 10.5 paid vacation days per year = 73.5 hours/26 pay periods = 2.83 hours per pay period, and:

*Vacation days are accumulative not to exceed 50 days.

BE IT RESOLVED that Jocelyn Wenk as a part-time employee may be compensated for her unused sick/vacation time upon retirement, voluntary or involuntary separation from service or death paid out as follows:

Sick days – Not to exceed 250 days as follows: Employees with 10 or more years of service are entitled to 100% of their accumulated unused sick days up to a maximum of 250 days to be paid at the average daily rate of the last 10 years. Employees with less than 10 years of service with the Agency are entitled to 75% of their unused sick days, up to a maximum of 250 days, to be paid at the average daily rate of the last 10 years.

Vacation days: 100% of the current daily rate not to exceed 50 days, regardless of tenure, and:

BE IT RESOLVED that that the Glen Cove Community Development Agency Board of Directors hereby approves paid holidays to Jocelyn Wenk for holidays that fall on her respective part-time work schedule, for the number of hours that part-time worker typically works on the respective day in which that holiday falls.

BE IT FURTHER RESOLVED that Jocelyn's Wenk title shall be changed to Senior Grant Writer and Administrator in recognition of her years of service and dedication to the Agency.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

	<u>VOTING</u>
Pamela D. Panzenbeck, Chairperson	AYE
Vincent C. Hartley, Vice Chair	AYE
<i>GiGi Ferrante</i>	<i>ABSENT</i>
<i>Francine Koehler</i>	<i>ABSENT</i>
Nelson Rivera	AYE
Suzanne White	AYE
Dr. Danielle Willis	AYE

The foregoing Resolution is thereupon declared duly adopted and shall take effect on the date of its adoption.

GC-CDA
ENTERED
9-27-22
CB

Resolution # 23)

**RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY
AUTHORIZING CHANGES TO THE EMPLOYMENT BENEFITS OF ANN
FANGMANN FOR THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY**

WHEREAS it has been the past practice of the Glen Cove Community Development Agency (GC-CDA) not to pay its part-time employees for vacation days, sick days, or City of Glen Cove holidays that fall during the normal work schedule; and:

WHEREAS Ann Fangmann has been employed as Executive Director of the GC-CDA since December 2016 but transitioned to a part-time schedule in March 2019 averaging 45 hours per pay period.

THEREFORE, BE IT RESOLVED that the Glen Cove Community Development Agency Board of Directors hereby approves paid vacation and sick time to Ann Fangmann on the following pro-rated accrual basis, based upon 65% of the average full-time employee accrual (Ann Fangmann works on average 22.5 hours per week), as follows:

ANN FANGMANN PART-TIME EMPLOYEE ACCRUAL FOR SICK DAYS @ 65% of full-time benefits = 8.5 paid sick days per year = 59.5 hours/26 pay periods = 2.3 hours per pay period

*Sick days are accumulative up to 250 days.

ANN FANGMANN PART-TIME EMPLOYEE ACCRUAL FOR VACATION DAYS @ 65% of full-time benefits = 13.7 paid vacation days per year = 95.9 hours/26 pay periods = 3.69 hours per pay period, and:

*Vacation days are accumulative not to exceed 50 days.

BE IT RESOLVED that Ann Fangmann as a part-time employee may be compensated for her unused sick/vacation time upon retirement, voluntary or involuntary separation from service or death paid out as follows:

Sick days – Not to exceed 250 days as follows: Employees with 10 or more years of service are entitled to 100% of their accumulated unused sick days up to a maximum of 250 days to be paid at the average daily rate of the last 10 years. Employees with less than 10 years of service with the Agency are entitled to 75% of their unused sick days, up to a maximum of 250 days, to be paid at the average daily rate of the last 10 years.

Vacation days: 100% of the current daily rate not to exceed 50 days, regardless of tenure, and:

BE IT FURTHER RESOLVED that that the Glen Cove Community Development Agency Board of Directors hereby approves paid holidays to Ann Fangmann for holidays that fall on her respective part-time work schedule, for the number of hours that part-time worker typically works on the respective day in which that holiday falls.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

GLEN COVE COMMUNITY DEVELOPMENT AGENCY
9 Glen Street, City Hall
Glen Cove, New York 11542

MINUTES OF MEETING
September 27, 2022

	<u>VOTING</u>
Pamela D. Panzenbeck, Chairperson	AYE
Vincent C. Hartley, Vice Chair	AYE
GiGi Ferrante	ABSENT
Francine Koehler	ABSENT
Nelson Rivera	AYE
Suzanne White	AYE
Dr. Danielle Willis	AYE

The foregoing Resolution is thereupon declared duly adopted and shall take effect on the date of its adoption.

GC-CDA
ENTERED
9.27.22
OB