

The Glen Cove Community Development Agency (CDA) held a regular business meeting in the 2nd floor conference room of City Hall on Tuesday, March 28, 2023. Chairperson Panzenbeck officially called the meeting to order at 6:05PM. The following members were present:

CDA BOARD MEMBERS:

Chairperson Panzenbeck
Vice Chair Vincent Hartley
Francine Koehler
Suzanne White

ABSENT:

*Gigi Ferrante
Nelson Rivera
Dr. Danielle Willis*

ALSO PRESENT:

Ann S. Fangmann – Executive Director
Camille Byrne, Secretary
Margo Zoldessy, CFO
Angelina Curcio, Program Administrator Section 8

MINUTES:

Chairperson Panzenbeck made a motion to adopt the minutes of the CDA meeting held March 14, 2023 and asked for a second. Vice Chair Hartley seconded the motion. 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
Absent
AYE
Absent
AYE
Absent

EXECUTIVE DIRECTOR REPORT:

Ann Fangmann informed the members that her project update will be covered under the review of the CDA Goals and Accomplishments report. However, Ms. Fangmann informed the members that our agency was informed by HUD that the Glen Cove Housing Authority (GCHA)/RAD Conversion was reinitiated and, if approved, the closing is scheduled to take place September 2023. It was noted that this latest agreement represents the 5th amendment between the GCHA and HUD of which our office received an email copy on this date. Upon closing, our Agency will administer the Section 8 vouchers/recertifications for the GCHA that will consist of two-to-four Housing Assistance Program (HAP) contracts to be administered by the Glen Cove Section 8 department. Our office will have an increase of approximately 212 vouchers to undergo recertification and there will also be an increase in financial reporting and inspections as a result. Ms. Fangmann introduced Ms. Angelina Curcio, Program Administrator for Section 8 who was in attendance, as an introduction to the **New Business** item this evening which is the promotion of Ms. Myrrah Cukro from Housing Assistant to Senior Housing Assistant and a merit increase to bring her annual salary to \$50K. Ms. Curcio informed the board members of Ms. Cukro's keen grasp of the position and her willingness to go above and beyond her Housing Assistant role has been an asset to both Angelina Curcio and the program participants that the department serves. In anticipation of the increased workload that will result from the GCHA RAD Conversion, Ms. Cukro has started to take Section 8 training courses to become certified in the Housing Specialist role per HUD guidelines and has done so with a positive attitude that Ms. Curcio has not seen

exhibited by past employees during her seven years with the Agency. Chairperson Panzenbeck thanked Ms. Fangmann and Ms. Curcio for their update and asked that Margo Zoldessy present her **Finance Report**.

Ms. Zoldessy informed the board members that her **Finance Report** for this evening will consist of a review of the CDA Financial Statements for FYE 2022. The CDA Finance Committee members met with Margo Zoldessy and Ann Fangmann on March 21st to review the draft financial statement report for fiscal year ending 2022. The draft report was included in the board packets this evening and Ms. Zoldessy provided the members with her detailed overview of the draft report. Ms. Fangmann and Ms. Zoldessy advised the members that this year's audit, in which the 2022 Financial statements were prepared by our new auditors, were quite detail oriented and professional. Upon board approval of the draft financial statements, the final report will be uploaded into the New York State Authorities Budget Office (ABO) PARIS reporting system by March 31, 2023.

Chairperson Panzenbeck informed the members that the CDA Governance Committee met on February 14th to review the Annual Goals and Accomplishments Report for FYE 2022 as well as the confidential results of the annual board evaluation. The report was included in the board member packets. Ms. Fangmann read aloud the CDA Mission Statement and Performance Goals and proceeded to provide the members with a detailed overview of the projects administered by the Agency that serve to meet the goals and accomplishments as prescribed by the ABO. It was also noted that the confidential evaluation of board performance was received by all members of the board and the results were unanimously in agreement on all criteria.

As there were no further questions concerning the Financial Statements or the Goals and Accomplishments reporting, Chairperson Panzenbeck made a motion to adopt CDA Resolutions 7(a), 7(b) and 7(c):

7. Resolutions:

7(a) Resolution of the Glen Cove CDA approving the 2022 Annual Goals and Accomplishments Report and Board Performance Reporting for submission to NYS ABO by 3-31-23.

7(b) Resolution of the Glen Cove CDA approving the 2022 Financial Statements for submission to NYS ABO by 3-31-23.

7(c) Resolution of the Glen Cove CDA authorizing the Executive Director to promote Myrrah Cukro from full-time Housing Specialist to full-time Senior Housing Specialist for the Glen Cove Section 8 Housing Choice Voucher Program at an annual salary of \$50,000.00 effective April 10, 2023.

As there were no questions about these resolutions, Chairperson Panzenbeck asked for a second on resolutions 7(a), 7(b) and 7(c). Motion seconded by Vice Chair Hartley. Motion carried as follows:

	<u>VOTING</u>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
Gigi Ferrante	<i>Absent</i>
Francine Kohler	AYE
Nelson Rivera	<i>Absent</i>
Suzanne White	AYE
Danielle Willis	<i>Absent</i>

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

	<u>VOTING</u>
Chairperson Panzenbeck	AYE
Vice Chair Hartley	AYE
Gigi Ferrante	<i>Absent</i>
Francine Kohler	AYE
Nelson Rivera	<i>Absent</i>
Suzanne White	AYE
Danielle Willis	<i>Absent</i>

Meeting adjourned at 6:36 p.m.

Respectfully submitted,



Camille Byrne, Board Secretary

ADOPTED 5-4-23

ENTERED
5-4-23

GC-CDA (CB)