

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
MARCH 27, 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, March 27, 2019.

Commissioner Nelthropp called the meeting to order at 6:06 p.m.

A. Attendees

Board Members: Courtney Nelthropp
Richard Ostuw
Bill McCullough
Sheila Williams-Brown

Absent

Kristella Garcia
Susan Rutz
Lester McCoy

Advisory Board Members: Adriana Ospina

Also Present: Vin Tufo
Lisa Reynolds
Natalie Coard
Janice Tantimonico
Jacqueline Figueroa
Jamie Perna
Marcia Bennett
Ken Montanez

B. Approval of Minutes

- Approval of minutes of the Regular Board Meeting of February 27, 2019.

➤ Commissioner McCullough moved, Commissioner Ostuw seconded

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

C. Public Comment – Ms. Walston, resident of Connecticut Avenue, requested that the Admissions and Continued Occupancy Policy (ACOP) be returned to the COC website. Ms. Coard responded that the ACOP will be reposted to the website and an email will be sent to Ms. Walston upon reposting. Ms. Hanks-Taylor commented on the decision to place portable toilet facilities at Connecticut Avenue during the bathroom renovations. Ms. Taylor inquired why a hotel wasn't offered to residents. Ms. Coard responded to Ms. Taylor informing her of the procedures that were taken to ensure a less disruptive transition for residents. Ms. Walston provided her experience during the renovations stating that she was notified four days in advance, which didn't provide enough time for her to prepare her elderly mother. Ms. Walston noted that she requested a reasonable accommodation for her mother who is sick. An offer for temporary housing at Stamford Manor was given, but was refused. Mr. Stella, City of Stamford Board of Representative for District 9, inquired about the process on handling bedbugs; he reported that there has been an ongoing problem for a resident at 26 Main Street. Ms. Coard informed Mr. Stella of the extermination process for bed bug treatments. Ms. Coard also noted that the COC maintenance staff may assist the elderly by removing items from their units in a secure manner to avoid infesting other areas of the building. Ms. Coard stated that the recurring problems are caused by a lack of preparation by residents, and in order to make the treatment most effective, residents must prepare and follow the instructions that are given to them. Ms. Walston discussed the threat by a resident's family member at Connecticut Avenue. Ms. Coard informed her to contact the property manager to discuss the incidents in more detail.

Board Committee Reports

1. **Human Resources Committee** – Commissioners Ostuw and Williams-Brown, Advisory Board member McKoy, Ms. Coard, Ms. Reynolds and Ms. Tantimonico were in attendance at the HR Committee meeting on 3/26/2019. Ms. Tantimonico reported on the following: promotion of Luisa Correa from Help Desk Specialist to Technology Services Supervisor; hiring of a Maintenance Mechanic III and Custodian; open positions for Intake Specialist and two Assistant Property Managers. Ms. Tantimonico and the committee discussed the MERS/MERF Government's Bill No. 882, which proposes a significant increase to the employer's contributions for the pension plan starting in FY 2020.

2. **Operations Committee** – Commissioner McCullough, Advisory Board member Ospina, Ms. Figueroa, Ms. Perna, Mr. Stothart and Ms. Bennett were in attendance at the Operations Committee meeting on 3/26/2019. Ms. Figueroa provided an update on the new maintenance schedule; a new shift was added from 3:30 p.m. to 12:00 a.m. Monday through Friday. Ms. Figueroa discussed the changes to the Federal Public Housing Program Flat Rents schedule which provides the residents the option to choose between income based rent or flat rent. Mr. Stothart discussed the Request for Proposal (RFP) for Landscaping and provided a procurement update. Ms. Figueroa discussed the resolution to Adopt Updated Flat Rent Schedule for all Federal Low Rent Public Housing Properties. Mr. Stothart discussed the resolution to Approve Updates to the Procurement Policy.

3. **Finance Committee** – Commissioners Nelthropp, McCullough, Ostuw and Williams-Brown, Advisory Board members McCoy, Ospina and Garcia, Mr. Tufo, Ms. Coard, Ms. Reynolds, Ms. Tantimonico, Mr. Fedra, Ms. Figueroa, Mr. Paulemon, Ms. Luzietti, Mr. Arturo, Mr. Montanez, Mr. Engberg and Mr. Yanouzas of Whittlesey & Hadley were in attendance at the Finance Committee meeting on 3/26/2019. Mr. Engberg and Mr. Yanouzas presented the results of the Tax Credit Audits and the Scofield Manor Audit. The auditors issued an *unmodified* opinion of the audits and showed positive results across all properties. They briefly discussed expected surplus cash distributions and the impact of related-party debt. The auditors provided an overview of the results of the Scofield Audit, and showed an improvement in results over the last three years and highlighted two areas for improvement. Ms. Reynolds introduced Mr. Montanez to the Board as the new IT Manager; Mr. Montanez is working on an assessment of the IT department and will provide an update to the Board upon completion.

D. **Report from Executive Director** – Ms. Coard reported that nine residents at Scofield Manor, with the assistance of Family Centers, have created a resident newsletter; the newsletter covers an array of topics for all the residents to enjoy. Ms. Coard reported that Family Centers has started an after school club at Park 215 with six students currently in the program. Family Centers plans to transition the summer club from the East Side over to Park 215 during the summer to take advantage of the larger space. Ms. Coard reported that she and Ms. Figueroa are working with the Cradle to Career Cohort called “Racial Equity” in which they will tell the history of the Stamford Housing Authority through the “Lens of Race”. The cohort includes the Board of Education (family engagement division), Boys & Girls Club, United Way, St. Joseph’s Parenting and Family Centers. Ms. Coard provided an update on census 2020. A representative will meet with the property management team and RSC’s to discuss ways in which we can get residents to participate. Ms. Coard noted that participation is important as it effects federal funding for many of the programs the residents are a part of.

E. **Strategic Overview from Chief Executive** – Mr. Tufo provided an update on the current status of state funding and its ability to provide funding for future projects. Mr. Tufo discussed Governor Lamont’s plans to implement a “debt diet” for the State of Connecticut; this could possibly eliminate funding for an entire sector. Mr. Tufo briefly discussed the delay in funding promised for Lawnhill Terrace Phase 3 renovations, and the possibility of not receiving funding for Lawnhill Terrace Phase 4 and the revitalization of Oak Park. Mr. Tufo noted that the state housing committee created a letter of support that will be sent to Governor Lamont to advocate the importance of supporting the mission of the State of Connecticut to provide affordable housing. Mr. Tufo noted the need for our community leaders and elected officials to support and advocate the need for Stamford.

F. **Resolutions**

19-07: Approve updates to Procurement Policy

➤ Commissioner Ostuw moved, Commissioner McCullough seconded.

Be it resolved by the Board of Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities the updates to the Procurement Policy is hereby adopted.

The resolution was passed.

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

19-08: Adopt Updated Flat Rent Schedule for all Federal Low Rent Public Housing Properties

➤ Commissioner Ostuw moved, Commissioner McCullough seconded.

Be it resolved by the Board of Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the updated flat rent schedule is hereby adopted and effective April 1, 2019.

The resolution was passed.

Ayes: Courtney Nelthropp

Bill McCullough
Richard Ostuw
Sheila Williams-Brown

Nays: None

G. Adjournment

At 7:08 p.m., after a motion duly made by Commissioner Nelthropp and seconded by Commissioner Ostuw, the Board meeting was adjourned.

Natalie Coard
Executive Director