

**MINUTES  
TOWN OF ISLIP  
COMMUNITY DEVELOPMENT AGENCY  
BOARD OF DIRECTORS VIRTUAL MEETING  
ZOOM CLOUD MEETING ID #840 2221 4522  
JUNE 11, 2020  
6:30 P.M.**

The CDA Virtual Board meeting was opened at 6:30 p.m. by Chairwoman Debra Cavanagh. Other members present for the Board of Directors were Manuel Troche and Ryan T. Kelly. Present for the CDA were Executive Director James H. Bowers, Assistant Director Julia E. MacGibbon, General Counsel Robert T. Fuchs, Chief Financial Officer Salvatore Matera and Affordable Housing Program Director Robert M. Kuri. Please note the Chairwoman asked the Executive Director to read the resolutions and put forth the motions.

**Executive Session:** On a motion of Debra Cavanagh and seconded by Manuel Troche, the Board went into Executive Session at 6:38 to 6:53 to while waiting for Board Member Ryan T. Kelly to complete the quorum. On motion of Debra Cavanagh, seconded by Manuel Troche and approved by all, the Board went back into regular session with an established quorum at 6:54 p.m.

1. **MINUTES OF MEETING** – On a motion of Debra Cavanagh, seconded by Manuel Troche, the minutes of the Board of Directors Virtual meeting held May 14, 2020 were approved by all without change.
2. **AUTHORIZATION TO ENTER INTO A SUBRECIPIENT AGREEMENT WITH THE TOWN OF ISLIP** – On a motion of Debra Cavanagh, seconded by Manuel Troche and approved by all, authorization was granted for the Executive Director to enter into a Subrecipient Agreement with the Town of Islip – Senior Citizen Service Division for the purchase of PPE equipment and supplies for the reopening of the town centers. In addition, purchasing of shelf stable meals for the Meals on Wheels Program which has expanded due to the COVID-19 pandemic. The total cost for these items is \$56,653.37.
3. **AUTHORIZATION TO FUND PUBLIC SERVICE PROJECTS** – On a motion of Debra Cavanagh, seconded by Manuel Troche and approved by all authorization was grant for the Executive Director to enter into Sub-recipient agreements and provide grants from Community Development Block Grant funds for the following public service providers in the amounts listed. Please see attached summary.

<b>Grantee</b>	<b>Recommended Total Amount</b>
Adelante of Suffolk County, Inc.	25,000.00
Central Islip Civic Council, Inc.	15,000.00
Economic Opportunity Council of Suffolk, Inc.	5,000.00
Family Service League, Inc.	30,000.00
Great South Bay YMCA	31,000.00
Habitat for Humanity of Suffolk, Inc.	10,000.00
Literacy of Suffolk, Inc.	15,000.00
Long Island Gay and Lesbian Youth, Inc.	30,000.00
Long Island Housing Services, Inc.	27,498.00
Mercy Haven, Inc.	20,000.00
Pronto of Long Island, Inc.	10,000.00
West Islip Youth Enrichment Services, Inc.	70,000.00
<b>TOTAL:</b>	<b>\$288,498.00</b>

4. **AUTHORIZATION TO FUND PUBLIC SERVICE PROJECTS FOR EXPENDITURES DIRECTLY RELATED TO THE COVID-19 PANDEMIC** – On a motion of Debra Cavanagh, seconded by Manuel Troche and approved by all, authorization was granted for the Executive Director to enter into Sub-recipient agreements and provide grants from Community Development Block Grant funds for the following public service providers for expenditures directly related to preparing, preventing or responding to Covid-19 for the amounts listed. Please see attached summary.

<b>Grantee</b>	<b>Recommended Total Amount</b>
Adelante of Suffolk County, Inc.	50,000.00
Central Islip Civic Council, Inc.	32,000.00
Community Program Centers of Long Island, Inc.	16,600.00
Family Service League, Inc.	25,000.00
Long Island Gay and Lesbian Youth, Inc.	75,000.00
The Neighborhood House of Long Island	13,250.00
Pronto of Long Island, Inc.	55,000.00
Transitional Service of New York for Long Island, Inc. -Haven House Bridges, Inc.	25,000.00
United Way of Long Island, Inc.	100,000.00
United Veterans Beacon House, Inc.	62,500.00
West Islip Youth Enrichment Services, Inc.	100,000.00
<b>TOTAL:</b>	<b>\$554,350.00</b>

5. **AMENDMENT OF RESOLUTION #4 FROM MAY 14, 2020 MEETING: AUTHORIZATION TO ENTER INTO A SUBRECIPIENT AGREEMENT WITH THE TOWN OF ISLIP** – On a motion of Debra Cavanagh, seconded by Manuel Troche and approved by all, authorization was granted to amend the resolution from the May 14, 2020 meeting authorizing the Executive Director to enter into a Subrecipient Agreement with the Town of Islip – Senior Citizens Division for the purchase of a 2020 Ford Transit Cargo Van with insulation and refrigeration for their Meals on Wheels Program for the delivery process which has expanded due to the COVID-19 pandemic. The cost of the van was changed from \$46,254.73 to 47,289.83 for additional refrigeration.
  
6. **ADOPTION OF THE TOWN OF ISLIP’S 2020 ~ 2024 CONSOLIDATED STRATEGY AND PLAN SUBMISSION FOR HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS, 2020 - 1ST ANNUAL ACTION PLAN AND THE 2020 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE** – On a motion of Debra Cavanagh, seconded by Ryan T. Kelly and approved by all, the Board adopted

the Town of Islip's 2020 ~ 2024 Consolidated Strategy and Plan Submission for Housing and Community Development Programs, 2020 - 1st Annual Action Plan and the 2020 Analysis of Impediments to Fair Housing Choice and to accept the following FY 2020 program budgets - Community Development Block Grant Program (CDBG) \$2,037,790; Emergency Solutions Grant Program (ESG) \$177,285; HOME Investment Partnerships Program (HOME) \$670,710; Community Development Block Grant Program-CV (CDBG-CV - CARES Act) \$1,198,766; Emergency Solutions Grant Program-CV (ESG-CV - CARES Act) \$611,328.

7. **ADDED RESOLUTION: AUTHORIZATION FOR THE CONTINUED OPENING AND CLOSING OF THE CDA IN RESPONSE TO THE COVID-19 PANDEMIC** – On a motion of Debra Cavanagh, seconded by Ryan T. Kelly and approved by all, authorization was granted for the Executive Director and/or the Assistant Director to continue to open and close the office as needed due to the State of Emergency/Current Pandemic and to continue payroll for employees until July 15, 2020. Employees are either in the office on a rotating schedule or working remotely.

Discussion:

1. Up-date of current activity- The Executive Director informed the Board that the Agency had purchased masks and hand sanitizers to be distributed to businesses preparing to re-open throughout the Town of Islip especially in those areas hardest hit such as North Bay Shore, Brentwood and Central Islip. If any Board Member or Town Council Member were interested in distributing the packages, they would be available at the CDA until supplies run out.
2. Next Virtual Board Meeting scheduled for July 9, 2020

There being no further business to come before the Board, on a motion of Debra Cavanagh, seconded by Manuel Troche and approved by all, the meeting was adjourned at 7:08 p.m.

Respectfully Submitted:

Julia E. MacGibbon  
Assistant Secretary

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