

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
MAY 27, 2020

A regular Board meeting of the Commissioners of the Housing Authority of the City of Stamford was held using a remote connection meeting platform- Zoom on Wednesday, May 27, 2020.

Commissioner Ostuw called the meeting to order at 6:15 p.m.

A. Attendees

Present:

Rich Ostuw
Susan Rutz
Sheila Williams-Brown
Lester McCoy

Absent:

Courtney Nelthropp

Advisory Board Member: Adriana Ospina

Staff Members Present:

Vin Tufo
Natalie Coard
Jacqueline Figueroa
Jamie Perna
Peter Stothart
Lisa Reynolds
Sam Feda
Janice Tantimonico
Dorothea Dorante
Marcia Bennett

B. Approval of Minutes - Approval of minutes of the Regular Board Meeting of April 22, 2020

➤ Commissioner Rutz moved, Commissioner Williams-Brown seconded

The minutes were approved.

Ayes: 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. Dorante, Ms. Coard, Mr. Tufo and Ms. Reynolds were in attendance at the HR Committee meeting on 5/26/2020. Ms. Dorante discussed the results of the COVID-19 Employee Pulse Survey. Ms. Tantimonico reported on guidelines for COVID-19 positive employees returning to work. Ms. Coard discussed the draft Reopening Plan.
- Operations Committee** – Commissioners Rutz, Ostuw and Williams-Brown, Advisory Board Member Ospina, Ms. Figueroa, Ms. Coard, Ms. Perna, Mr. Stothart, Mr. Tufo, Ms. Reynolds, Ms. Tantimonico, Ms. Dorante and Ms. Bennett were in attendance at the Operations Committee meeting on 5/27/2020. The committee provided a COVID-19 presentation on Scofield Manor, which included testing, rent forbearance, resident cases, and community outreach. Ms. Figueroa noted that three residents tested positive and 33 remain negative at Scofield Manor. Ms. Figueroa discussed the testing conducted at Scofield Manor and Wormser Congregate with over 128 tests administered to employees, vendors, and residents. Ms. Perna provided an update on the Rent Forbearance program: to date, 12 families have requested information on the program. Ms. Figueroa provided an update on resident COVID-19 cases at other COC properties. Ms. Coard reported on the community outreach efforts to ensure residents have access to PPE and testing of the coronavirus. DOCS Urgent Care conducted tests for the East Side residents; NAACP and the Stamford Police Department provided masks to senior and family developments, and Family Centers continues to provide information and community resources to residents. Ms. Figueroa discussed the 60 Mainstream Vouchers previously awarded; the Vouchers provide housing to non-elderly persons with disabilities in the Stamford area. Ms. Figueroa announced an additional 18 Mainstream Vouchers were recently awarded to COC. Ms. Figueroa provided a brief overview of the changes to the Housing Choice Voucher Administrative Plan. Mr. Stothart provided a procurement update and discussed the resolution: Award Contract to BRD Builders for Kitchen, Window and Siding Replacement at 38 Connecticut Avenue A & B.

3. **Finance Committee** – Commissioners Ostuw, Rutz, Williams-Brown and McCoy, Mr. Tufo, Mr. Gottlieb, Ms. Coard, Ms. Reynolds, Mr. Fedra, Ms. Figueroa, Ms. Perna, Mr. Paulemon, Ms. Luzietti, Mr. Arturo, Mr. Montanez, Ms. Ball, Ms. Silverio, and Ms. Pergjoni were in attendance at the Finance Committee meeting on 5/26/2020. Ms. Luzietti and Ms. Pergjoni discussed the Housing Choice Voucher budget for FY 6/30/2021. Mr. Arturo discussed the Low Income Public Housing properties budget for FY 6/30/2021. The financial impact of COVID-19 was discussed as part of the budget presentation. Additionally, key financial ratio indicators were presented as part of the budget to illustrate financial sustainability, flexibility and strength.

D. **Report from Executive Director** – Ms. Coard presented an overview of the newly designed COC website; she discussed the multiple searching options available and highlighted the new tabs. Ms. Coard reviewed several other areas on the website and discussed next steps in targeting the higher income households. Ms. Coard invited the Board members to visit the website and to provide comments and feedback.

E. **Strategic Overview from Chief Executive Officer** –Mr. Tufo highlighted the continued work and response of senior staff through the global pandemic noting that these efforts were in addition to their normal, day-to-day responsibilities. Mr. Tufo reported that the Vita initiative continues to play an important role in unifying the service sector in healthcare, mental health, food, shelter, childcare and housing for the city of Stamford. Mr. Tufo noted that the Vita Community Table has grown to include over 100 members that represent several dozen organizations throughout the City of Stamford. Vita continues to respond to the needs of the community by providing over 30,000 surgical masks. Mr. Tufo discussed a study being done by the Robert Wood Johnson Foundation on The Vita Health and Wellness Partnership. Mr. Tufo noted his recent presentation on a national conference call, with members across the country and Canada, feature the Vita Community Table. Mr. Tufo noted that other organizations within Connecticut area are looking into replicating the program.

F. **Resolution**

20-21: Approve the Housing Choice Voucher Program (HCVP) operating budget for the twelve-month period ending June 30, 2021.

➤ 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 operating budget for the Housing Choice Voucher Program are adopted for the fiscal year starting July 1, 2020 through June 30, 2021.

The resolution was passed.

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

Nays: None

20-22: Approve the Federal Low Income Public Housing Program (LIPH), operating budget for the twelve-month period ending June 30, 2021.

➤ 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 operating budget for the Federal Low Income Public Housing Program is adopted for the fiscal year starting July 1, 2020 through June 30, 2021.

The resolution was passed.

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

Nays: None

20-23: Acceptance of Charter Oak Communities Write-Off of Tenant Accounts Receivable Balances Over \$5,000.

➤ 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 uncollectible funds of \$16,070.30 be written off to reduce current A/R balances

The resolution was passed.

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

Nays: None

20-24: Award Contract to BRD Builders for Kitchen, Window and Siding Replacement at 38 CT Avenue A & B, Stamford, CT.

➤ Commissioner Rutz moved, Commissioner McCoy 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 BRD Builders of Hartford, CT for the Kitchen, Window and Siding Replacement at 38 CT Avenue, A & B. The cost of this procurement shall not exceed a total amount of \$538,943.00. Further Board approval will be required if the contract amount exceeds 110% of the authorized amount.

The resolution was passed.

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

Nays: None

G. Executive Session

No Executive Session was held.

H. Adjournment

At 6:59 p.m., after a motion duly made by Commissioner Rutz and seconded by Commissioner Williams-Brown, the Board meeting was adjourned.

Natalie Coard
Executive Director