

**MINUTES
TOWN OF ISLIP
COMMUNITY DEVELOPMENT AGENCY
BOARD OF DIRECTORS VIRTUAL MEETING
ZOOM CLOUD MEETING ID # 982100817
April 9, 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 Jarett Gandolfo, Timothy Morris and Manuel Troche. 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.

1. **MINUTES OF MEETING** – On a motion of Debra Cavanagh, seconded by Timothy Morris, the minutes of the Board of Directors meeting held March 12, 2020 were approved by all without change.
2. **AUTHORIZATION IS REQUESTED TO ENTER INTO A SUBRECIPIENT AGREEMENT WITH FAMILY SERVICE LEAGUE, INC. IN RESPONSE TO THE COVID-19 HEALTH CRISIS** – On a motion of Manuel Troche, seconded by Debra Cavanaugh and approved by all, authorization was granted for the Executive Director to enter into a Subrecipient Agreement with Family Service League, Inc. for financial assistance for the funding of payroll expenses for Emergency Child Care Services for Emergency Responders and Families in the amount of \$2,500.00. These funds must be strictly used toward the organization’s payroll expenses for their employees to run and maintain their programs or to pay for emergency child care services that they provide.
3. **AUTHORIZATION IS REQUESTED TO ENTER INTO A SUBRECIPIENT AGREEMENT WITH WEST ISLIP YOUTH ENRICHMENT SERVICES, INC. IN RESPONSE TO THE COVID-19 HEALTH CRISIS** – On a motion of Manuel Troche, seconded by Debra Cavanagh and approved by all, authorization was granted for the Executive Director to enter into a Subrecipient Agreement with West Islip Youth Enrichment Services, Inc. for financial assistance for the funding of payroll expenses for Emergency Child Care Services for Emergency Responders and Families in the amount of \$2,500.00. These funds must be strictly used toward the organization’s payroll expenses for their employees to run and maintain their programs or to pay for emergency child care services that they provide
4. **AUTHORIZATION IS REQUESTED TO ENTER INTO A SUBRECIPIENT AGREEMENT WITH UNITED VETERANS BEACON HOUSE, INC. IN RESPONSE TO THE COVID-19 HEALTH CRISIS** – On a motion of Debra Cavanagh, seconded by Timothy Morris and approved by all, authorization was granted for the Executive Director to enter into a Subrecipient Agreement with United Veterans

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Beacon House, Inc. for financial assistance for the funding of payroll expenses for Emergency Child Care Services for Emergency Responders and Families in the amount of \$2,500.00. These funds must be strictly used toward the organization's payroll expenses for their employees to run and maintain their programs or to pay for emergency child care services that they provide

5. **AUTHORIZATION TO AMEND THE SUBRECIPIENT AGREEMENT WITH YMCA OF LONG ISLAND, INC. IN RESPONSE TO THE COVID-19 HEALTH CRISIS** – On a motion of Debra Cavanagh, seconded by Jarett Gandolfo and approved by all, authorization was approved to amend the Public Service Subrecipient Agreement with YMCA of Long Island, Inc. for their Saturday Teen Night Program. The funds will now be used for financial assistance for the funding of payroll expenses for Emergency Child Care Services for Emergency Responders and Families in the amount of \$10,000.00. These funds must be strictly used toward the organization's payroll expenses for their employees to run and maintain their programs or to pay for emergency child care services that they provide.
6. **AUTHORIZATION FOR THE OPENING AND CLOSING OF THE CDA IN RESPONSE TO THE COVID-19 PANDEMIC** – On a motion of Debra Cavanagh, seconded by Timothy Morris and approved by all, authorization was granted for the Executive 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 June, 2020. Employees are either in the office on a rotating schedule or working from home.
7. **AUTHORIZATION TO EXPEND UNRESTRICTED GENERAL FUNDS IN RESPONSE TO THE COVID-19 PANDEMIC** – On a motion of Manuel Troche, seconded by Debra Cavanagh and approved by all, authorization was granted for the Executive Director and/ or the Assistant Director to expend up to \$125,000 from the General Fund to assist our Public Service partners, community organizations and businesses within the Town of Islip with emergency services related to the Covid-19 Pandemic. Such expenditures shall be made without prior Board approval but upon reasonable notice to the Board Chairperson and the Directors thereof.

Discussion:

1. Up-date of current activity – The Board was informed of the various Public Service Partners that had reached out to the CDA for funding. The Executive Director related to the Board the various points of information we had received from HUD regarding the CDBG-COVID 19 funds. Further information would be provided once some set guidelines have been established.
2. Virtual Public Hearing to be held – date TBD

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3. Next Board Meeting scheduled for May 14, 2020

There being no further business to come before the Board, on a motion of Debra Cavanagh, seconded by Jarett Gandolfo and approved by all, the meeting was adjourned at 6:58 p.m.

Respectfully Submitted:

Julia E. MacGibbon
Assistant Secretary

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