

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
MAY 22, 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, May 22, 2019.

Commissioner Nelthropp called the meeting to order at 6:00 p.m.

A. Attendees

Board Members: Courtney Nelthropp
Richard Ostuw
Susan Rutz

Absent

Kristella Garcia
Sheila Williams-Brown
Adriana Ospina

Advisory Board Members: Lester McCoy

Also Present: Vin Tufo
Natalie Coard
Lisa Reynolds
Jacqueline Figueroa
Jamie Perna
Marcia Bennett
Sam Feda
Darnel Paulemon
Peter Stothart
Ken Montanez

B. Approval of Minutes

- Approval of minutes of the Regular Board Meeting of April 24, 2019
- Approval of minutes of the Special Board Meeting April 8, 2019

➤ Commissioner Ostuw moved, Commissioner Rutz seconded

The minutes were approved. Ayes: Courtney Nelthropp Nays: None
Richard Ostuw
Susan Rutz

Public Comment – There were no comments from the public.

The Board acknowledged the passing of former Board Member Jack Penfield. Many spoke about his value and contributions to COC as a Board member and as a friend. Jack Penfield will be remembered for his professional accomplishments, warm personality and contributions to the Board during his tenure.

Board Committee Reports

1. **Human Resources Committee** – Commissioners Ostuw, Rutz, Williams-Brown, Advisory Board member McKoy, Ms. Coard, Ms. Figueroa, Ms. Reynolds and Ms. Tantimonico were in attendance at the HR Committee meeting on 5/21/2019. Ms. Tantimonico reported on the following: hiring of an Attendant at Scofield Manor and Farmers Market Coordinator; open positions for Intake Specialist and Property Manager. Ms. Tantimonico discussed the newly developed Employee Referral Program, which offers employees a referral bonus for attracting candidates to hard-to-fill positions.
2. **Operations Committee** – Commissioners Rutz, Ms. Figueroa, Ms. Perna, Mr. Stothart, Ms. Bennett, Ms. Reynolds, Ms. Correa, Mr. Montanez and Ms. Tantimonico were in attendance at the Operations Committee meeting on 5/21/2019. Ms. Figueroa reported on the Quarterly Operations Report of March 31, 2019. Ms. Figueroa highlighted

the activities within the Housing Choice Voucher (HCV) program and reported that the portability program continues to experience growth with an average of seven families, each month, relocating to Stamford. Ms. Perna described a dashboard tool that references the number of work orders received and the current waiting list data. Ms. Figueroa noted that all 22 Below Market Rate (BMR) units at BLT's Harbor Landing would be fully leased up by July 2019. Mr. Stothart provided a procurement update and discussed the resolution to be approved at the Board meeting. Mr. Montanez and Ms. Correa provided an update on the IT ticketing system, plans to upgrade COC's website and upcoming cyber security trainings. Ms. Figueroa discussed the proposed resolution Seeking Designation under the HUD Moving to Work program (MTW), noting that participation carries many advantages, primarily by reducing certain administrative requirements and allowing the fungibility of certain HUD funds. Mr. Stothart discussed the proposed resolution to approve the revised Capital Fund Program Annual Statement and Five Year Plan 2019 Capital Fund Program.

3. **Finance Committee** – Commissioners Nelthropp, Ostuw, Williams-Brown and Rutz, Advisory Board Member McCoy, Mr. Tufo, Mr. Gottlieb, Ms. Coard, Ms. Reynolds, Mr. Fedra, Ms. Figueroa, Mr. Paulemon, Ms. Luzietti and Mr. Arturo were in attendance at the Finance Committee meeting on 5/21/2019. Mr. Fedra reviewed the current Financial Model that detailed projected cash inflow and outflows over the next 10 years. Mr. Fedra reviewed assumptions related to development activities. Mr. Fedra placed special focus on the model's dashboard and discussed expected cash balances over the next ten years, noting the tool allows the Board and Staff to identify cash available for strategic investments in future housing development projects. The committee discussed the proposed "cash reserve floor" to account for volatility in development-related cash flow. Mr. Fedra noted that staff will continue to build and improve upon the financial model incorporating the impending 15-year compliance period for the LIHTC properties. Mr. Paulemon presented the 2018 Audited Financial Statements for North Street Elderly and Glenbrook Road Elderly at the COC Board Meeting.

C. **Report from Executive Director** – Ms. Coard discussed an ongoing study with the Harvard Business School Community Partners that will evaluate the economic value of the services provided by Family Centers Resident Service Coordinators at COC communities. The study will have a pilot group of 36 households and a comparison group of 53 households from Oak Park and Lawn Hill Terrace (State and Tax Credit). The study will track and analyze the cost of the services provided to residents and the overall impact to residents' economic and social outcomes. Ms. Coard noted that this effort will help to quantify the investment that COC has put into Family Centers along with its net economic benefit. Ms. Coard stated the study will kick off in September 2019; families will be revaluated annually to review progress. The study is intended to go on for several years.

D. **Strategic Overview from Chief Executive** – Mr. Tufo provided an update on Fairgate Farms and highlighted the recent fundraising efforts in honor of Mr. Bill Callion for his work and contributions to the Stamford Community and Fairgate Farm; a memorial bench will be dedicated on 6/8/2019. Mr. Tufo provided an update on his work with Governor Lamont's Housing Policy Committee. He discussed the opportunity to meet with and provide a tour of all the work done in Stamford to the new Senior Coordinator for Housing and TOD, Ms. Lisa Tepper-Bates. Mr. Tufo noted that the Board Strategy team has been working to organize, develop and prioritize the cross-function initiatives and will prepare a cost benefit analyst that will be implemented toward the second part of the year.

E. **Fiduciary Team Presentation** – Ms. Reynolds and Commissioner Rutz presented on behalf of the Board Fiduciary Oversight team, which also includes Mr. Paulemon and Ms. Perna. Ms. Reynolds discussed the team's purpose and highlighted the four areas of activities underway, including: outlining board roles; Implementing tools to help monitor Fiduciary roles and responsibilities; develop an education plan to Board and staff; and expanding decision making and the impact of the Board. Commissioner Rutz discussed creating a checklist that will assist in monitoring and tracking Board responsibilities such as approval of budgets and audits. The Board and Staff provided feedback about making the checklist electronic.

F. **Resolutions**

19-15: **Approval of the Revised Capital Fund Program Annual Statement and Five Year Plan 2019 Capital Fund Program CT26P007501-19 Capital Improvement Grant**

- 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 Executive Director is authorized to approve the Revised Annual Statement and Five Year Plan for the FY 2019 Capital Fund Capital Improvement Grant in the amount of \$1,556,795.00.

The resolution was passed.

Ayes: Courtney Nelthropp
Richard Ostuw
Susan Rutz

Nays: None

19-16: Authorization of Application Seeking Designation Under HUD Moving to Work Program (MTW)

➤ Commissioner Ostuw moved, Commissioner Nelthropp 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 seek designation as a Moving To Work Agency under the second cohort of the MTW expansion, for the purpose of implementing MTW Test Rent Option #1, Tiered rents. Be it further resolved that if designated as an MTW Agency, COC shall comply with MTW objectives and statutory requirements and the Operations Notice.

The resolution was passed.

Ayes: Courtney Nelthropp
Richard Ostuw
Susan Rutz

Nays: None

19-17 Approve Commissioners Conflict of Interest Policy and Questionnaire

➤ 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 Chief Executive Officer (CEO) is authorized to require the Board of Commissioners to disclose in the Conflict of Interest Policy Questionnaire all affiliations requested by the Questionnaire. A Commissioners' signature on said document certifies that the Commissioner will promptly disclose to the Chairperson of the Board of Commissioners any additional affiliations requested by this Questionnaire which may arise in the future.

The resolution was passed.

Ayes: Courtney Nelthropp
Richard Ostuw
Susan Rutz

Nays: None

G. Adjournment

At 7:06 p.m., after a motion duly made by Commissioner Nelthropp and seconded by Commissioner Ostuw, the Board meeting was adjourned.

Natalie Coard
Executive Director