

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
NOVEMBER 13, 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, November 13, 2019.

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

A. Attendees

Present:

Rich Ostuw
Susan Rutz
Lester McCoy
Sheila Williams-Brown

Absent:

Courtney Nelthropp
Adriana Ospina

Staff Members Present:

Vin Tufo
Natalie Coard
Lisa Reynolds
Jackie Figueroa
Jamie Perna
Marcia Bennett

B. Approval of Minutes

- Approval of minutes of the Regular Board Meeting of October 23, 2019

➤ Commissioner Ostuw moved, Commissioner Rutz seconded

The minutes were approved.

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

Nays: None

Public Comment – No public comments.

Board Committee Reports

1. **Human Resources Committee** – Commissioners Ostuw, Rutz, Williams-Brown, McCoy, Ms. Tantimonico and Ms. Reynolds were in attendance at the HR Committee meeting on 11/12/2019. Ms. Tantimonico reported the Maintenance Technician (2nd Shift) and two Part-Time Wormser Congregate Attendants were hired and will start in November. Ms. Tantimonico reported that the Operations Intern and Part-time CNA's at Scofield Manor remain open. The Committee discussed the status of negotiations with Teamsters locals 145 and 145S Scofield.
2. **Operations Committee** – Commissioner Rutz, Advisory Board Member Ospina, Ms. Figueroa, Ms. Perna, Mr. Stothart and Ms. Bennett were in attendance at the Operations Committee meeting on 11/12/2019. Ms. Figueroa provided an overview of the 9/30/19 Quarterly Operations Report and highlighted the portability activities within the Housing Choice Voucher (HCV) program. Ms. Figueroa reported that an average of thirteen families relocate to Stamford each month, which continues to add to the total number of families served by the HCV program. Ms. Figueroa noted that the grant application for the Mainstream Vouchers has been submitted to Department of Housing and Urban Development (HUD). If awarded, it would provide rental subsidy assistance to young disabled persons facing homelessness. COC will partner with appropriate organizations to provide supportive services that are important to the Voucher recipients' success. Ms. Figueroa described the recent audits completed at several properties. She discussed recent REAC inspections and provided an update on the five Below Market Rate (BMR) units at Glenbrook Crossing that are fully leased. Ms. Perna discussed the Resident Opportunity and Self Sufficiency (ROSS) grant submission to HUD. The grant would award up to \$70,000 in funding for Resident Service Coordinators. Mr. Stothart provided a procurement update and noted that the sprinkler work at Wormser has been completed.
3. **Finance Committee** – Commissioners Ostuw, Rutz, McCoy and Williams-Brown, Mr. Tufo, Ms. Coard, Ms. Reynolds, Mr. Fedas, Ms. Figueroa, Ms. Perna, Mr. Paulemon, Ms. Luzietti, Mr. Arturo, and Ms. Pergjoni were in attendance at the Finance Committee meeting on 11/12/2019. Mr. Fedas presented the Financial Model as of 11/30/19; he highlighted variances from the previous model of six months ago. Mr. Fedas discussed the changes to the tax credit properties projected results; he noted a revision to expected cash distributions and the dates for development activities. Overall, the model shows an increase in cash flow for both COC and Rippowam Corporation. The

financial model will be presented to the Board in six months in accordance with the Fiduciary Reporting Checklist. Ms. Luzietti and Ms. Pergioni presented an update on the Housing Choice Voucher Program (HCVP) two-year projected tool; the goal is to maximize the use of vouchers while staying within the budgeted authority. The team discussed the Voucher leasing strategy and relationships to the recently updated Fair Market Rents (FMRs). Mr. Feda provided an update on the audit activities for COC and Scofield Manor; he explained that the auditors focused on program compliance testing and internal control policies and procedures. Mr. Feda stated that the auditors identified a Finding in the Section 8 Management Assessment Program (SEMAP) area related to an inadequate sample size for the Housing Quality Standards (HQS) Quality Control (QC) Inspections indicator. Ms. Figueroa explained the issue and described the corrective action to the Board.

- C. **Report from Executive Director** – Ms. Coard discussed the meetings she attends with DOMUS as part of the Stamford Committee Re-Entry Roundtable. The meetings are geared towards helping individuals discharged from the criminal system enter back into the community with resources and guidance. The Roundtable has developed a guide to help returning citizens find the resources that they need assistance with, such as housing, ID information, food and transportation; the guide is located on the Ferguson Library website. Ms. Coard stated that the Roundtable members are now separated into four committees; Advocacy, Housing, Jobs and other Resources. Each committee is tasked with developing a more detailed guide in their specific area that will serve as a detailed roadmap for the returning citizens. Ms. Coard is the lead on the Housing Committee which is tasked with developing a better understanding of how to navigate the criteria for obtaining housing in the public and private markets.
- D. **Strategic Overview from Chief Executive Officer** –Mr. Tufo introduced a preliminary plan for the Strategic Vision and Future Direction of the organization. Mr. Tufo stated he met with senior staff and compiled their collective vision for the organization for the next 10 years. Mr. Tufo noted that the list is a combination of suggestions, objectives and observations and are broken into the following themes: Organizational Objectives, General Considerations, Operational Consideration, Human Resources Considerations, Resident and Community Programs and Opportunities for Expansion. In the coming weeks Mr. Tufo will meet with the Boards strategic planning committee to discuss and prioritize the objectives leading to a Strategic Plan to present in early 2020.
- E. **Executive Session**
No Executive Session was held.
- F. **Adjournment**
At 6:32 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