

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
MAY 22, 2024

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, May 22, 2024.

Commissioner Ostuw called the meeting to order at 6:06 p.m.

A. Attendees

Present:	Rich Ostuw Lester McKoy John Coff Divya Malhotra Alexandro Morris	Absent:	
Advisory Board:	Ronice Latta	Absent:	Ari Goldstein Jaclyn Williams Bianca Shinn-Desras
Present:	Vin Tufo Natalie Coard Jon Gottlieb Lisa Reynolds Sam Feda Jackie Figueroa Raul Gomez Beth Janney Megan Shutes Peter Stothart Michelle Tarulli Chris Warren Luisa Correa Christine Young Ms. Monique Miller Ms. Jackie Romeo		

B. Approval of Minutes

- Approval of minutes of the COC Board Meeting of April 24, 2024

➤ Commissioner Coff moved; Commissioner Malhotra seconded.

The minutes were approved.

Ayes:	Rich Ostuw Lester McKoy Divya Malhotra John Coff Alexandro Morris	Nays:	None
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C. Public Comments – Ms. Monique Miller stated concerns with the Clinton Manor washer and dryer machines. Ms. Coard stated that she is aware of the issues and will follow up with the vendor on the status of the repairs to the machines.

D. Mayor’s Strategic Planning Review - Commissioner Ostuw and Mr. Tufo presented the 2030 COC Strategic Plan and mission statement and discussed the eight Core Objectives. Mr. Tufo stated that 2024 marks the halfway point through

targeted objectives for 2030, leading to the Strategic Plan 2024 (SP24) initiative to ensure that COC's business model and operating capacity are properly aligned to fulfill its mission and core objectives reflecting our role of supporting the Stamford community. Mr. Tufo introduced the four work groups: Confirm COC Mission and Core Objectives, Examine COC Business Model, Examine Operational Effectiveness and Communications & Feedback. The senior staff member assigned to each work group provided a brief presentation.

Mayor Simmons was impressed with COC's work, presentation of the SP24 initiative and role of the Core Objectives. Mayor Simmons stated that many of the objectives align with her administration's goals, and the city will continue to promote social cohesion and building affordable housing units; COC is a critical partner in achieving these goals. Mayor Simmons discussed funding around affordable housing and the expansion of the BMR program and the Affordable Housing Trust Fund.

Mr. Tufo discussed the importance of COC's continued relationship with the city administration and how our close connection is beneficial for the overall wellbeing of residents.

E. Board Committee Reports

Human Resources Committee – Commissioners Ostuw, Coff, McKoy, Morris, and Advisory Board member Latta, Mr. Tufo, Ms. Coard, Ms. Janney, Mr. Montanez, Mr. Fedra, Ms. Figueroa, Ms. Reynolds, Mr. Gomez, Mr. Stothart, Mr. Warren, Mr. Galasso, Mr. Paulemon, Ms. Caselli, Ms. Parada-Bravo and Ms. Young attended the Human Resources Committee meeting on 5/21/2024. Mr. Gomez provided a recruitment update for the Project Manager position to include the assistance of a professional recruitment firm. Mr. Tufo explained the need for the Rippowam Corporation position along with succession planning. Mr. Gomez described the process for achieving our third Top Workplace Award. Mr. Gomez provided highlights of upcoming employee engagement events and activities that included the Employee Suggestion Box.

Ms. Coard and Ms. Reynolds provided a high-level overview of employee engagement initiatives around COC's values and mission. They described the next steps in deploying the updated mission and vision statements (developed from the SP24 initiative) along with reaffirming the Core Objectives with employees, residents, elected officials and partners.

Operations Committee – Commissioners Ostuw, Coff, McKoy, Morris, and Advisory Board member Latta, Mr. Tufo, Ms. Coard, Ms. Janney, Mr. Montanez, Mr. Fedra, Ms. Figueroa, Ms. Reynolds, Mr. Gomez, Mr. Stothart, Mr. Warren, Mr. Galasso, Mr. Paulemon, Ms. Caselli, Ms. Parada-Bravo and Ms. Young attended the Operations Committee meeting on 5/21/2024.

Ms. Janney provided a detailed overview of the Q1/2024 Operations Board report. A key highlight was the completion of the Rental Assistance Demonstration (RAD) closing and conversion of Ursula Park and Sheridan Mews. Ms. Janney and Ms. Figueroa noted the Public Housing and Section 8 Physical Inspection Scores (PIC) above the required submission rate at 97.79 and 101 respectively; there were a total of 1,046 work orders received, which 435 were emergency items; occupancy across the portfolio averaged 98%; and Family Centers offered 371 group activities across all properties including supportive services for benefits, financial assistance, friendly visits, emergency food assistance and more. In the Business Enterprise section, 95 affordable units in Stamford and 92 workforce housing units in Norwalk, Connecticut were added to our BMR management portfolio.

Ms. Parada-Bravo provided an overview of the Housing Choice Voucher Program (HCVP) Landlord Engagement event hosted by the City of Stamford. Mr. Stothart reported on capital projects to include the commencement of the Scofield Manor Roof Replacement project and the Land Services for Landscaping Maintenance Services contract that has been executed.

Finance Committee – Commissioners Ostuw, Coff, McKoy, Morris, and Advisory Board member Latta, Mr. Tufo, Ms. Coard, Ms. Janney, Mr. Montanez, Mr. Fedra, Ms. Figueroa, Ms. Reynolds, Mr. Gomez, Mr. Stothart, Mr. Warren, Mr. Galasso, Mr. Paulemon, Ms. Caselli, Ms. Parada-Bravo and Ms. Young attended the Finance Committee meeting on 5/21/2024.

Mr. Paulemon reviewed the FY 2025 HCVP operating budget and the FY 2024 results. He highlighted year-over-year variances; Ms. Figueroa provided feedback related to vacancy position planning. Mr. Fedra presented an overview of the Q1/2024 Quarterly Financial Report by property, highlighting variances against the budget. He provided additional information on unique transactions impacting year-to-date budget results and budget projections. Ms. Reynolds provided an update on Yardi activity and noted a written activity report was included in the 05/2024 BoardPaq folder.

F. Report from the Executive Director – There was no report.

G. Strategic Overview from Chief Executive Officer - Mr. Tufo discussed the planned Board Discussions as SP24 follow-up activities. He stated that the upcoming Board agendas would include a brief organized discussion topic that was raised in our Retreat and would benefit from further consideration. For 06/2024, we will discuss enhancing Board capabilities by looking at the staff improvement model. Upcoming Board meetings will include an executive session discussion on succession planning and the impact on COC after completion of the RAD conversions effectively eliminating COC’s tenure in providing Low Income Public Housing (LIPH). Mr. Tufo stated that the fall Board meetings would discuss capital needs planning and how to program capital projects going forward. Future Board discussions will include continuing to support unlimited employee potential and advancement opportunities along with exploring business opportunities beyond the BMR program. Mr. Tufo described the upcoming discussions as intended to be informative, strategic and inclusive.

H. Resolutions –

24-18: Approve Change Order No.1 to the Contract with Arrow Security Services for Security Guard Services.

- 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 Executive Director is authorized to approve Change Order No. 1 to the contract with Arrow Security Services, Inc. for the amount of \$2,317,624.00, bringing the total not to exceed contract amount to \$2,836,897.00. Further expenditure shall not be exceeded without further Board authorization.

The resolution was passed.

Ayes:	Rich Ostuw	Nays:	None
	Lester McKoy		
	John Coff		
	Divya Malhotra		
	Alexandro Morris		

24-19: Approve Change Order No. 1 to the Contract with Connecticut Pest Elimination, LLC for Exterminating Services.

- Commissioner Coff moved; Commissioner McKoy seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director is authorized to approve Change Order No. 1 to the contract with Connecticut Pest Elimination, LLC for the amount of \$613,987.00, for a total contract amount not to exceed \$757,323.00. Further expenditure shall not be exceeded without further Board authorization.

The resolution was passed.

Ayes:	Rich Ostuw	Nays:	None
	Lester McKoy		
	John Coff		
	Divya Malhotra		
	Alexandro Morris		

24-20: Approval of the 2024 Capital Fund ACC, Capital Fund Program Revised Annual Statement and Five-Year Plan 2024 Capital Fund Program CT26P007501-24 Capital Improvement Grant

- Commissioner McKoy moved; Commissioner Coff seconded.

Be it resolved that the Board of Commissioners of the Housing Authority of the City of Stamford approve the 2024 Capital Fund ACC, Revised Annual Statement and Five Year Plan for the FY 2024 Capital Fund Capital Improvement Grant in the amount of \$1,010,065.00. (See attached forms HUD-50075.1, 50075.2 & 52840-A)

The resolution was passed.

Ayes: Rich Ostuw
Lester McKoy
John Coff
Divya Malhotra
Alexandro Morris

Nays: None

24-21: Approve the Housing Choice Voucher Program (HCVP) operating budget for the twelve-month period ending June 30, 2025.

➤ Commissioner Malhotra 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 operating budget for the Housing Choice Voucher Program are adopted for the fiscal year starting July 1, 2024 through June 30, 2025.

The resolution was passed.

Ayes: Rich Ostuw
Lester McKoy
John Coff
Divya Malhotra
Alexandro Morris

Nays: None

I. Executive Session – No Executive Session was held.

J. Adjournment - At 6:55 p.m., after a motion duly made by Commissioner Coff and seconded by Commissioner McKoy the Board meeting was adjourned.

Natalie Coard
Executive Director