

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
APRIL 26, 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, April 26, 2023.

Commissioner Ostuw called the meeting to order at 6:02 p.m.

A. Attendees

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

Advisory Board: Ari Goldstein
 Jaclyn Williams

Present: Vin Tufo
 Lisa Reynolds
 Sam Feda
 Jackie Figueroa
 Ken Montanez
 Luisa Correa
 Brethela Love
 Megan Shutes
 Peter Stothart
 Michele Tarulli
 Chris Warren
 Christine Young
 Mr. Chris Wisneski (Whittlesey, Cyber Consultant)

B. Approval of Minutes

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

➤ Commissioner Ostuw moved; Commissioner McKoy seconded.

The minutes were approved.

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

- Approval of minutes of the COC Board Meeting of April 12, 2022

➤ Commissioner Ostuw moved; Commissioner McKoy seconded.

The minutes were approved.

Ayes: Rich Ostuw Nays: None
 John Coff
 Sheila Williams-Brown

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

D. **Board Committee Reports**

Human Resources Committee – There was no Human Resources Committee meeting held.

Operations Committee – Commissioners Ostuw, Coff, McKoy, Malhotra and Williams-Brown, Advisory Board members Latta and Williams, Mr. Tufo, Mr. Gottlieb, Ms. Coard, Mr. Fedra, Ms. Reynolds, Mr. Montanez, Ms. Figueroa, Mr. Stothart, Mr. Warren, Mr. Paulemon, Ms. Luziatti, Mr. Galasso, Ms. Young, Mr. Christian, Ms. Correa and Mr. Chris Wisneski (Whittlesey, Cyber Consultant) attended the Operations Committee meeting on 4/25/2023. Ms. Coard provided an update on the Wormser Congregate monthly base rent proposed increase of \$150. A special resident meeting was held on 03/20/2023, to inform residents of the proposed increase and solicit their feedback. Upon approval of the Board, the proposed increase will go to the Connecticut Department of Housing for review and approval. Ms. Coard discussed the Flat Rents that have been established for the Federal Low Income Housing Program. The Flat Rents are set at 80% of the corresponding Fair Market Rents (FMRs). Ms. Coard explained that residents have a choice of rent formulae, annually, based upon either the family's income or the flat rent.

Mr. Fedra provided an overview of the 03/2023 Accounts Receivable (A/R) results. Mr. Fedra discussed the A/R decrease by 9%, or \$41K, since 02/2023, down \$16K over the last year. Mr. Fedra described the number of residents under a repayment agreement, rent relief activity, write offs that have occurred in 2023, and potential, upcoming write offs. Mr. Stothart provided an update on the capital projects that are underway and coming to completion, along with upcoming projects. Mr. Stothart presented images of the completed Lawn Avenue Townhouses site improvements and previewed the Stamford Manor window replacement project, the Scofield Manor flat roof replacement project, and the Wormser Congregate air conditioning replacement project. Mr. Stothart discussed the 2023 Capital Fund Program resolution that will be presented to the Board for approval.

Finance Committee – Commissioners Ostuw, Coff, McKoy, Malhotra and Williams-Brown, Advisory Board members Latta and Williams, Mr. Tufo, Mr. Gottlieb, Ms. Coard, Mr. Fedra, Ms. Reynolds, Mr. Montanez, Ms. Figueroa, Mr. Stothart, Mr. Warren, Mr. Paulemon, Ms. Luziatti, Mr. Galasso, Ms. Young, Mr. Christian, Ms. Correa and Mr. Chris Wisneski (Whittlesey, Cyber Consultant) attended the Operations Committee meeting on 4/25/2023.

Mr. Paulemon presented the Wormser Congregate proposed FY 2024 Annual Operating Budget and resolution. Mr. Paulemon highlighted the estimated operating income of \$83K, in line with results anticipated for FY 2023. Mr. Paulemon noted that COC has achieved consistent year-over-year results through annual rent increases (funding primarily through CHFA subsidies), maintaining a consistently low vacancy rate, and seeking expense efficiencies where possible. The consistent positive operating results over the last seven years have enabled the accumulation of reserve levels that can support operations and future capital needs.

Mr. Montanez and Mr. Wisneski presented an overview of the Written Information Security Policy (WISP) along with a corresponding resolution for its adoption. Mr. Montanez reported on how the WISP was recommended, resulting in part from COC's last Cyber Security Assessment and findings. Mr. Montanez described the WISP and why it is an important document. Mr. Montanez and Mr. Fedra gave an overview of the recent Guardian breach that impacted account security at Webster Bank. A discussion was held on how the breach has potentially affected some of our Webster Bank accounts and how we used the WISP guidelines to complete an assessment and action process that facilitated remedial action.

E. **Report from Executive Director** – There was no report from the Executive Director.

F. **Strategic Overview from Chief Executive Officer** – Mr. Tufo highlighted the celebration of National Administrative Professional's Day recognizing those who are integral to keeping COC operating efficiently. Mr. Tufo stated that

administrative professionals are essential to the success of COC and provided examples of their commitment to the organization, helping to make COC strong and innovative. Mr. Tufo, along with Human Resources, Finance and Operations and Rippowam Corporation, gave special recognition to each administrative assistant for their unique role in how they perform their responsibilities. Mr. Tufo announced a memorial service for former long-time board chairman, Courtney Nelthropp. The service will be held on Saturday, 6/3/2023 at 11:30 a.m. at Fairgate Farm. We invite all board members and staff to join us.

G. Resolutions –

23-09: Adopt the Written Information Security Policy/Program (WISP) – Version 1.01

- Commissioner Williams-Brown moved; Commissioner Malhotra seconded.

Be it resolved by the Board of Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities the Written Information Security Policy/Program (WISP) is hereby adopted.

The resolution was passed.

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

23-10: Approve FYE June 30, 2024, Budgets for the Wormser Congregate Program

- Commissioner McKoy moved; Commissioner Coff seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Budget for the Wormser Congregate facility is adopted for the Fiscal Year starting July 1, 2023, through June 30, 2024 subject to final approval by the DOH.

The resolution was passed.

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

23-11: Approve 2023 Base Rent Increase for Wormser

- Commissioner McKoy moved; Commissioner Williams-Brown seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the monthly base rent increase of \$150 for Wormser Congregate is adopted effective July 1, 2023, and continuing thereafter, subject to final approval by the Connecticut Department of Housing.

The resolution was passed.

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

23-12: Approval of the 2023 Capital Fund ACC, Capital Fund Program Revised Annual Statement and Five-Year Plan 2023 Capital Fund Program CT26P007501-23 Capital Improvement Grant

➤ Commissioner Coff moved; Commissioner McKoy seconded.

Be it resolved, that the Board of Commissioners of the Housing Authority of the City of Stamford approve the 2023 Capital Fund ACC, Revised Annual Statement and Five Year Plan for the FY 2023 Capital Fund Capital Improvement Grant in the amount of \$1,132,921.00. (See attached forms HUD-50075.1, 50075.2 & 52840-A)

The resolution was passed.

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

23-13: Adopt Updated Flat Rent Schedule for all Federal Low Rent Public Housing Properties

➤ Commissioner Coff moved; Commissioner Malhotra 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 updated flat rent schedule is hereby adopted and effective May 1, 2023.

The resolution was passed.

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

H. Executive Session - No Executive Session was held.

I. Adjournment - At 6:39 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