

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
FEBRUARY 26, 2020

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, February 26, 2020.

Commissioner Ostuw called the meeting to order at 6:02 p.m.

A. Attendees

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

Absent: Adriana Ospina

Staff Members Present: Vin Tufo
Natalie Coard
Jamie Perna
Peter Stothart
Suela Pergjoni
Lisa Reynolds
Sam Feda
Darnel Paulemon
Janice Tantimonico
Marcia Bennett

B. Approval of Minutes - Approval of minutes of the Regular Board Meeting of December 11, 2019 and January 22, 2020

➤ Commissioner Rutz moved, Commissioner Williams-Brown seconded

The minutes were approved. Ayes: Courtney Nelthropp
Rich Ostuw
Susan Rutz
Sheila Williams-Brown
Lester McCoy

Nays: None

C. 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 2/25/2020. Ms. Tantimonico reported that the Eligibility Specialist and Assistant Property Manager positions remain open. The committee discussed the resolutions to approve the AFSCME Locals 818 and 1303 Union Agreements. The committee discussed the December 2019 Employee Survey results.
- Operations Committee** – Commissioner Rutz, Ms. Coard, Ms. Perna and Ms. Bennett were in attendance at the Operations Committee meeting on 2/25/2020. Ms. Perna provided an overview of the 12/31/19 Quarterly Operations Report and highlighted various activities within the Housing Choice Voucher (HCV) program and the Property Management dashboards. Ms. Perna discussed the 60 Mainstream Vouchers awarded to Charter Oak Communities to help assist non-elderly persons that are disabled. Ms. Perna noted that COC is waiting to receive a response from HUD regarding the Resident Opportunity and Self-Sufficiency (ROSS) grant submission. The grant will provide up to \$70,000 of funding for Resident Service Coordinators. An update on the Rippowam Manor redevelopment progress was provided; the first groups of residents have returned to their completed units while others prepare to be relocated for the next round of renovations. Ms. Perna provided a procurement update and discussed the resolutions:

The Housing Choice Voucher Program (Section 8) Proposed Schedule for Allowances for Tenant Furnished Utilities and Other Services and the City of Stamford Community Development Block Grant (CDBG) for Roof, Soffit & Gutter Replacement at Scofield Manor.

3. **Finance Committee** – Commissioners Nelthropp, Ostuw, Rutz, McCoy and Williams-Brown, Mr. Tufo, Ms. Coard, Ms. Perna, Ms. Reynolds, Mr. Feda, Ms. Luzietti and Mr. Arturo were in attendance at the Finance Committee meeting on 2/25/20. Ms. Luzietti provided an overview of the Stamford Elderly Housing audited financial statements for the period ending 9/30/19 and highlighted significant variances in revenue, expenses, balance sheet items and ratios. Ms. Luzietti noted that the auditors have issued an unmodified opinion and there are no management comments. Ms. Reynolds discussed and reviewed the Board policy and the Internal Control policy structure; Ms. Reynolds noted that the committee will discuss the policies further during the upcoming meeting in March. Mr. Feda reported the audits for the tax credit properties are 75 percent complete; Whittlesey & Hadley will present their results at the Finance Committee Meeting in 03/2020. Ms. Reynolds, Ms. Coard and Commissioner Ostuw recently attended a seminar “Commissioners Guide to Monitoring & Oversight” offered by the New England Regional Council National Association of Housing and Redevelopment. The information learned will be used to develop a curriculum for the learning management system for the on boarding of new commissioners.

D. **Report from Executive Director** – Ms. Coard discussed changing the date and time of the Operations Committee meeting from Tuesday morning to Wednesday at 5:00 p.m. to allow more Board members to attend. The new meeting time will commence 04/2020. Ms. Coard discussed the Annual Agency Plan submission; the five-year plan consists of the Agency’s Goals and Objectives for the organization. Ms. Coard noted that the goals can be changed during the 45 day comment period; a special Board meeting to approve the Annual Agency Plan will be held on Monday, 4/13/2020 at 5:30 p.m. Ms. Coard provided a presentation on the new COC website and discussed the importance of making it user and marketing friendly; the website goes live on 04/2020. Ms. Coard and Ms. Reynolds are working to partner with the Stamford Credit Union to provide banking resources to residents to help them become more self-sufficient; a survey will be conducted to see the specific needs and interests of residents.

E. **Strategic Overview from Chief Executive Officer** – Mr. Tufo reported that a draft of the 2030 vision has been completed. The Strategic Planning subcommittee which includes Commissioners Ostuw and Rutz, Mr. Feda, Mr. Tufo and Ms. Coard will meet to discuss and plan a series of interactive meetings. The upcoming strategic meeting hopes to build leadership and strength among the Board as they discuss the next steps of transition in leadership and Board membership.

F. **Resolutions**

20-07: Accept the year end June 30, 2019 Audited Financial Statements for the Housing Authority of the City of Stamford

➤ Commissioner Rutz moved, Commissioner Williams-Brown 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 year ending June 30, 2019 Financial Statements are accepted.

The resolution was passed.

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

20-08: Approve 2019 Discretionary 401(a) Plan Contribution

➤ Commissioner Rutz moved, Commissioner McCoy seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Employer’s Discretionary Contribution for calendar 2019 to the 401(a) plan shall be

authorized at 6% for the period of 9/1/19 – 12/31/19. The Chief Executive Officer is authorized to execute such documents as necessary to implement the approved contributions to the 401(a) plan.

The resolution was passed.

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

20-09: Authorize Collective Bargaining Agreement with the American Federation of State, County and Municipal Employees (AFSCME) Local 818

➤ Commissioner Rutz moved, Commissioner McCoy 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 hereby authorized to enter into a Collective Bargaining Agreement with the AFSCME Local 818 Employees for the period of January 1, 2020 through December 31, 2023. The Contract shall be substantially in the form of the prior contract between the parties except as noted above.

The resolution was passed.

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

20-10: Authorize Collective Bargaining Agreement with the American Federation of State, County and Municipal Employees (AFSCME) Local 1303

➤ Commissioner Rutz moved, Commissioner McCoy 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 hereby authorized to enter into a Collective Bargaining Agreement with the AFSCME Local 1303 Employees for the period of January 1, 2020 through December 31, 2023. The Contract shall be substantially in the form of the prior contract between the parties except as noted above.

The resolution was passed.

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

20-11: Accept the City of Stamford Community Development Block Grant (CDBG) for Roof, Soffit & Gutter Replacement at Scofield Manor

➤ Commissioner Rutz moved, Commissioner Williams-Brown 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 accept the \$152,084.00 CDBG Grant from the City of Stamford for the Roof, Soffit and Gutter Replacement at Scofield Manor. She is authorized to execute a contract and related documents, including requests for payment from this grant.

The resolution was passed.

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

Nays: None

20-12: Authorization of Applications for Conversion of Certain Public Housing Units to the Project-Based Voucher Program under RAD

➤ Commissioner Rutz moved, Commissioner McCoy seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the submission of RAD conversion applications for Ursula Park Townhouses, Sheridan Mews, Lawn Avenue Townhouses, Connecticut Avenue, and public housing units at Fairgate is authorized.

Be it also resolved that the CEO, Executive Director and/or designated staff are authorized to execute documents and provide certifications as required to seek HUD approval for the proposed conversions, and to complete the application and conversion process.

The resolution was passed.

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

Nays: None

20-13: Housing Choice Voucher Program (Section 8) Proposed Schedule for Allowances for Tenant Furnished Utilities and Other Services

➤ Commissioner Rutz moved, Commissioner McCoy seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the proposed allowances for tenant furnished utilities and other services is hereby adopted, effective March 1, 2020.

The resolution was passed.

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

Nays: None

G. Executive Session

No Executive Session was held.

H. Adjournment

At 7:25 p.m., after a motion duly made by Commissioner Rutz and seconded by Commissioner McCoy, the Board meeting was adjourned.

Natalie Coard
Executive Director