# 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

## B. Approval of Minutes

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

Christine Young

Commissioner Williams-Brown moved; Commissioner Malhotra seconded.

The minutes were approved.

Ayes: Rich Ostuw Nays: None

John Coff Divya Malhotra

Sheila Williams-Brown

C. <u>Public Comments</u> – There was no public comment.

### D. Board Committee Reports

<u>Human Resources Committee</u> – 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. Feda, 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. Feda, 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. Feda 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. Feda 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. Feda 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. Feda 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. Feda 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

6/30/23 COC audit. She noted that all pre-audit closing activities will be complete by 8/24/23 with work then commencing on the preparation of the unaudited Real Estate Assessment Center (REAC) reporting to HUD due 09/15/23.

- E. Report from the Executive Director Ms. Coard stated that the Department of Housing and Urban Development's (HUD) Housing Opportunity Through Modernization Act (HOTMA) final changes are available for public comment on the COC website. HOTMA is intended to streamline processes and reduce the burden on housing providers. Ms. Coard encouraged Board members to review and provide comments and suggestions to the document. Ms. Coard stated that Nan McKay HOTMA rules and regulations training will be provided to staff 9/19/23 through 9/21/23 to bring the staff current with changes taking effect 1/1/24.
- F. Resolutions -

#### 23-21: Award Contract to Sentinel Maintenance for Janitorial Services

Commissioner Williams-Brown moved; Commissioner Malhotra 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 a two-year contract with Sentinel Maintenance, of Stamford, Connecticut for Janitorial Services. The cost of this procurement shall not exceed an annual total amount of \$351,000.00. Further Board approval will be required if the contract amount exceeds 110% of the authorized amount.

The resolution was passed.

Ayes: Rich Ostuw Nays: None

John Coff Divya Malhotra

Sheila Williams-Brown

- 23-22: Approve the 2023 SEMAP (Section 8 Management Assessment Program) Certification.
  - Commissioner Williams-Brown 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 2023 SEMAP (Section 8 Management Assessment Program) Certification is hereby approved for submission to the U.S. Department of Housing and Urban Development (HUD).

The resolution was passed.

Ayes: Rich Ostuw Nays: None

John Coff Divya Malhotra

Sheila Williams-Brown

- **G.** Executive Session At 6:16 p.m., after a motion duly made by Commissioner Ostuw and seconded by Commissioner Williams-Brown, the Board meeting was suspended. At 6:56 p.m. the Board went into an Executive Session. Mr. Tufo briefed the Board on the ongoing recruitment process for the Vice President of Rippowam Corporation position. The Board discussion provided helpful feedback and opportunities that will be considered.
- **H.** Adjournment At 7:23 p.m., after a motion duly made by Commissioner Ostuw and seconded by Commissioner Coff the Board meeting was adjourned.

Natalie Coard Executive Director