

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
MARCH 22, 2023

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 on the Zoom remote connection meeting platform on Wednesday, March 22, 2023.

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

A. Attendees

Board Members:	Rich Ostuw	Absent:
	John Coff	
	Divya Malhotra	
	Lester McKoy	
	Sheila Williams-Brown	

Advisory Board:	Ari Goldstein
	Ronice Latta
	Jaclyn Williams

Present:	Vin Tufo
	Natalie Coard
	Jon Gottlieb
	Lisa Reynolds
	Sam Feda
	Jackie Figueroa
	Ken Montanez
	Megan Shutes
	Peter Stothart
	Jan Tantimonico
	Michele Tarulli
	Chris Warren
	Christine Young

Commissioner Ostuw announced that Commissioner Divya Malhotra has been appointed to the COC Board of Commissioners by Mayor Caroline Simmons effective 3/22/2023.

Commissioner Ostuw appointed Commissioner Coff to the Rippowam Corporation Board effective 3/22/2023.

- Commissioner Ostuw moved, Commissioner Williams-Brown seconded.

B. Approval of Minutes

- Approval of minutes of the COC Board Meeting of February 22, 2022

- Commissioner Williams-Brown moved; Commissioner McKoy seconded.

The minutes were approved.

Ayes:	Rich Ostuw	Nays:	None
	John Coff		
	Sheila Williams-Brown		
	Divya Malhotra		
	Lester McKoy		

C. **Public Comments** – There was no public comment.

D. **Board Committee Reports**

Human Resources Committee – Commissioners Ostuw, Coff, McKoy and Williams-Brown, Advisory Board members Latta, Goldstein, Malhotra and Williams, Mr. Tufo, Mr. Gottlieb, Ms. Coard, Ms. Tantimonico, Mr. Gomez, Mr. Fedra, Ms. Reynolds, Mr. Montanez, Ms. Figueroa, Mr. Stothart, Mr. Warren, Mr. Soares and Ms. Young attended the HR Committee meeting on 3/21/2023. Ms. Tantimonico summarized the status of the ADP performance evaluation module development. Mr. Gomez provided an example of an employee goal that aligns with one of COC’s core objectives from the ADP performance module. Ms. Tantimonico discussed the data provided on the new hires and terminations year to date. Ms. Tantimonico gave a summary of the results of a recent recruitment meeting with Board members on 03/2023.

Operations Committee – Commissioners Ostuw, Coff, McKoy and Williams-Brown, Advisory Board members Latta and Goldstein, Mr. Tufo, Mr. Gottlieb, Ms. Coard, Ms. Tantimonico, Mr. Gomez, Mr. Fedra, Ms. Reynolds, Mr. Montanez, Ms. Figueroa, Mr. Stothart, Mr. Warren, Mr. Paulemon, Ms. Luzietti, Mr. Galasso, Mr. Soares, Ms. Young and Mr. Yanouzas, Mr. Engberg and Mr. Kelly (Whittlesey LLP) attended the Operations Committee meeting on 3/21/2023. Ms. Coard provided an overview of the leasing process for Lawnhill Terrace Phase 4. Ms. Coard noted the Property Management Team identified 11 applicant families for review as part of the initial lease up process and has an additional 20 to 30 applicant families that have been scheduled to attend hearings for further consideration. Mr. Fedra provided an A/R update for 2/2023. Mr. Fedra reviewed the three write-offs discussed in detail in the Finance Committee meeting and that would be presented to the Board for approval. Ms. Figueroa provided an update on the new employee onboarding process, which has a strong emphasis on coaching and mentoring. Ms. Figueroa provided an overview of the staff assignment in relation to COC’s portfolio and program mix. Mr. Stothart presented visuals and provided a status update on the site renovations underway and near completion at Lawn Avenue Townhouses.

Finance Committee – Commissioners Ostuw, Coff, McKoy and Williams-Brown, Advisory Board members Latta and Goldstein, Mr. Tufo, Mr. Gottlieb, Ms. Coard, Ms. Tantimonico, Mr. Gomez, Mr. Fedra, Ms. Reynolds, Mr. Montanez, Ms. Figueroa, Mr. Stothart, Mr. Warren, Mr. Paulemon, Ms. Luzietti, Mr. Galasso, Mr. Soares, Ms. Young and Mr. Yanouzas, Mr. Engberg and Mr. Kelly (Whittlesey LLP) attended the Finance Committee meeting on 3/21/2023.

Whittlesey & Hadley, P.C, independent auditing firm for the Low-Income Tax Credit Partnerships, Multi-Family properties and Scofield Manor, was represented by partners Mr. Yanouzas and Mr. Engberg and Audit Manager Mr. Kelly. They presented the audit results for the Y/E 12/31/2022 Tax Credit and Multi-Family developments. Additionally, they presented the results for Scofield Manor’s Y/E 09/30/2022. COC has received unmodified and “clean opinions” for FY 2022. The Whittlesey team discussed the scope of the audit, the financial results, financial variances from year to year and surplus cash. They provided an overview of the portfolio life cycle and discussed required Board communication relating to audit and compliance matters. The auditors highlighted the ongoing concern for long term viability of Scofield Manor that was eliminated in the FY 2022 audited financial statements. This was facilitated by improved operating results and due to the improved working capital related to the recoupment of COVID-19 costs through FEMA funding and the City of Stamford CDBG funding. The resolution to accept the Scofield Manor audited financials will be presented at the 3/22/2023 Board meeting. Mr. Fedra and Ms. Coard discussed three tenant A/R write-offs that exceeded the \$5,000 threshold for Board approval. The three A/R balances total \$28,382 for Lawnhill Terrace Phase 3, Oak Park and Wormser Congregate. A brief description of each resident’s balance and history leading to the write off was discussed. The resolution will be submitted to the Board 3/22/2023 for approval.

Report from Executive Director – Ms. Coard stated that the Agency Plan meeting will be held 4/12/2023 for the public, Board members and staff. Ms. Coard discussed the onboarding and mentoring of the new property management staff to continue to develop their skills and adapt to COC’s policies and procedures.

Strategic Overview from Chief Executive Officer – Mr. Tufo highlighted the recent meeting he and Commissioner Ostuw had with Mayor Simmons to encourage her support and align with COC to strategize a system-wide effort to address Stamford’s insufficiency of affordable housing. Mr. Tufo and Mr. Gottlieb discussed the handout, Input for

Stamford Housing Committee, which details how COC will align with what the city is working on. The document outlines COC's major development plans including new construction, substantial renovation and preservation, detailing ways in which the city could be most helpful and also commenting on the impact of City department practices.

E. Resolution –

23-06: Acceptance of Charter Oak Communities Write-Off of Tenant Accounts Receivable

- Commissioner Coff moved; Commissioner Williams-Brown seconded.

Be it resolved by the Board of Commissioners of the Housing Authority of the City of Stamford that the uncollectable funds of \$28,382 be written off.

The resolution was passed.

Ayes:	Rich Ostuw	Nays:	None
	John Coff		
	Divya Malhotra		
	Lester McKoy		
	Sheila Williams-Brown		

F. Executive Session - No Executive Session was held.

G. Adjournment - At 6:52 p.m., after a motion duly made by Commissioner Coff and seconded by Commissioner Williams-Brown the Board meeting was adjourned.

Natalie Coard
Executive Director