

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
AUGUST 23, 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, August 23, 2023.

Commissioner Ostuw called the meeting to order at 6:01 p.m.

A. Attendees

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

Advisory Board:	Ari Goldstein
	Jaclyn Williams

Present:	Vin Tufo
	Natalie Coard
	Jon Gottlieb
	Lisa Reynolds
	Jackie Figueroa
	Sam Feda
	Raul Gomez
	Beth Janney
	Ken Montanez
	Ed Poole
	Megan Shutes
	Peter Stothart
	Jan Tantimonico
	Michele Tarulli
	Chris Warren
	Rob Velez
	Danielle Palmer
	Christine Young

B. Approval of Minutes

- Approval of minutes of the COC Board Meeting of July 26, 2022

➤ Commissioner Williams-Brown moved; Commissioner Malhotra seconded.

The minutes were approved.

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

C. Public Comments – There was no public comment.

D. Board Committee Reports

Human Resources Committee – Commissioners Ostuw, Malhotra and Williams-Brown and Advisory Board members Latta and Williams, Mr. Tufo, Ms. Coard, Mr. Gottlieb, Ms. Reynolds, Ms. Janney, Mr. Montanez, Ms. Figueroa, Ms. Tantimonico, Mr. Stothart, Mr. Velez, Mr. Warren, Ms. Young, Mr. Feda, Mr. Soares, Mr. Galasso,

Ms. Luzietti and Mr. Gomez attended the Human Resources Committee meeting on 8/22/2023. Mr. Gomez provided a recruitment summary. Ms. Tantimonico and Ms. Reynolds summarized the new workers' compensation benefits. Ms. Tantimonico and Mr. Gomez provided an update on all Human Resources policies and procedures that will be reviewed. Mr. Gomez discussed the upcoming employee engagement events.

Operations Committee – Commissioners Ostuw, Malhotra and Williams-Brown and Advisory Board members Latta and Williams, Mr. Tufo, Ms. Coard, Mr. Gottlieb, Ms. Reynolds, Ms. Janney, Mr. Montanez, Ms. Figueroa, Ms. Tantimonico, Mr. Fedá, Mr. Soares, Mr. Galasso, Ms. Luzietti, Mr. Stothart, Mr. Velez, Mr. Warren, Ms. Young and Mr. Gomez attended the Operations Committee meeting on 8/22/2023. Ms. Figueroa provided a review of the Quarterly Operations Board Report of 6/30/2023. Ms. Figueroa reviewed the dashboards for Property Management and the Housing Choice Voucher (HCV) Program. She discussed the portability program; the HCV program administered an average of 2,025 vouchers per month that resulted in over 800 transactions. An overview of the property management dashboard highlighted PIC performance, A/R, supportive services, and overall occupancy below 1% across the portfolio.

As part of the Operations Board report overview, Ms. Figueroa discussed the leasing activity for Phase 4 of Lawnhill Terrace, which is the final phase of the renovation for Lawnhill Terrace. Ms. Figueroa gave an overview of the relocation efforts at Oak Park, which is our next development project that will undergo demolition and revitalization. Relocating the families at Oak Park has been a collaborative effort with Rippowam Corporation, Maintenance, Property Management, Resident Service Coordinators (RSCs), and the HCV staff.

Ms. Figueroa provided an overview of the Section Eight Management Assessment Program (SEMAP), which is the program that HUD uses for identifying management capacity and deficiencies of the Housing Choice Voucher (HCV) Program using 14 Key Performance Indicators. A resolution to Approve the 2023 SEMAP Certification will be presented to the Board.

Mr. Stothart discussed the Lawn Avenue storm drain requirements by the city to improve water drainage. Mr. Stothart provided an update on the Lawn Avenue Fire Restoration and the Scofield Manor Small Roof Replacement. Mr. Stothart discussed the Janitorial Services contract with the incumbent, Sentinel Maintenance, that will be presented to the Board for approval. The contract for the Wormser Congregate Air Conditioning System has been issued to Eastern Mechanical Services.

Finance Committee – Commissioners Ostuw, Malhotra and Williams-Brown and Advisory Board members Latta and Williams, Mr. Tufo, Ms. Coard, Mr. Gottlieb, Ms. Reynolds, Ms. Janney, Mr. Montanez, Ms. Figueroa, Mr. Fedá, Mr. Paulemon, Mr. Soares, Mr. Galasso, Ms. Luzietti, Mr. Stothart, Mr. Velez, Mr. Warren, Ms. Young and Mr. Gomez attended the Finance Committee meeting on 8/22/2023. Mr. Fedá and Mr. Galasso provided an overview of the 07/2023 Accounts Receivable (A/R) results and discussed the revisions of the report. Mr. Galasso noted that the new report includes reporting on all properties in the portfolio; notes were added to reflect write-offs and rent relief funds to better reflect true A/R balances prior to those adjustments; and an appendix has been added to supplement the detailed data. Mr. Fedá described the collaborative analyses process performed with Finance and Operations each month to determine and record updated reasonable estimates of allowances for doubtful accounts. The report and trend analyses will continue to be developed to reflect program balances (by tenant type), provide historical A/R allowance balances and incorporate industry trends. These additional data points will further highlight trends that will support us in a proactive approach to manage increasing A/R balances.

Mr. Fedá provided an executive overview of the 6/30/23 financial results for the year-end properties, which include the state and federal properties, MAE and Rippowam Corporation. The unaudited financial results were strong across the group with most performing better than budget estimates (Wormser was slightly below budget estimates). Mr. Fedá provided the Scofield Manor 9/30/23 projected results; he noted a significant improvement to vacancy loss and an increase to the state reimbursement rate that contributed to a significant operating gain against original budget estimates. Mr. Fedá highlighted the Low-Income Housing Tax Credit (LIHTC) properties with 12/31/23 year end variances and noted that halfway through the year the entire portfolio is performing better than adopted budgets.

Ms. Reynolds reviewed the Fiduciary Board Checklist for midway 2023 calendar year. Ms. Reynolds noted that all 2022 audits and 2023 budgets are complete and have been approved by the Board. Fiduciary oversight activities including cyber security assessments and policy reviews which are being performed in accordance with the checklist. Ms. Luzietti provided an update of the audit activities being performed for the comprehensive

