

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
FEBRUARY 24, 2021

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, February 24, 2021.

Commissioner Rutz called the meeting to order at 6:04 p.m.

A. Attendees

Present:	Susan Rutz Rich Ostuw Lester McKoy Sheila Williams-Brown	Absent:	Courtney Nelthropp Adriana Ospina Angie Murphy
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Advisory Board Members: Ronice Latta
Bianca Shinn-Desras

Present: Vin Tufo
Natalie Coard
Sam Feda
Jonathan Gottlieb
Jamie Perna
Suela Pergjoni
Lisa Reynolds
Peter Stothart
Janice Tantimonico
Christine Young

Resident Present: Frances Lane

B. Approval of Minutes - Approval of minutes of the Regular Board Meeting of January 26, 2021

➤ Commissioner Ostuw moved, Commissioner McKoy seconded

The minutes were approved.

Ayes:	Susan Rutz Rich Ostuw Lester McKoy Sheila Williams-Brown	Nays:	None
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C. Public Comment – Ms. Lane commented that the property management staff has been responsive in providing assistance and answering questions on COVID-19 concerns since the pandemic onset. Ms. Lane stated that Ms. Coard has provided constructive management at the resident vaccination clinics.

D. Board Committee Reports

Human Resources Committee – Commissioners Ostuw, Rutz, Ospina and Williams-Brown, Advisory Board members Latta and Shinn-Desras, Ms. Tantimonico, Ms. Coard, Ms. Reynolds, Ms. Dorante, Ms. Perna, Mr. Tufo, and Ms. Young attended the HR Committee meeting on 02/23/2021. Ms. Tantimonico and Ms. Reynolds reported on the launch of the Charter Oak Learning Exchange (COLE) and the positive feedback they have received from Board members and staff on this system. Ms. Reynolds stated that the training platform will provide training sessions for Board members and staff on an ongoing basis. Ms. Tantimonico and Ms. Dorante provided an update on the mandatory State of Connecticut Sexual Harassment Training that was by completed by the staff on COLE with feedback from employees. Ms. Tantimonico discussed COC’s communication initiatives based on the 2020 Employee Survey results.

Operations Committee – Commissioners Ostuw, Rutz, McKoy, and Ms. Williams-Brown, Advisory Board members Latta and Shinn-Desras, Ms. Coard, Ms. Perna, Mr. Stothart, Mr. Tufo, Ms. Reynolds, Mr. Feda, Ms. Pergjoni, Ms. Tantimonico and Ms. Young attended the Operations Committee meeting on 02/24/2021. Ms. Perna presented an update on the Charter Oak Communities-Family Centers Rent Relief Program (RRP). Six households were added to the program in February, bringing the total number of participants to 29 with approximately

\$125,441.00 program funds dispersed. Ms. Perna noted that the donor funds from 4-CT are now exhausted, and it is estimated that the program will continue to be supported through June with remaining funds from Family Centers and COC. Ms. Perna noted that COC has developed a variant for the Rent Relief Program - "2.0" - that provides a one-time, simple \$1,000 account credit to eligible families. Since the RRP 2.0 began 02/01/2021, 18 households have enrolled. Mr. Tufo reported that the Connecticut Temporary Rental Housing Assistance Program (TRHAP) program remains closed but is anticipated to re-open with additional federal stimulus funds in the coming weeks.

Ms. Perna reported that COC continues to work with Community Health Center, Inc. (CHC) to offer on-site COVID-19 testing to all senior residents. Ms. Perna reported that attendance at the testing events has been steady and that residents have reported that they appreciate COC providing accessible, free testing. COC has organized a first dose vaccination clinic for Wormser Congregate residents for 03/05/2021.

Mr. Stothart provided an update on the interview held with EMEK Security Services for Security Guard Services. Commissioner McKoy provided feedback from the interview and his opinion of EMEK Security Services. Ms. Pergjoni provided an overview of The Housing Choice Voucher Program (Section 8) proposed Schedule of Allowances for Tenant Furnished Utilities.

Finance Committee – Commissioners Ostuw, Rutz, McKoy, Ospina and Williams-Brown, Advisory Board member Latta, Ms. Coard, Mr. Tufo, Mr. Gottlieb, Ms. Reynolds, Ms. Perna, Mr. Fedra, Mr. Paulemon, Ms. Luzietti, Ms. Silverio, Mr. Arturo and Mr. Guyder and Mr. Remus from Marcum LLC attended the Finance Committee meeting on 02/23/2021. Mr. Guyder and Mr. Remus presented an overview of the Y/E 6/30/2020 Audited Financial Statements in the new Comprehensive Annual Financial Report format. The results of the audit were discussed as to the financial statements and compliance with Federal and State requirements. The auditors issued no findings or management comments and issued a clean, *unmodified* opinion.

Mr. Paulemon provided an update on the status of the tax credit audits, which are in draft and final format. The Stamford Elderly Housing d/b/a Scofield Manor (Y/E 9/30/2020) audit and cost report are finalized. Auditors from Whittlesey & Hadley will present these audits in the 03/2021 Finance Committee.

E. Report from Executive Director –Ms. Coard reported on the meeting held with Advisory Board members Latta and Shinn-Desras regarding the Property Description and Procurement training conducted on the Charter Oak Learning Exchange (COLE). Advisory Board members Latta and Shinn-Desras provided positive feedback and stated the meeting was extremely helpful by connecting their questions with the information. Ms. Coard provided a brief description of the Family Self Sufficiency Program (FSS) and will provide a report at a future Board meeting on the *success stories* of families that graduated from the program.

F. Strategic Overview from Chief Executive Officer - Mr. Tufo reported that the Strategy Committee has been working on finalizing the 2021 Strategic Plan that is aligned with COC's (10-year) Core Objectives. Mr. Tufo stated it represents performance goals, across all divisions, through 2021 and into 2022 in alignment with the Core Objectives. Mr. Tufo stated that two special sessions, 3/10/2021 and 4/13/2021, will be held with staff presenting accomplishments of 2020 and a look ahead to 2021. COC will provide periodic updates of these objectives, every six months, with discussion so that Board members and staff remain aligned and connected.

G. Resolutions –

21-04: Housing Choice Voucher Program (Section 8) Proposed Schedule for Allowances for Tenant Furnished Utilities and Other Services

➤ Commissioner Ostuw 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 proposed allowances for tenant furnished utilities and other services is hereby adopted, effective March 1, 2021.

The resolution was passed.

Ayes: Susan Rutz
Rich Ostuw

Nays: None

21-05: Award Contract to EMEK Security Services, LLC for Security Guard Services

- Commissioner Ostuw moved, Commissioner Williams-Brown 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 an annual contract with EMEK Security Services, LLC, of Woodbridge, Connecticut for Security Guard Services. The cost of this procurement shall not exceed a total annual amount of \$700,000.00 for a one-year contract with the option for four additional years up to five years. 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
Sheila Williams-Brown
Nays: None

21-06: Approve 2020 Discretionary 401(a) Plan Contribution

- Commissioner Ostuw 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 Employer's Discretionary Contribution for calendar 2020 to the 401(a) plan shall be authorized at 6% for the period of 1/1/20 – 12/31/20. 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: Susan Rutz
Rich Ostuw
Lester McKoy
Sheila Williams-Brown
Nays: None

21-07: Accept the year end June 30, 2020 Audited Financial Statements for the Housing Authority of the City of Stamford

- Commissioner Ostuw moved, Commissioner McKoy 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, 2020 Financial Statements are accepted.

The resolution was passed.

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

H. Executive Session

No Executive Session was held.

I. Adjournment

At 6:37 p.m., after a motion duly made by Commissioner Rutz and seconded by Commissioner Ostuw, the Board meeting was adjourned.

Natalie Coard
Executive Director