

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
OCTOBER 23, 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, October 23, 2019.

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

A. Attendees

Present:

Courtney Nelthropp
Rich Ostuw
Sheila Williams-Brown
Susan Rutz
Lester McCoy

Absent:

Adriana Ospina

Staff Members Present:

Natalie Coard
Lisa Reynolds
Jan Tantimonico
Jackie Figueroa
Peter Stothart
Marcia Bennett

B. Approval of Minutes

- Approval of minutes of the Regular Board Meeting of September 25, 2019

➤ Commissioner Ostuw moved, Commissioner Rutz seconded

The minutes were approved.

Ayes: Courtney Nelthropp
Rich Ostuw
Susan Rutz
Sheila Williams-Brown
Lester McCoy

Nays: None

Public Comment – No public comments.

Board Committee Reports

- Human Resources Committee** - Commissioners Ostuw, Rutz, Williams-Brown, McCoy, Ms. Tantimonico, Ms. Coard and Ms. Reynolds were in attendance at the HR Committee meeting on 10/22/2019. Ms. Tantimonico reported on the following: contingent offer to Maintenance Technician (2nd Shift); and two Part-Time Attendants at Wormser Congregate; current open positions include Operations Intern and Part-Time CNA's at Scofield Manor. Ms. Tantimonico presented on the ADP Workforce Now Modules.
- Operations Committee** - Commissioner Rutz, Ms. Figueroa, Mr. Stothart and Ms. Bennett were in attendance at the Operations Committee meeting on 10/22/2019. Ms. Figueroa provided an update on the recent opening of the Housing Choice Voucher Program Waitlist; the list was opened on 9/30/2019 and closed on 10/2/2019; over 6100 applications were received online. A lottery will be conducted to pull 500 applications and place on the HCV waiting list. Ms. Figueroa discussed the Rippowam Manor Redevelopment, noting that construction has started; 81 units will be renovated with new flooring, windows, kitchen and bathroom. Ms. Figueroa noted that residents will be housed in temporary vacant units while the work is being done. Ms. Figueroa highlighted that Family Centers conducted a survey to assess residents' to evaluate the assistance needed prior to any relocation during the renovations Ms. Figueroa provided an updated on the Rippowam Management Occupancy Review (MOR). Ms. Coard noted that it was a great learning experience for the new staff; they received an above satisfactory score with only three small findings. Ms. Figueroa discussed the resolution to Increase the Payment Standards for the Section 8 Housing Choice Voucher Program to comply with HUD's FY2020 Fair Market Rents (FMRs). Mr. Stothart provided a Procurement update and discussed the resolution to Award the Contract for Snow Removal Services.
- Finance Committee** - Commissioners Ostuw, Rutz, McCoy and Williams-Brown, Ms. Coard, Ms. Reynolds, Mr. Paulemon and Mr. Arturo were in attendance at the Finance Committee meeting on 10/22/2019. Mr. Fedra provided an overview of the 9/30/2019 Quarterly Financial Report and highlighted Scofield Manor year end results which shows net operating income of \$52K. He noted the out year projections require a close review of all aspects of the program to ensure long-term sustainability due to flat state revenue, volatile vacancies, and significant unfunded capital needs. Mr. Fedra discussed the increase in Fair Market Rent (FMR) and the positive effect on the properties revenue in the coming year. Mr. Paulemon provided an update of upcoming audits for 2019. A draft of COC and Scofield audits will be available by the end of the calendar year, and the final reports and presentations to the Board will be done at the

January Board Meeting. Mr. Paulemon reviewed the Quarterly Fiduciary Checklist highlighting the board approvals and activities accomplished within the third quarter and those upcoming in the fourth quarter.

C. **Report from Executive Director** - Ms. Coard reported that throughout the years they received many complaints from the residents regarding the parking lot on the corner of Cove Road & Dale Street. She mentioned the hiring of security and increased police patrols in the area. Ms. Coard stated in order to add more safety measures the decision was made to install surveillance cameras. The cameras were installed at Oak Park this month and unfortunately illegally removed a few hours after installation. The cameras were not fully operational therefore much was not detected. Ms. Coard noted that the cameras will be replaced; she will look into other options to avoid this from occurring again. Ms. Coard provided a brief overview of the Management Report International (MRI) Conference which she recently attended along with Ms. Reynolds, Ms. Figueroa, and Ms. Correa. Ms. Coard stated that they have a more in depth understanding of the system and noted that it's important to have a system that is efficient & effective for all users; they will discuss takeaways and make a final decision in the coming weeks and will be prepared to present to the Board.

D. **Strategic Overview from Chief Executive Officer** – No report from the Chief Executive Officer.

E. **Resolution**

19-31: Increase Payment Standards for the Section 8 Housing Choice Voucher Program to comply with HUD FY2020 Fair Market Rent Calculations.

➤ Commissioner Ostuw 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 hereby proposed Housing Choice Voucher Program Payment Standards for new and current participants are hereby adopted effective October 1, 2019.

The resolution was passed.

Ayes: Courtney Nelthropp
Rich Ostuw
Susan Rutz
Sheila Williams-Brown
Lester McCoy
Nays: None

19-32: Award Contract for Snow Removal Services at Charter Oak Communities.

➤ Commissioner McCoy 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 enter into a contract with Brian Capone Land Services, LLC, of Stamford, CT for Snow Removal Services at COC. The total cost of this contract shall not exceed a total amount of \$1,050, 000.00 over the maximum five year contract term. Further Board approval will be required if the contract amount exceeds 110% of the authorized amount.

The resolution was passed.

Ayes: Courtney Nelthropp
Rich Ostuw
Susan Rutz
Sheila Williams-Brown
Lester McCoy
Nays: None

F. **Executive Session**

No Executive Session was held.

G. **Adjournment**

At 6:54 p.m., after a motion duly made by Commissioner Nelthropp and seconded by Commissioner Ostuw, the Board meeting was adjourned.

Natalie Coard
Executive Director