

MINUTES OF THE REGULAR BOARD MEETING OF  
THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF STAMFORD  
DECEMBER 13, 2023

The Annual 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, December 13, 2023.

Commissioner Ostuw called the meeting to order at 6:18 p.m.

**A. Attendees**

Present:	Rich Ostuw	Absent: Jaelyn Williams
	Lester McKoy	
	Divya Malhotra	
	John Coff	
	Sheila Williams-Brown	

Advisory Board:	Ronice Latta
	Ari Goldstein

Present:	Vin Tufo
	Natalie Coard
	Jon Gottlieb
	Lisa Reynolds
	Sam Feda
	Beth Janney
	Ken Montanez
	Jan Tantimonico
	Michele Tarulli
	Chris Warren
	Christine Young

**B. Approval of Minutes**

- Approval of minutes of the COC Board Meeting of November 15, 2023

➤ Commissioner Coff moved; Commissioner McKoy seconded.

The minutes were approved.

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

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

**D. Election of Officers** –

- Commissioner Coff nominated, Commissioner Williams-Brown seconded, Commissioner McKoy as Vice Chairman.
- Commissioner Williams-Brown nominated, Commissioner Coff seconded, Commissioner Ostuw as Chairman.
- Both appointments were approved by unanimous vote.

## **E. Board Committee Reports**

**Human Resources Committee** – Commissioners Ostuw, Coff, McKoy, Malhotra and Williams-Brown and Advisory Board member Latta, Mr. Tufo, Ms. Coard, Mr. Gottlieb, Ms. Janney, Mr. Montanez, Mr. Fedá, Ms. Figueroa, Ms. Reynolds, Ms. Tantimonico, Mr. Gomez, and Ms. Young attended the Human Resources Committee meeting on 12/12/2023. Mr. Gomez provided a recruitment update on open positions. Ms. Tantimonico and Mr. Gomez presented an overview of the employee survey results from 11/2023, which was compared to the same employee survey of 03/2023. Mr. Gomez reminded the Board members of the holiday event on 12/14/2023.

**Operations Committee** – Commissioners Ostuw, Coff, McKoy, Malhotra and Williams-Brown and Advisory Board member Latta, Mr. Tufo, Ms. Coard, Mr. Gottlieb, Ms. Janney, Mr. Montanez, Mr. Fedá, Ms. Figueroa, Ms. Reynolds, Ms. Tantimonico, Mr. Gomez, Ms. Luzietti, Mr. Galasso, Mr. Paulemon, Ms. Silverio, Mr. Soares and Ms. Young attended the Operations Committee meeting on 12/12/2023. Ms. Figueroa provided a detailed overview of the Q2/2023 Operations Board report. The Housing Choice Voucher (HCV) and Property Management dashboards were reviewed, noting important program activity such as HCV utilization and portfolio occupancy rates. Ms. Figueroa noted key highlights during the reporting period to be an initiative to enhance ongoing professional development, the SEMAP submission, and policy updates in preparation for HOTMA.

Mr. Galasso and Mr. Fedá provided an overview of the 11/2023 Accounts Receivable (A/R) results. Mr. Galasso noted an A/R increase of \$26,000, confirmed that 14 residents were in repayment agreements, and noted potential write-offs of \$208,000. Mr. Galasso presented an analysis that focuses on the month-to-month comparison of allowance balances in each of the program categories. Ms. Coard and Ms. Silverio presented six uncollected A/R balances totaling \$80,573.30 for write off. Ms. Coard provided an update on Capital Projects and Procurement activity.

**Finance Committee** – Commissioners Ostuw, Coff, McKoy, Malhotra and Williams-Brown and Advisory Board member Latta, Mr. Tufo, Ms. Coard, Mr. Gottlieb, Ms. Janney, Mr. Montanez, Mr. Fedá, Ms. Figueroa, Ms. Reynolds, Ms. Tantimonico, Mr. Gomez, Ms. Luzietti, Mr. Galasso, Mr. Paulemon, Ms. Silverio, Mr. Soares and Ms. Young attended the Finance Committee meeting on 12/12/2023.

Mr. Paulemon provided a high-level budget overview of the 2024 Operating Budgets for the Tax Credit and Multi-Family portfolio. Mr. Paulemon noted significant changes from the previous year's results; Ms. Janney and Mr. Warren described some new operational and oversight initiatives. Ms. Luzietti and Mr. Soares provided an update on the COC Y/E 6/30/23 and Scofield Y/E 9/30/23 audits. Both audits are tracking with our expected timeline.

Mr. Montanez and Mr. Fedá reviewed the resolutions for approval: Yardi Software and Wise Consulting contracts regarding the MIS conversion moving from HAB/MRI to Yardi. One resolution relates to the five-year implementation and software costs; the second relates to the consultant that will provide services and support during the project and conversion.

**F. Report from the Executive Director** – Ms. Coard reported on the Lawnhill Terrace Phase 4 leasing activity. Ms. Coard noted that there was one unit remaining to lease with an anticipated date of 12/15/2023. Ms. Coard thanked the Eastside property management team for their hard work and diligence in meeting the 12/31/2023 deadline. Ms. Coard discussed the Invest Health convening she attended in Nashville with other Stamford organizations. The conference provided the opportunity for leaders to come together around strategies to drive community development projects that can improve the health and well-being in neighborhoods with the most need. Ms. Coard stated that the City of Stamford plans to apply for the Invest Health grant in 01/2024. Ms. Coard provided an update on the upcoming new contracts for the Affordable Housing Management services that are provided to the Below Market Rate (BMR) program. The current contract total: 345 units with an additional 134 units being added in FY24 Q1.

**G. Strategic Overview from Chief Executive Officer** - Mr. Tufo discussed the federal government's 1/19/2024 deadline of the current stopgap spending bill and possible future shutdown. Mr. Tufo noted that, if the shutdown were to occur in 1/2024, the staff has prepared a contingency plan that regards the impact on each of our critical functions, obligations and operating/development assumptions. They would develop a strategy and messaging to communicate internally as well as externally. Mr. Tufo discussed a strategic planning initiative being planned for April that will be

led by Board members and senior staff. The purpose is to review and reaffirm COCs' primary mission and that it is consistent with the needs of the community and what is expected of COC given our capacity and resources.

**H. Resolutions –**

**23-25: Acceptance of Charter Oak Communities Write-Off of Tenant Accounts Receivable Balances Over \$5,000**

- Commissioner Coff moved; Commissioner Malhotra seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the uncollectable funds of \$80,573.30 be written off to reduce current A/R balances.

The resolution was passed.

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

**23-26: Approve the award of the Yardi Implementation Consulting Services contract to Wise Consulting Services**

- Commissioner Coff 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 Wise Consulting Services be selected for Yardi Implementation Consulting Services for a total cost not to exceed \$250,000. 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  
Lester McKoy  
Sheila Williams-Brown

**23-27: Approve the selection and award of the Management Information System (MIS) contract to Yardi Systems Inc (Yardi).**

- Commissioner Coff 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 Yardi Systems Inc be selected for the Management Information System for a total cost not to exceed \$1,100,000 for a term of five years. 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  
Lester McKoy

**23-28: To approve the operating budgets for the twelve-month period ending December 31, 2024, for the following entities: Taylor Street LP, Clinton Ave LP (Post House), Glenbrook Road Elderly Housing Corp (Glenbrook Manor), Fairgate Corp LP, 58 Progress Drive LP (Westwood), Palmer Square Housing Development LLC, and Southern Connecticut Commercial Improvement Corporation**

➤ Commissioner Coff moved; Commissioner Malhotra seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Budgets for Taylor Street LP, Clinton Ave LP (Post House), Glenbrook Road Elderly Housing Corp (Glenbrook Manor), Fairgate Corp LP, 58 Progress Drive LP (Westwood), Palmer Square Housing Development LLC and Southern Connecticut Commercial Improvement Corp is adopted for the fiscal year starting January 1, 2024, through December 31, 2024

The resolution was passed.

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

**I. Executive Session** – There was no Executive Session.

**J. Adjournment** - At 6:54 p.m., after a motion duly made by Commissioner Coff and seconded by Commissioner McKoy the Board meeting was adjourned.

Natalie Coard  
Executive Director