

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
AUGUST 26, 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, August 26, 2020.

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

A. Attendees

Present: Rich Ostuw
Susan Rutz
Sheila Williams-Brown
Lester McKoy

Absent: Courtney Nelthropp

Advisory Board Member: Adriana Ospina

Staff Members Present: Vin Tufo
Jonathan Gottlieb
Christine Young
Jacqueline Figueroa
Jamie Perna
Peter Stothart
Janice Tantimonico
Dorothea Dorante
Lisa Reynolds
Sam Fedá
Darnel Paulemon
Marcia Bennett

Absent: Natalie Coard

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

➤ Commissioner Rutz moved, Commissioner Williams-Brown seconded

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

Nays: None

C. Public Comment – No public comment.

Board Committee Reports

- Human Resources Committee** – Commissioners Ostuw, Rutz, Williams-Brown, and McKoy, Ms. Tantimonico, Ms. Dorante, Ms. Figueroa, Mr. Tufo and Ms. Reynolds were in attendance at the HR Committee meeting on 8/25/2020. Ms. Tantimonico provided feedback on the Reopening Office Plan, including Employee COVID-19 Mandatory Training and Testing along with other office protocols. In addition, the committee discussed the increase to the Connecticut State Partnership Medical, Dental, and Vision Plan along with other plan considerations including employee opt-out provisions. Ms. Tantimonico will review and request input on Human Resource Policies per the guidance of the Fiduciary Committee.
- Operations Committee** – Commissioners Ostuw, Rutz, McKoy and Williams-Brown, Advisory Board Member Ospina, Ms. Figueroa, Ms. Perna, Mr. Stothart, Mr. Robinson, Mr. Tufo, Ms. Reynolds, Mr. Fedá, Ms. Tantimonico, Ms. Dorante, Ms. Bennett, and Ms. Young were in attendance at the Operations Committee meeting on 8/26/2020. Ms. Figueroa discussed the implementation of FileVision, an electronic central repository for documents and data that will be used across all our housing programs. FileVision will support COC’s paperless resident record initiative. Ms. Perna reported on the Low-Income Housing Tax Credits waivers, which provide administrative relief from the annual recertification process. These waivers will be in place through the end of the calendar year. Ms. Perna provided an update on COC’s COVID-19 Rent Relief Program. Ms. Perna highlighted the program’s expanded eligibility criteria, outreach efforts, and upcoming meetings to address resident questions and concerns. Ms. Figueroa provided an overview of the status of the Scofield Manor boilers and the plan for the upcoming heating season. Mr. Stothart provided a procurement update and discussed the highlights of the resolution: Approve Award of Contract to AVT for Window Replacement at Lawn Avenue Townhouses, Stamford, CT.
- Finance Committee** – Commissioners Ostuw, Rutz, Williams-Brown, McKoy, Advisory Board Member Ospina, Mr. Tufo, Mr. Gottlieb, Ms. Reynolds, Mr. Fedá, Ms. Figueroa, Ms. Perna, Mr. Paulemon, Ms. Luzietti, and Mr. Arturo

were in attendance at the Finance Committee meeting on 8/25/2020. Mr. Feda presented the dashboard on the AR tracking model that is used to monitor and identify COVID-19 related AR trends at all properties since March 2020. He also discussed the Rent Relief Program outreach efforts and participation rates. Ms. Reynolds discussed the current AR write-off policy and presented a dashboard showing the impact of write-offs for the last two years. The dashboard featured information on write-offs approved by the Board (over \$5k) and approved by the Executive Director (under \$5k). The USI insurance consultant, John Mahoney, provided the Board with a review of the Directors and Officers and Public Officials Liability insurance coverages. The presentation described the type of claims, limitations, and coverage of the policy that protects COC, Rippowam Corporation, Board, Committee Members and staff.

D. Strategic Overview from Chief Executive Officer- Mr. Tufo discussed the need for the current business model to reflect the new economic landscape as we continue to serve a resident population that is heavily impacted financially by the pandemic. Mr. Tufo stated that families in unassisted units (i.e. without operating subsidy) have the highest level of delinquency. We will continue to provide options to help the residents remain in their current housing situation. The Asset Management Team will review the entire portfolio and make recommendations to ensure long-term sustainability. Mr. Tufo recognized Person to Person and Family Centers for providing funds to COC residents during these difficult times. Commissioner Ostuw requested that Board members identify potential candidates to recruit for the open Advisory Board positions.

E. Resolution

20-34: Approve Award of Contract to AVT Contractors for Window Replacement at Lawn Avenue Townhouses.

➤ Commissioner Rutz moved, Commissioner McKoy 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 AVT Contractors of Meriden, CT for the Window Replacement at Lawn Avenue Townhouses, 1 Lawn Ave., Stamford CT. The cost of this procurement shall not exceed a total amount of \$168,444.00. Further Board approval will be required if the contract amount exceeds 110% of the authorized amount.

The resolution was passed.

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

F. Executive Session

No Executive Session was held.

G. Adjournment

At 7:15 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