



THE MUNICIPAL HOUSING AUTHORITY FOR THE CITY OF YONKERS

RESOLUTION # 15 OF 2024

October 31, 2024

The following resolution was adopted by a majority during a meeting of the Board of Commissioners of The Municipal Housing Authority for the City of Yonkers on October 31, 2024, proper notice of which was given to, or waived by, each of the members of the Board of Commissioners, and at which a quorum was present:

WHEREAS, The Municipal Housing Authority for the City of Yonkers (the “Authority” or “MHACY”) is a New York State public authority that was created to own and manages public housing and affordable housing complexes located within the City of Yonkers; and

WHEREAS, The MHACY employs over 100 individuals in a number of skills, positions and locations; and

WHEREAS, Over the years, MHACY has developed, adopted and amended various personnel policies, which have been incorporated into the Personnel Policy Manual, most recently approved by the Board of Commissioners in March, 2022; and

WHEREAS, From time to time it is necessary to review and assess the need to add, update and/or amend said policy to reflect changes in the workplace environment; and

NOW, THEREFORE, BE IT RESOLVED by the Authority’s Board of Commissioners hereby approves the recommended changes to the MHACY Personnel Policy Manual by amending the Travel Policy as detailed in the attached memorandum.

I, JAMES J. LANDY, the Chair of the Board of Commissioners of THE MUNICIPAL HOUSING AUTHORITY FOR THE CITY OF YONKERS, do hereby certify that the foregoing resolutions were adopted at a meeting of the Board of Commissioners of the Authority held on the date written above.

JAMES J LANDY, CHAIR



MEMORANDUM

TO: James J. Landy, Chair
Board of Commissioners
Wilson Kimball, President & CEO
Carlos Laboy-Diaz, COO

FROM: Brendan McGrath, General Counsel

RE: Amendment to Travel Reimbursement Policy

DATE: October 31, 2024

Upon review of the travel reimbursement policy and based on certain experiences from employees, the following amendments to the MHACY Travel Policy are recommended.

- b. In computing the allowance, no amount shall be paid for travel of less than 24 hours' duration, except if such travel required a departure prior to 8:00AM or a return after 6:00PM, and exceeded six hours in duration, in which case a standard meal allowance shall be paid at a rate of one-fourth the established daily amount for each six-hour period, or fraction thereof. For travel in excess of 24 hours, the allowance paid for the day of departure and the day of return ~~shall be computed at the rate of one-fourth the established daily amount for each of the periods listed below, or fraction thereof;~~ shall be computed as follows: on the date of departure, if the departure commences prior to 10:00AM the meal allowance shall be paid at the full rate, and if travel commences after 10:00AM the meal allowance shall be paid at the partial day rate; on the date of return if travel concludes after 6:00PM the meal allowance shall be paid at the full rate, and if travel concludes prior to 6:00PM the meal allowance shall be paid at the partial day rate.
- c. The standard meal allowance may be paid cumulatively over the course of an employee's travel, per occasion. An employee may not exceed the total meal allowance for the approved travel period and the employee shall submit receipts accounting for their reimbursement request.