MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
MAY 23, 2018

A regular Board meeting of the Commissioners of the Housing Authority of the City of Stamford was held at 40 Clinton Avenue, Stamford, Connecticut on Wednesday, May 23, 2018.

Commissioner Nelthropp called the meeting to order at 6:04 p.m.

A. Attendees

Present:	Courtney Nelthropp Bill McCullough Richard Ostuw Sheila Williams-Brown Susan Rutz Lester McCoy Kristella Garcia Adriana Ospina	Absent: None
Also Present:	Vin Tufo Natalie Coard Lisa Reynolds Janice Tantimonico Jacqueline Figueroa Eric Allen Peter Stothart Christine Young Marcia Bennett	

B. Approval of Minutes

- Approval of minutes of the Regular Board Meeting of April 25, 2018
- Approval of minutes of the Special Board Meeting of April 10, 2018

➢ Commissioner Nelthropp moved, Commissioner Ostuw seconded

The minutes were approved.	Ayes:	Courtney Nelthropp Bill McCullough Richard Ostuw Sheila Williams-Brown Susan Rutz	Nays: None

C. Public Comment – There were no comments from the public.

D. Board Committee Reports

1. **Human Resources Committee** – Commissioners Ostuw, Rutz and Williams-Brown, Advisory Board member McCoy and Ms. Tantimonico were in attendance at the HR Committee meeting on 5/22/18. Ms. Tantimonico provided a recruitment update on the following positions: Ms Burgess as an Attendant at Wormser Congregate, Ms. Turner as a part-time Attendant at Scofield Manor and Wormser Congregate, Mr. Brown as an Eligibility Specialist for the Housing Choice Voucher program. Ms. Tantimonico noted that, Mr. Galasso has returned as an intern for a third year in the Finance Department. Ms. Tantimonico added that five high school students were hired as trainees for the Fairgate Farmers Market. Ms. Tantimonico reported on the status of open positions: a Property Manager for Clinton Manor, Post House, Taylor Street Condominiums and Wormser Congregate; Maintenance Coordinator; Maintenance Mechanic III and Part-Time Certified Nursing Assistant (CNA) for Scofield Manor. Ms. Tantimonico discussed the Employee Satisfaction Survey that opened on 5/4/18 and closed on 5/22/18. Ms. Tantimonico stated that 86% of the employees completed the survey. Overall, the results were positive and revealed that the majority of the respondents are pleased with COCs' mission and 'happy' to support it. Ms. Tantimonico noted that the Employee Benefits Fair will be held on 6/13/18 and 6/14/18.

2. **Operations Committee –** Commissioners McCullough and Ms. Rutz, Ms. Figueroa and Mr. Allen were in attendance at the Operations Committee meeting on 5/22/2018. Ms. Figueroa reviewed the Quarterly Operations Report and discussed the preventative maintenance needs assessment conducted on the East Side; the results showed the need to hire a Maintenance Mechanic III. Ms. Figueroa provided a brief update on the Building & Land Technology (BLT) contract highlighting the two social integration sessions conducted, the lease up of nine families and offering an additional five units. Ms. Figueroa also discussed the implementation of PayLease, the new COC online rental portal, and the upcoming implementation steps for the No Smoking Policy. Mr. Allen provided a procurement and capital

improvement update. He also discussed the upcoming inspections to be conducted by "The Inspection Group." Ms. Figueroa noted the opening of the waiting lists received over 550 guests and approximately 1,800 applications.

3. **Finance Committee** – Commissioners Nelthropp, Ostuw, McCullough, Williams-Brown and Rutz, Advisory Board member McCoy, Mr. Tufo, Mr. Gottlieb, Ms. Reynolds, Ms. Coard, Mr. Feda, Mr. Paulemon, Ms. Villegas, and Ms. Luzietti were in attendance at the Finance Committee meeting on 05/22/18. Mr. Feda discussed the updated Financial (cash flow) Model reminding the Board of the purpose and components. Mr. Feda reviewed the dashboard charts, graphs and discussed areas of risk and assumptions used in the model. The Committee decided to revisit the model next year to further discuss investment options for accumulated cash reserves.

E. Report from Executive Director – Ms. Coard reported on the 2018 Public Housing Assessment System (PHAS) score. Ms. Coard noted that the PHAS is an assessment used by HUD to effectively and fairly measure the performance of a Public Housing Agency. Ms. Coard stated that COC scored a 93 out of 100, which ranks COC as a High Performer. Ms. Coard discussed signing a new contact with Building & Land Technology (BLT) to manage the Affordable Housing Plan for 22 units on Southfield Avenue. Ms. Coard noted that they will be conducting the lottery and begin the leasing process, which includes eligibility, quality control and social integration. Ms. Coard discussed the decision to remove the Housing Inspector position and replace it with the Maintenance Coordinator position.

F. Strategic Overview from Chief Executive – Mr. Tufo discussed the second COC Strategic Planning Management and Operations presentation given 5/15/18 by Ms. Coard and her team. Mr. Tufo noted the operations component as the front line service that interfaces with staff, residents, potential residents and clients, vendors and stakeholders. The support and guidance provided by the staff is vital to core business and program objectives. Mr. Tufo requested comments and suggestions from the Board members on content, understanding of the information and if they thought the presentation was engaging. Mr. Tufo noted that this was the second presentation given by the operating divisions that include CSG, COC, Rippowam Corporation and Dovetail SIP. Mr. Tufo stated the next phase of the COC Strategic Planning would include a presentation from Rippowam Corporation 7/10/18.

G. Resolutions

18-15: Award Contract for: RFP 18-0001, Labor and Employment Legal Services to Kainen, Escalera & McHale, P.C.

- Commissioner Nelthropp moved, Commissioner Ostuw seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the CEO is authorized to enter into a contract with Kainen, Escalera & McHale, P.C. for Labor & Employment Legal Services. The contract is for an initial two- year period with three additional one-year terms for a five-year maximum contract in an amount not to exceed $300,000.00. Furthermore, that the CEO be authorized to act as contracting officer and perform all duties as outlined in the HUD General Conditions, including executing Change Orders; provided, however, that further board approval will be required prior to executing change orders that result in the contract price exceeding 110% of the original contract price stated above.

The resolution was passed.

Ayes:	Courtney Nelthropp Bill McCullough Richard Ostuw Sheila Williams-Brown Susan Rutz	Nays:	None

18-16: Approve the transfer of $500,000 from the Housing Choice Voucher (HCV) Program Unrestricted Net Position (UNP) account to its Net Restricted Position (NRP) account to prevent a program deficit due to insufficient HAP renewal funding.

- Removed

18-17: Award Contract to Redstone Company for Kitchen and Bathroom Replacement at Ursula Park Townhouses, Lawn Ave. Townhouses and Connecticut Ave. A & B

- Commissioner Nelthropp moved, Commissioner McCullough seconded.

Be it resolved by the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director is authorized to enter into a contract with Redstone Company, of Wyomissing, PA for

Kitchen and Bathroom Replacement at Ursula Park Townhouses, Lawn Ave. Townhouses, and Connecticut Ave. A & B. The cost of this procurement shall not exceed a total amount of $1, 245,000.00. Further Board approval will be required if the contract amount exceeds 110% of the authorized amount.

The resolution was passed.

Ayes:	Courtney Nelthropp Bill McCullough Richard Ostuw Sheila Williams-Brown Susan Rutz	Nays:	None

18-18: Award Contract to Greenway Maintenance, Inc. for Janitorial Services

- Commissioner Nelthropp moved, Commissioner McCullough seconded.

Be it resolved by the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director is authorized to enter into a contract with Greenway Maintenance, Inc. of Stamford, CT for Janitorial Services at ten of COCs' developments. The total cost of this procurement shall not exceed $1,330,000.00 over a five-year period. Further Board approval will be required if the contract amount exceeds 110% of the authorized amount.

The resolution was passed.

Ayes:	Courtney Nelthropp Bill McCullough Richard Ostuw Sheila Williams-Brown Susan Rutz	Nays:	None

H. Executive Session

No Executive Session was held.

I. Adjournment

At 6:58 p.m., after a motion duly made by Commissioner Nelthropp and seconded by Commissioner Ostuw, the Board meeting was adjourned.

Natalie Coard
Executive Director