

Resolution #13

**RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY AUTHORIZING THE EXECUTIVE DIRECTOR TO HIRE LYNN S. BROOKS-AVNI, AICP AS PART-TIME GRANT WRITER/ADMINISTRATOR**

**WHEREAS**, the Glen Cove Community Development Agency requires the services of a part-time grant writer to assist the Agency in applying for and administering grants on behalf of the City of Glen Cove; and

**WHEREAS**, Lynn S. Brooks-Avni, AICP has been found qualified to perform the duties of said position.

**NOW, THEREFORE, BE IT RESOLVED** that the Executive Director is authorized to negotiate terms of part-time employment with Lynn S. Brooks-Avni, AICP as Part-time Grant Writer/Administrator for the Community Development Agency at an hourly rate of \$37.00 per hour, estimated 20 hours per week, subject to a 180-day probationary period.

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, Chairman	AYE
Vincent C. Hartley, Vice Chair	Absent
GiGi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Suzanne White	Absent
Dr. Danielle Willis	AYE

The foregoing Resolution is thereupon declared duly adopted.

**ENTERED**  
5-4-23  
GL-CDA/CB

Resolution #14

**RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY  
AUTHORIZING A MERIT BASED HOURLY INCREASE TO JOCELYN WENK, SENIOR  
GRANT ADMINISTRATOR FOR THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY**

**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 is 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

**WHEREAS**, Ms. Wenk was promoted to Senior Grant Administrator in September 2022 and for the exemplary work performed above, notably the coordination of the Master Plan Update, the Executive Director recommends a merit increase bringing her hourly rate to \$40.00 per hour;

**BE IT RESOLVED** that the Glen Cove Community Development Agency Board of Directors hereby approves a merit increase to Jocelyn Wenk, Senior Grant Administrator, at the rate of \$40.00 per hour effective May 8, 2023.

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	Absent
GiGi Ferrante	AYE
Francine Koehler	AYE
Nelson Rivera	AYE
Suzanne White	Absent
Dr. Danielle Willis	AYE

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

ENTERED  
5-4-23  
GC-CDA (CB)