

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
JULY 24, 2019

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, July 24, 2019.

Commissioner Ostuw called the meeting to order at 6:01 p.m.

A. Attendees

Present:

Richard Ostuw
Sheila Williams-Brown
Susan Rutz
Lester McCoy

Absent: Courtney Nelthropp
Kristella Garcia

Advisory Board Members: Adriana Ospina

Staff Members Present:

Vin Tufo
Natalie Coard
Lisa Reynolds
Jackie Figueroa
Jamie Perna
Jan Tantimonico
Christine Young

B. Approval of Minutes

- Approval of minutes of the Regular Board Meeting of June 24, 2019

➤ Commissioner Ostuw moved, Commissioner McCoy seconded

The minutes were approved.

Ayes: Richard Ostuw
Lester McCoy
Susan Rutz
Sheila Williams-Brown

Nays: None

C. Public Comment – Frances Lane, resident of Post House, expressed her concerns regarding an article in the Stamford Advocate alleging the security guard at Post House acting inappropriately with the cleaning woman. Ms. Coard stated that COC's security contractor, Century Protective Services, no longer employs the subject employee. Ms. Coard stated that stricter language has been added to the security contract so that the contractor must perform a thorough criminal background check to include an internet search; and background checks should be performed on a biannual basis.

D. Board Committee Reports

1. **Human Resources Committee** – Commissioners Williams-Brown, Ostuw and Rutz and Ms. Tantimonico were in attendance at the HR Committee meeting on 07/23/2019. Ms. Tantimonico stated that COC is currently fully staffed, but continues to recruit proactively for qualified candidates. Ms. Tantimonico noted that the following positions have been filled: College IT Intern, part-time Wormser Congregate Concierge Attendant and part-time Inspector for Section 8. Ms. Tantimonico discussed the filled positions through the Employee Referral Program: the East Side Assistant Property Manager, Intake Specialist, part-time Wormser Congregate Concierge Attendant and Eligibility Specialist. Ms. Tantimonico reported the next upcoming training for the employees will be on Diversity and Inclusion presented by Family Centers.
2. **Operations Committee** – Commissioner Rutz, Ms. Figueroa, Ms. Perna, Ms. Bennett and Mr. Stohart were in attendance at the Operations Committee meeting on 07/23/2019. Ms. Figueroa reported that COC welcomed six interns from the Mayors Youth Employment Program for a six-week summer session. Each intern is assigned to a department and will be working on a specific project. Ms. Figueroa noted that COC has contracted with Nan McKay to conduct Uniformed Physical Condition Standards (UPCS) inspections for approximately 800 COC owned and managed units, which are scheduled to be performed in August 2019. Ms. Figueroa reported that the following properties received their annual audit by Spectrum Enterprises: Clinton Manor, Summer Place, Westwood and Greenfield. Ms. Figueroa noted that these were extensive compliance audits that included file reviews and unit inspections. Mr. Stohart provided a general update on procurement and capital projects.
3. **Finance Committee** – Commissioners Ostuw, Rutz, Williams-Brown and McCoy, Mr. Tufo, Ms. Reynolds, Ms. Coard, Ms. Figueroa, Mr. Paulemon, Mr. Fedra, Mr. Arturo, Ms. Luzietti, Ms. Perna and Ms. Tantimonico were in attendance at the Finance Committee meeting on 07/23/2019. Mr. Fedra reviewed the FY 2019 Financial Report for year ending 6/30/19 and noted features to include: a new dashboard format with a statement on the financial

condition of each property, a brief narrative and a year-to-year comparison of results and ratios. Mr. Feda noted where there were significant discrepancies in performance to budget. The Scofield Manor vacancy rate and any notable variances at the tax credit properties were discussed. Ms. Luzietti presented the Annual Investment Report for the period ending 6/30/2019. Ms. Luzietti highlighted the interest earnings on the investment portfolio earned during the year.

Ms. Reynolds provided an update on the Board Fiduciary Oversight team. She solicited feedback on the finance-related fiduciary checklist that was created that included approval of annual budgets, acceptance of annual audits and annual review of periodic reports and organizational policies. The fiduciary checklist will be updated based on comments as reviewed by the team.

E. Report from Executive Director – Ms. Coard reported on the new computerized Accuflo system implemented at Scofield Manor; the system is used to manage and track the administration of medications for the residents. Ms. Coard noted that the staff administers over a thousand medications daily, and the new system has reduced errors and improved on external reporting. Ms. Coard noted that Scofield Manor staff members find the new system efficient and user friendly. Ms. Coard announced that COC was awarded a new Below Market Rate (BMR) contract with Stone Harbour for Glenbrook Crossings to lease five units. The enrollment period is 7/29/2019 through 8/2/2019, and the target leasing date is mid-August 2019.

F. Strategic Overview from Chief Executive Officer – Mr. Tufo reported that Lester McCoy has been sworn in as a Commissioner after being an Advisory Board member for nearly two years. Mr. Tufo noted that the mid-year review for all of the operating divisions on strategic goals and accomplishments have concluded. They included Operations, Finance, IT, Dovetail, Human Resources and Administration. The reported activities generally consisted of work that was above and beyond the staff's normal day-to-day responsibilities.

Mr. Tufo stated that meetings have been held regarding affordable housing scarcity in Fairfield County, which is the most housing starved county in the State of Connecticut due to the imbalance between the average income level of residents and the availability of housing. Mr. Tufo discussed that they are bringing attention and expertise to show how the imbalance of supply and demand in Fairfield County is causing hardships to individuals.

Mr. Tufo discussed the City of Stamford's comprehensive study on the need for affordable housing that will assist to identify the affordable housing gaps. The data will be reviewed to develop a series of long-term policies and priorities for the City. COC will be on the steering committee to oversee the study and select a consultant to assist in the implementation process. Mr. Tufo noted that the long-term goal is to ensure access at the state level, strengthen the county level and build influence at the local level to develop partnerships to build affordable housing stock for a better Stamford.

G. Executive Session
No Executive Session was held.

H. Adjournment
At 6:59 p.m., after a motion duly made by Commissioner Ostuw and seconded by Commissioner Williams-Brown, the Board meeting was adjourned.

Natalie Coard
Executive Director