

MINUTES OF THE REGULAR BOARD MEETING OF  
THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF STAMFORD  
MAY 25, 2022

A regular Board meeting of the Commissioners of the Housing Authority of the City of Stamford was held at 40 Clinton Avenue, Stamford, Connecticut and a remote connection meeting platform, Zoom, on Wednesday, May 25, 2022.

Commissioner Rutz called the meeting to order at 6:10 p.m.

**A. Attendees**

Present: Susan Rutz Absent: None  
Lester McKoy  
Rich Ostuw  
Bianca Shinn-Desras  
Sheila Williams-Brown

Advisory Board Members: Laura Burwick  
Ronice Latta

Present: Vin Tufo  
Natalie Coard  
Jon Gottlieb  
Lisa Reynolds  
Sam Feda  
Jackie Figueroa  
Raul Gomez  
Ken Montanez  
Jamie Perna  
Peter Stothart  
Jan Tantimonico  
Chris Warren  
Christine Young

Public: Ms. Frances Lane  
Ms. Kindrea Walston

**B. Approval of Minutes**

- Approval of minutes of the COC Board Meeting of April 27, 2022

➤ Commissioner Rutz moved, Commissioner Williams-Brown seconded

The minutes were approved.

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

**C. Public Comments** – Ms. Walston inquired about the kitchen doors that do not have screens for three apartments at Connecticut Avenue. Mr. Stothart explained that, due to the kitchen design, these doors must swing outside, and they cannot accommodate a screen door. Mr. Stothart will be working with the contractor to review other possible options. Ms. Lane offered a suggestion to install a Dutch door that could accommodate a screen; Mr. Stothart stated that it would not resolve the issue.

#### **D. Board Committee Reports**

**Human Resources Committee** – Commissioners Ostuw, Williams-Brown, McKoy and Advisory Board member Burwick, Mr. Tufo, Ms. Tantimonico, Mr. Gomez, Ms. Reynolds, Ms. Perna, Ms. Figueroa, Ms. Love-Ortiz, Mr. Montanez and Ms. Young attended the HR Committee meeting on 5/24/2022. Ms. Tantimonico provided a review on recent promotions, new hires and open positions. There has been a change in COC’s recruitment efforts, which has resulted in some successful hires. Ms. Tantimonico gave an update on upcoming employee engagement events, which include the Juneteenth holiday and celebration. Mr. Gomez presented an overview on the ADP Performance review process.

**Finance Committee** – Commissioners Ostuw, Williams-Brown, McKoy and Advisory Board member Burwick, Mr. Tufo, Ms. Tantimonico, Mr. Gomez, Ms. Reynolds, Ms. Perna, Ms. Figueroa, Ms. Love-Ortiz, Mr. Montanez, Mr. Gottlieb, Mr. Fedra, Ms. Young, Ms. Luzietti, Mr. Paulemon, Ms. Alexander, Mr. Soares, Ms. Silverio and Mr. Stothart attended the Finance Committee meeting on 5/24/2022. Ms. Luzietti reviewed the proposed FY 2023 Housing Choice Voucher Program (HCVP) unrestricted budget. Ms. Luzietti discussed the significant variances including the current and out-year financial impact of the HCVP organizational restructure on operating results and unrestricted reserves and its rationale to support continued growth in the voucher program. The FY 2023 budget reflects that investment and is projected to end the FY 2023 with a deficit that will be funded from unrestricted reserves.

Ms. Fedra provided a high-level overview of the Quarterly Financial Report of 3/31/22 to include each program area and comments on significant variances. Mr. Montanez reviewed the Cyber Security Committee report. The HCVP Funding Model – COLE Module June 2022 will be discussed at the 6/2022 Board meeting.

**Operations Committee** – Commissioners Ostuw, Williams-Brown, McKoy and Advisory Board member Burwick, Mr. Tufo, Ms. Tantimonico, Mr. Gomez, Ms. Reynolds, Ms. Perna, Ms. Figueroa, Ms. Love-Ortiz, Mr. Montanez, Mr. Gottlieb, Mr. Fedra, Ms. Young, Ms. Luzietti, Mr. Paulemon, Ms. Alexander, Mr. Soares, Ms. Silverio and Mr. Stothart attended the Operations Committee meeting on 5/24/2022. Ms. Perna, Ms. Figueroa and Mr. Stothart reviewed the Quarterly Operations Board Report of 3/31/22. They presented highlights on resident engagement, business enterprise and staff accomplishments, including updates on recently renovated properties along with ongoing relocation efforts. Mr. Fedra provided a report on the A/R for 04/2022 noting a reduction in UniteCT Rent Relief program activity and an increase in arrears across the portfolio. Ms. Perna reported that COC has 58 applications pending with UniteCT with two currently approved for payments totaling approximately \$13,000. Since the 04/2022 Board meeting, COC has received approximately \$6,500 in UniteCT funding.

Ms. Perna described a new rent relief opportunity through Community Action Agency of Western Connecticut (CAAWC). This program aims to assist qualifying individuals or families who have been negatively impacted by COVID-19 and are at risk of eviction or behind on rent. The intent of the funds is to provide emergency economic and social supports to maintain housing. This program offers housing assistance (up to \$7,500), utility assistance (up to \$1,000), and other assistance (car repair/transportation/food/PPE/temporary housing needed for quarantine or isolation ranging from \$200 to \$4,000) for applicants who have exhausted all other options for assistance. COC has had 10 residents approved for rent relief through CAAWC for a total payment of \$40,500 with eight additional applications pending. The RSCs continue to make referrals to this program.

**E. Report from Executive Director** - Ms. Coard provided a presentation on the Area Median Income (AMI) increase of approximately 20%. Ms. Coard discussed the positive and negative impact of the AMI’s on households. Ms. Coard gave an overview of the rental impact to the Below Market Rate (BMR) program and Tax Credit properties.

**Strategic Overview from Chief Executive Officer** – Mr. Tufo reported that COC has been working with the city in several areas. This includes assistance in the implementation of the housing affordability plan that has three primary recommendations: to improve the capacity at the city to manage the plethora of housing programs; to review land use restrictions (zoning) and determine where it could be modified to accommodate additional housing units; lastly, how to get more money into Stamford from State general revenue bonding and tax credits. The Simmons administration intends to seek these and other state, federal and local funds, as available.

Mr. Tufo stated that the concern in housing affordability centers around those that will be cost burdened. COC will be developing a case on how to make Stamford more affordable for those that live here. This is an urgent city issue representing a structural imbalance impacting housing security, family stability and, from an economic development facet, attracting corporations and workers. COC will assist the mayor in solving the cost burden issue but will need data to help her be an effective housing advocate on behalf of all Stamford residents.

**F. Resolutions:**

**22-14 Authorization of Issuance and Sale of Multifamily Housing Revenue Notes Not Exceeding \$6,500,000 for Clinton Manor Project, Series 2022**

- Commissioner Ostuw moved, Commissioner Williams-Brown seconded.

**Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the resolution prepared by Bond Counsel authorizing issuance and sale of Multifamily Revenue Housing Notes not exceeding \$6,500,000 for Clinton Manor be approved and that the Executive Director or CEO of the Housing Authority of the City of Stamford be authorized to execute and implement the agreement.**

The resolution was passed.

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

**22-15 Approve the Housing Choice Voucher Program (HCVP) operating budget for the twelve-month period ending June 30, 2023.**

- Commissioner Ostuw moved, Commissioner Shinn-Desras 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, 2022 through June 30, 2023.**

The resolution was passed.

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

**22-16 Approval of the Capital Fund Program Annual Statement and Five-Year Plan 2022 Capital Fund Program CT26P007501-22 Capital Improvement Grant (Revised)**

- Commissioner Ostuw moved, Commissioner Williams-Brown seconded.

**Be it resolved that the Board of Commissioners of the Housing Authority of the City of Stamford approve the Annual Statement and Five-Year Plan for the FY 2022 Capital Fund Capital Improvement Grant in the amount of \$1,103,400. (See attached forms HUD-50075.1, 50075.2 & 52840-A)**

The resolution was passed.

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

**22-17 Award Contract to Sentinel Maintenance for Attendant Services at Wormser Congregate**

➤ Commissioner Ostuw moved, Commissioner Shinn-Desras 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 enter into a contract with Sentinel Maintenance of Stamford, Connecticut for Attendant services at Wormser Congregate. The cost of this contract shall not exceed a total annual amount of \$239,000. Further Board approval will be required if the contract exceeds 110% of the authorized amount.**

The resolution was passed.

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

**G. Executive Session**

No Executive Session was held.

**H. Adjournment**

At 7:12 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