

MINUTES OF THE REGULAR BOARD MEETING OF  
THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF STAMFORD  
DECEMBER 11, 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, December 11, 2019.

Commissioner Ostuw called the meeting to order at 6:03 p.m.

**A. Attendees**

Present:

Rich Ostuw  
Susan Rutz  
Sheila Williams-Brown

Absent:

Courtney Nelthropp  
Lester McCoy

Advisory Board Member: Adriana Ospina

Staff Members Present:

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

**B. Approval of Minutes**

- Approval of minutes of the Regular Board Meeting of November 13, 2019

➤ Commissioner Ostuw moved, Commissioner Rutz seconded

The minutes were approved.

Ayes: Rich Ostuw  
Susan Rutz  
Sheila Williams-Brown

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 12/10/2019. The Committee discussed the status of union negotiations for Local 145S, 145, 818 and 1303.
2. **Operations Committee** - Commissioner Rutz, Ms. Figueroa, Ms. Perna, Mr. Stothart and Ms. Bennett were in attendance at the Operations Committee meeting on 12/10/2019. Ms. Figueroa discussed the recent news that COC was awarded 60 Mainstream Vouchers by HUD. Availability of the additional vouchers will commence in May 2020 and will provide housing resources to non-elderly persons with disabilities in the Stamford area. Ms. Perna provided an update on the Rippowam Manor renovations. The first eleven residents have been relocated to temporary quarters (i.e. *hotel units*) onsite. Ms. Perna noted that construction will take longer than originally anticipated due to the delay in obtaining certain materials. The first cohort of residents will return to their original units by mid-January 2020, and enabling commencement of work for the second cohort. Mr. Stothart provided a procurement update and discussed having received additional funding from the Stamford Community Development Department, which will be used to replace the boiler at Scofield Manor.
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 and Mr. Arturo were in attendance at the Finance Committee meeting on 12/10/2019. The 2020 budgets for Rippowam Manor and Glenbrook Manor were presented, highlighting the higher than normal vacancy rates needed to relocate families during renovations. Mr. Fedas and Mr. Paulemon reported that the COC audit is near completion; a draft will be issued by 12/31/2019 and will be presented to the Committee in January 2020. The Scofield Manor audit will be completed before year end, and a draft will be presented for approval in February 2020.

**C. Election of Officers –**

- Commissioner Williams-Brown nominated, Commissioner Rutz seconded, Commissioner Nelthropp as Chairman.
- Commissioner Rutz nominated, Commissioner Williams-Brown seconded, Commissioner Ostuw as Vice Chairman.

**D. Report from Executive Director - No Report from the Executive Director**

**E. Strategic Overview from Chief Executive Officer - Mr. Tufo met with the Strategic Planning subcommittee to review the draft Strategic Vision and Future Direction of the organization for the next 10 years. Mr. Tufo stated that the objective is to create a long-term consensus vision for the organization to be implemented over the long term. The plan will be developed further focusing on the following: strengthening the foundation of the organization, increasing efficiency, addressing persistent challenges, how to be more reflective of residents’ needs and interest, and how to gauge and accomplish limited expansion over time. The plan will continue to be developed and will be presented to the full Board for feedback. Mr. Tufo discussed the year end reviews of the goals and accomplishments from each of the divisions; the review will be completed in two sessions in January 2020.**

**F. Resolution**

**19-33: Authorize Amendments to 401(a) Plan Document**

- 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 Plan Amendments for the 401(A) Plan are approved. The Chief Executive Officer is authorized to execute such documents as necessary to implement the plan amendments.**

The resolution was passed.

Ayes: Rich Ostuw      Nays: None  
Susan Rutz  
Sheila Williams-Brown

**G. Fiduciary Committee Update- The Committee members include Commissioner Rutz, Ms. Reynolds, Ms. Perna and Mr. Paulemon. Ms. Reynolds provided an overview of the Committee’s work to include completing the curriculum for the Board Training Plan. Ms. Reynolds announced the purchase of a new Learning Management System that will be an effective tool in the Financial Education Plan for the Board. Ms. Reynolds discussed the importance of following the guidelines for “best practices”. A review of COC’s financial policies will be completed twice per year.**

**H. Executive Session**

No Executive Session was held.

**I. Adjournment**

At 6:42 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