

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
SEPTEMBER 25, 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, September 25, 2019.

Commissioner Nelthropp called the meeting to order at 6:03 p.m.

A. Attendees

Present:

Courtney Nelthropp
Sheila Williams-Brown
Susan Rutz

Absent:

Lester McCoy
Richard Ostuw

Advisory Board Members: Adriana Ospina

Staff Members Present:

Vin Tufo
Natalie Coard
Lisa Reynolds
Jan Tantimonico
Jackie Figueroa
Jamie Perna
Peter Stothart
Marcia Bennett

B. Approval of Minutes

- Approval of minutes of the Regular Board Meeting of August 28, 2019

➤ Commissioner Rutz moved, Commissioner William-Brown seconded

The minutes were approved.

Ayes: Courtney Nelthropp
Susan Rutz
Sheila Williams-Brown

Nays: None

Public Comment – No public comments.

Board Committee Reports

- Human Resources Committee** -Commissioners Ostuw, Rutz, Williams-Brown and McCoy, Ms. Tantimonico, Ms. Coard and Ms. Reynolds were in attendance at the HR Committee meeting on 9/24/2019. Ms. Tantimonico reported on the following: hiring of a Finance Intern; current open positions include Operations Intern, Maintenance Mechanic (2nd Shift) and Part-Time Attendant at Wormser Congregate. Ms. Tantimonico also reviewed the 2018 Employee Survey results, in preparation for the October 2019 Employee Survey. The committee discussed incorporating training, wellness and teambuilding questions for the survey.
- Operations Committee** - Commissioners Rutz, Advisory Board Member Ospina, Ms. Figueroa, Ms. Perna, Mr. Stothart and Ms. Bennett were in attendance at the Operations Committee meeting on 9/24/2019. Ms. Figueroa discussed the grant application for the Mainstream Vouchers submitted to Housing and Urban Development (HUD). The vouchers, if awarded, would provide housing resources to non-elderly persons with disabilities. COC would partner with appropriate organizations to provide supportive services that are important to the Vouchers recipients. Ms. Figueroa noted that HUD has released the new Fair Market Rents (FMR) with an average increase over 2018 of eight percent. Ms. Figueroa discussed the opening of the Housing Choice Voucher Program waitlist; the list will open online from 9/30/2019 through 10/2/2019. Ms. Perna noted that all five Below Market Rate (BMR) units at Glenbrook Crossing are now leased up. Mr. Stothart provided a procurement update and discussed two resolutions: Authorize Change Order No. 3 to Contract with FireTech for Added Funding for Inspection and Testing of COC Fire Alarm Systems, and Approve Change Order No. 6 for added funding to the Contract with Absolute Staffing, LLC for Recruitment Services.

3. **Finance Committee** - Commissioners Nelthropp, Ostuw, Williams-Brown, Rutz and McCoy, Advisory Board Members Ospina, Mr. Tufo, Ms. Coard, Ms. Reynolds, Ms. Figueroa, Ms. Perna, Mr. Fedra, Mr. Paulemon, Ms. Luzietti, Mr. Arturo and Ms. Edward were in attendance at the Finance Committee meeting on 9/24/2019. Ms. Luzietti and Ms. Edwards presented the FY 2020 Scofield Budget. The budget estimates a Net Operating Income (NOI) of \$73K, while the 2019 budget was estimated with a NOI of \$119K; the actual results will be approximately a \$49K NOI. The decline in income is due to higher vacancy rates and increased maintenance expenses. Mr. Fedra provided the Board with an annual audit update; he stated that the unaudited financial results were reported in REAC by the deadline of 9/15/2019. He noted that auditors will begin the audit of 2019 financial statements during the last week of October 2019. The draft audit is expected by 12/31/2019. The final audit will be presented for approval by the Board in January 2020.

C. **Report from Executive Director** - Ms. Coard reported that Family Centers hosted a six-week 'Summer Club' program during the months of July and August with 30 children attending between the ages of 5 to 12. The program was held at Fairgate and provided free transportation for students living on the East Side. Ms. Coard met with Family Centers and noted that the program appeared to be well received by parents and students. The program included academic classes as well as various enrichment activities and class trips. Ms. Coard stated that Family Centers will continue to check in on the students throughout the school year to see if there are any improvements academically due to the summer program's daily math and reading enrichment. Ms. Coard congratulated the maintenance team for the great work accomplished on the preparation and score on the 2019 REAC inspections. The team received a score of 92 percent at Post House and 87 percent at Stamford Manor.

D. **Strategic Overview from Chief Executive Officer** - Mr. Tufo discussed the ongoing Strategic Planning Initiative and noted plans for a year-end update in an effort to keep each operating division on track. Mr. Tufo discussed another level of Strategic Planning in which he will meet with senior level staff individually to discuss their views, goals and vision for the future of COC. Mr. Tufo stated that this process will help define the type of organization COC will be over the next decade. A draft will be consolidated and taken to the Board in December 2019 for feedback. Mr. Tufo provided an overview of the City of Stamford plan for Affordable Housing; he discussed the initiative to possibly optimize programs and resources surrounding the Below Market Rate (BMR) program. The Plan would provide clarity and a better understanding of what the City's Affordable Housing needs are within various sectors and income levels.

E. **Resolution**

19-28: **Authorize Change Order No. 3 to Contract with FireTech for Added Funding for Inspection and Testing of COC Fire Alarm Systems.**

➤ Commissioner Williams-Brown moved, Commissioner Rutz seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director is authorized to approve Change Order No. 3 for additional funding with Fire Tech, Inc. for the amount of \$50,000.00, raising the total not to exceed contract amount to \$155,000.00 and to extend the contract term to June 30, 2021. Further expenditure shall not be exceeded without Board Authorization.

The resolution was passed.

Ayes: Courtney Nelthropp
Susan Rutz
Sheila Williams-Brown

Nays: None

19-29: **Approve Change Order No. 6 for added funding to the Contract with Absolute Staffing, LLC for Recruitment Services.**

➤ Commissioner Rutz moved, Commissioner Williams-Brown 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 approve Change Order No. 6 for additional funding with Absolute Staffing, LLC for the amount of \$60,000.00, raising the total not to exceed contract amount to \$575,000.00 and to extend the contract term to December 31, 2019. Further expenditure shall not be exceeded without Board authorization.

The resolution was passed.

Ayes: Courtney Nelthropp
Susan Rutz
Sheila Williams-Brown

Nays: None

19-30: Authorize the Housing Authority of the City of Stamford d/b/a Charter Oak Communities (“HACS”) to enter into a certain ground lease with Lawnhill Phase 3 Limited Partnership (the “Partnership”), and authorize the Seller Loan, the Sponsor Loan, the HACS City Loan, the Fee In Lieu Loan and the Project Reserves Loan (each as hereinafter defined) to the Partnership all in connection with the redevelopment of Phase 3 of Lawnhill Terrace (the “Project”).

➤ Commissioner Rutz moved, Commissioner Williams-Brown seconded.

NOW, THEREFORE, BE IT RESOLVED, that:

1. HACS enter into the Ground Lease with the Partnership for the Property, and enter into any and all agreements, documents or papers necessary in connection with the Ground Lease.
2. HACS extend the Loans to the Partnership in accordance with the Loan Documents and take whatever additional action(s) may be required pertaining to said Loans.
3. HACS, and Vincent Tufo as CEO of HACS, and any other officer of HACS, be, and hereby are, authorized to do and perform all such further acts and things as may be necessary or convenient in order to consummate the transactions authorized in the foregoing resolutions or as otherwise required in connection with the completion of the Project, and any actions heretofore or hereafter taken in carrying out the purposes of these resolutions is confirmed, approved and ratified in all respects.
4. That certain Resolution No. 19-30 dated September 25, 2019 remains in full force and effect.
5. This Resolution shall take effect immediately.

The resolution was passed.

Ayes:	Courtney Nelthropp Susan Rutz Sheila Williams-Brown	Nays:	None
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F. Executive Session

No Executive Session was held.

G. Adjournment

At 6:42 p.m., after a motion duly made by Commissioner Nelthropp and seconded by Commissioner Rutz, the Board meeting was adjourned.

Natalie Coard
Executive Director