

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
OCTOBER 28, 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, October 28, 2020.

Commissioner Rutz called the meeting to order at 6:11 p.m.

A. Attendees

Present: Susan Rutz
Rich Ostuw
Lester McKoy
Adriana Ospina

Absent: Courtney Nelthropp
Sheila Williams-Brown

Present: Vin Tufo
Natalie Coard
Dakota Arturo
Dorothea Dorante
Sam Feda
Jacqueline Figueroa
Jonathan Gottlieb
Darnel Paulemon
Jamie Perna
Lisa Reynolds
Peter Stothart
Janice Tantimonico
Christine Young
Angie Murphy

Resident Present: Frances Lane

B. Approval of Minutes - Approval of minutes of the Regular Board Meeting of September 23, 2020

➤ Commissioner Rutz moved, Commissioner Ostuw seconded

The minutes were approved.

Ayes: Susan Rutz
Rich Ostuw
Lester McKoy

Nays: None

C. Public Comment – No public comments.

D. Board Committee Reports

Human Resources Committee – No HR Committee meeting was held in October. Ms. Tantimonico reported on the employee survey, *Your Voice Really Matters to Us*, conducted 10/20. The survey was completed to evaluate how employees have transitioned from a remote to socially distant work environment and the impact on COC. The survey results will be presented at the 11/20 HR Committee meeting.

Operations Committee – Commissioners Ostuw, Rutz and McKoy, Advisory Board Member Ospina, Ms. Coard, Ms. Figueroa, Ms. Perna, Mr. Stothart, Mr. Tufo, Ms. Reynolds, Mr. Feda, Mr. Paulemon, Ms. Luzietti, Ms. Silverio, Ms. Ball, Ms. Tantimonico and Ms. Young were in attendance at the Operations Committee meeting on 10/27/20. Ms. Figueroa provided an update on Scofield Manor's funding and operational structure. Ms. Figueroa highlighted the program's direct and indirect expenses while also noting the Medicaid reimbursement rates and capital needs of the aging facility. Ms. Figueroa provided an overview of Scofield Manor's operating statement and financial projections for the next five years, and a summary of the recent meeting with the City of Stamford to identify resources. Ms. Perna presented an update on the COC/Family Centers Rent Relief Program. To date, ten households have enrolled in the program and \$14,299.75 in program funds have been dispersed. Ms. Perna noted that several more residents are in the process of having their enrollment documents reviewed for eligibility. Ms. Perna noted that three COC residents were approved for the Connecticut Temporary Rental Housing Assistance Program (TRHAP) and that funds were pending. Ms. Perna reported that residents who have completed the Family Centers Rent Relief Assessment have indicated interest in services to increase income, improve or maintain housing stability, education, resume and career support, access to emergency food, and apply for benefits.

Ms. Perna reported that COC has entered into a letter of agreement with Eversource for energy efficient upgrades to common areas and exterior lighting at Clinton Manor. The total cost of the project is \$40,614.97, and COC will receive an incentive of \$38,584.23 resulting in a net expense of \$2,030.74. The work is being performed by JK Energy and is expected to be completed by the end of 2020. Ms. Perna reported that COVID-19 testing events have been held monthly at all senior properties. Ms. Perna reported that COC has partnered with Slavin-Hancock Pharmacy to host flu shot clinics at Wormser Congregate, Clinton Manor, Post House and Stamford Manor. Ms. Figueroa reported on the recent decrease in the Department of Housing and Urban Developments (HUD) FY2021 Housing Choice Voucher (HCV) Fair Market Rents (FMRs). COC believes that the HUD published FMRs do not accurately reflect the rental market in Stamford and is concerned that the reduced FMRs would negatively impact affordable housing opportunities within the City of Stamford. In partnership with Greenwich and Norwalk Housing Authorities, COC has contracted Econometrica for an independent rent study to support a FMR appeal (to HUD) for the Stamford, Norwalk and Connecticut Metropolitan Areas.

Finance Committee – Commissioners Ostuw, Rutz, Williams-Brown, McKoy, Advisory Board Member Ospina, Mr. Tufo, Ms. Coard, Mr. Gottlieb, Ms. Reynolds, Mr. Fedra, Ms. Figueroa, Ms. Perna, Mr. Paulemon, Ms. Luzietti, Ms. Ball, Ms. Silverio and Mr. Arturo were in attendance at the Finance Committee meeting on 10/27/20. Ms. Figueroa, Mr. Paulemon and Ms. Edwards presented the FY2021 Scofield Manor Operating Budget. The current budget projects a FY21 operating deficit of \$90,000, mostly due to a 10% vacancy rate and a nominal Medicaid rate increase. COC is requesting a hardship rate increase from the State. If it is approved, COC will submit a mid-year budget revision to the Board. Mr. Fedra provided an overview of the October A/R delinquency rates for vulnerable properties. Ms. Reynolds reviewed the final Write-Off Policy, which included staff and Board recommendations

E. **Report from Executive Director** –Ms. Coard provided an update on planned modifications to the parking lot at Oak Park and the ongoing collaboration with the Stamford Police Department to reduce loitering and trespassing at that property. The trees have been trimmed, and the lighting has been upgraded in the parking lot and surrounding areas to increase visibility. The last major change will include the installation of the fence in the parking lot, which should deter loitering and trespassing. Ms. Coard discussed the ongoing conversations with Mr. Jankowski, Director of Public Safety, to ensure the Chief of Police recognizes COCs’ top priorities are the safety of the residents and surrounding community.

F. **Strategic Overview from Chief Executive Officer**- Mr. Tufo stated that he would discuss insurance and legal matters related to Scofield Manor in the Executive Session.

G. **Resolutions** –

20-35: Award Contract for Refuse Collection Services

- 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 City Carting, Inc., of Stamford, Connecticut for Refuse Collection Services. The total cost of this contract shall not exceed a total amount of \$500,430.00 over the maximum five-year contract term. Further Board approval will be required if the contract amount exceeds 110% of the authorized amount.

The resolution was passed.

Ayes: Susan Rutz
Rich Ostuw
Lester McKoy

Nays: None

20-36: Accept City of Stamford Year 46 Community Development Block Grant (CDBG) for Replacement of the Cold Storage Walk-in Cooler Unit at Scofield Manor

- Commissioner Rutz moved, Commissioner Ostuw 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 Thirty Two Thousand, Two Hundred Ninety Two Dollars (\$32,292.00) YR 46 CDBG Grant from the City of Stamford for the Replacement of the Cold Storage Walk-in Cooler Unit at Scofield Manor. The Executive Director is authorized to execute a contract and related documents, including requests for payment from this grant.

The resolution was passed.

Ayes: Susan Rutz
Rich Ostuw
Lester McKoy

Nays: None

20-37: Authorize Change Order No. 4 to Contract w/ Celery Design Collaborative for Added Funding and Term Extension for Strategic Branding, Marketing and Communications Consulting

➤ Commissioner Rutz moved, Commissioner McKoy seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the CEO is authorized to approve Change Order No. 4 to the contract with Celery Design Collaborative for the amount of \$90,000.00 bringing the total not to exceed contract amount to \$388,700.00; and that additional funding shall not be exceeded without further Board authorization.

The resolution was passed.

Ayes: Susan Rutz
Rich Ostuw
Lester McKoy

Nays: None

H. Executive Session

At 6:58 p.m., after a motion duly made by Commissioner Rutz and seconded by Commissioner McKoy, the Board went into an Executive Session. Mr. Tufo reported to the Board on insurance and legal matters related to Scofield Manors.

I. Adjournment

At 7:28 p.m., after a motion duly made by Commissioner Rutz and seconded by Commissioner Ostuw, the Board meeting was adjourned.

Natalie Coard
Executive Director