

MINUTES OF THE REGULAR BOARD MEETING OF  
THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF STAMFORD  
FEBRUARY 26, 2025

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, February 26, 2025.

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

**A. Attendees**

Present: Rich Ostuw  
John Coff  
Lester McKoy  
Divya Malhotra

Absent: Alexandro Morris

Advisory Board: Bianca Shinn-Desras  
Ronice Latta  
Jonny Lach

Absent:

Present: Vin Tufo  
Natalie Coard  
Jon Gottlieb  
Lisa Reynolds  
Sam Feda  
Jackie Figueroa  
Beth Janney  
Ken Montanez  
Jan Tantimonico  
Raul Gomez  
Megan Shutes  
Michele Tarulli  
Karen Coquillon  
Chris Warren  
Darnel Paulemon  
Christine Young

**B. Approval of Minutes**

Approve minutes of the COC Board Meeting of January 22, 2025

➤ Commissioner Ostuw moved; Commissioner Coff seconded.

The minutes were approved.

Ayes: Rich Ostuw  
John Coff  
Lester McKoy  
Divya Malhotra

Nays: None

Approve Minutes of the TEFRA Public Hearing of January 22, 2025

➤ Commissioner Ostuw moved; Commissioner Malhotra seconded.

The minutes were approved.

Ayes: Rich Ostuw  
Nays: None

John Coff  
Lester McKoy  
Divya Malhotra

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

D. **Board Committee Reports**

**Human Resources Committee** – Commissioners Ostuw, Coff, McKoy and Malhotra and Advisory Board members Latta and Lach, Mr. Tufo, Mr. Gottlieb, Ms. Coard, Ms. Figueroa, Ms. Janney, Mr. Montanez, Mr. Fedra, Ms. Reynolds, Ms. Tantimonico, Mr. Gomez, Mr. Warren, Ms. Coquillon, Ms. Parada-Bravo and Ms. Young attended the Human Resources Committee meeting on 02/25/2025. Mr. Gomez provided a recruitment update on promotions, new hires and open positions. Ms. Tantimonico addressed President Trump’s Executive Orders on diversity, equity and inclusion, and the preliminary injunction on both. Mr. Gomez provided an update on upcoming scheduled employee engagement activities and events.

**Operations Committee** – Commissioners Ostuw, Coff, McKoy and Malhotra and Advisory Board members Latta and Lach, Mr. Tufo, Mr. Gottlieb, Ms. Coard, Ms. Figueroa, Ms. Janney, Mr. Montanez, Mr. Fedra, Ms. Reynolds, Ms. Tantimonico, Mr. Gomez, Mr. Warren, Ms. Coquillon, Ms. Parada-Bravo, Mr. Paulemon, Mr. Soares and Ms. Young attended the Operations Committee meeting on 02/25/2025.

Ms. Figueroa and Ms. Janney provided an overview of the Q4 2024 Operations Board Report. Ms. Figueroa presented the Housing Choice Voucher Program (HCV) dashboard, and Ms. Janney presented the Property Management dashboard. Ms. Janney highlighted activity within the Operations Service Group and described notable resident activity among all COC properties.

Ms. Figueroa provided an overview of the proposed utility allowance schedules for the HCV Program; the resolution will be presented to the Board for consideration 2/26/2025: Approve Housing Choice Voucher Program (Section 8) Proposed Schedule for Allowances for Tenant Furnished Utilities and Other Services. Ms. Figueroa explained that the schedules include updates to three structure types – Single Family, High-Rise and Low-Rise - and reflect rate updates for each utility source. Ms. Figueroa stated that 85% of HCV participants pay for some portion of their utilities.

Ms. Janney discussed the 2025 Flat Rent Schedule; the resolution will be presented to the Board for consideration 2/26/2025: Adopt Updated Flat Rent Schedule for all Federal Low Rent Public Housing Properties. Ms. Janney noted that there are five families or fewer currently on the Flat Rent schedule.

**Finance Committee** – Commissioners Ostuw, Coff, McKoy and Malhotra and Advisory Board members Latta and Lach, Mr. Tufo, Mr. Gottlieb, Ms. Coard, Ms. Figueroa, Ms. Janney, Mr. Montanez, Mr. Fedra, Ms. Reynolds, Ms. Tantimonico, Mr. Gomez, Mr. Warren, Ms. Coquillon, Ms. Parada-Bravo, Mr. Paulemon, Mr. Soares, Mr. Mike Guyder and Mr. Andrew Remus (CBIZ, Inc.) and Ms. Young attended the Finance Committee meeting on 02/25/2025. CBIZ, Inc., an independent auditing firm, represented by Mr. Guyder and Mr. Remus, presented an overview of the COC Annual Comprehensive Annual Y/E 6/30/2024 audit. Mr. Remus noted that the audit resulted in an “unmodified” or “clean” opinion with no findings or regulatory irregularities. COC’s annual auditor meeting is in accordance with the Fiduciary Checklist and Oversight; the Board will be asked to approve a resolution to accept the audit.

Mr. Soares presented the 9/30/24 Scofield Manor audit. Auditors Whittlesey & Hadley, P.C. will present the audit at the 03/2025 Finance Committee meeting. Mr. Soares reported on the Scofield Manor Cost Report that is complete and has been filed with the state. Mr. Galasso described the status of the 12/31/24 tax credit audits, several of which are in the final draft form and others are nearing completion. The auditors will be reporting on the results during the 03/2025 Finance Committee meeting.

The Finance Liaison team (Ms. Reynolds, Mr. Tufo, Ms. Coard and Mr. Coff) provided a revised proposed Learning Path for Commissioners on Boarding and Education, which will be implemented 03/2025.

E. **Report from Executive Director** – Ms. Coard stated that the current Board software, BoardPaq, will be retired 4/1/2025. Board members and staff will transition to BoardEffect for the 3/26/2025 Board meeting. Ms. Young will be providing further details regarding upcoming BoardEffect training. Ms. Coard reported ongoing discussions with Center Management, Inc. and the City of Stamford concerning the transfer of

operations at Scofield Manor. Ms. Coard outlined the process that the City of Stamford must follow to transfer the operations of Scofield Manor to Center Management. Additionally, Ms. Coard provided an update on Immigration and Customs Enforcement (ICE) procedures and training that will be implemented for staff. This training will equip frontline staff with the necessary knowledge and skills to effectively respond to any visits from ICE officials at COC offices.

**F. Strategic Overview from Chief Executive Officer** –Mr. Tufo discussed the ongoing changes in Washington D.C. related to funding, regulations, and the new budget, which is expected to pass as an extended Continuing Resolution by 3/14/2025. Mr. Tufo emphasized the importance of monitoring, responding to, and advising on the new budget to assess its potential impact on residents and operations. Mr. Gottlieb continues to monitor changes in HUD programs, funding and regulations.

**G. Resolutions –**

**25-02: Authorize Application for Conversion of Stamford Manor to the Project-Based Voucher Program under the RAD-Section 18 Blend Program**

➤ 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 submission of a RAD – Section 18 Blend conversion application for Stamford Manor is authorized. Be it also resolved that the CEO, Executive Director and/or designated staff are authorized to execute documents and provide certifications as required to seek HUD approval for the proposed conversion, and to complete the application and conversion process.

The resolution was passed.

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

**25-03: Approve 2024 Discretionary 401(a) Plan Contribution**

➤ 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 Employer’s Discretionary Contribution for calendar 2024 to the 401(a) plan for eligible employees shall be authorized at 6% of their base salary for the period of January 1, 2024, through December 31, 2024. The Chief Executive Officer is authorized to execute such documents as necessary to implement the approved contributions to the 401(a) plan.

The resolution was passed.

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

**25-04: Appoint Jonathan Lach to Rippowam Corporation Board of Directors**

➤ 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 Jonathan Lach be appointed to the Board of Directors of Rippowam Corporation. This appointment shall take effect immediately.

The resolution was passed.

Ayes: Rich Ostuw  
John Coff  
Lester McKoy  
Divya Malhotra

Nays: None

**25-05: Adopt Updated Flat Rent Schedule for all Federal Low Rent Public Housing Properties**

➤ Commissioner Coff moved; Commissioner McKoy 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 March 1, 2025.

The resolution was passed.

Ayes: Rich Ostuw  
John Coff  
Lester McKoy  
Divya Malhotra

Nays: None

**25-06: Accept the Year End June 30, 2024, Audited Financial Statements for the Housing Authority of the City of Stamford.**

➤ Commissioner Coff moved; Commissioner McKoy seconded.

Be it resolved by the Board of Commissioners of the Housing Authority of the City of Stamford that the year ending June 30, 2024, Financial Statements are accepted.

The resolution was passed.

Ayes: Rich Ostuw  
John Coff  
Lester McKoy  
Divya Malhotra

Nays: None

**25-07: Accept Charter Oak Communities Write-Off of Tenant Accounts Receivable Balances Over \$5,000.**

➤ Commissioner Coff moved; Commissioner McKoy seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the uncollectable funds of \$29,563 be written off to reduce current A/R balances.

The resolution was passed.

Ayes: Rich Ostuw  
John Coff  
Lester McKoy  
Divya Malhotra

Nays: None

**25-08: Approve Housing Choice Voucher Program (Section 8) Proposed Schedule for Allowances for Tenant Furnished Utilities and Other 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 proposed allowances for tenant furnished utilities and other services is hereby adopted, effective March 1, 2025.

The resolution was passed.

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

- H. Executive Session** – At 7:09 p.m., after a motion duly made by Commissioner Ostuw and seconded by Commissioner Coff, the Board meeting was suspended. At 7:34 p.m. the Board meeting resumed and went into an Executive Session. The Board discussed the planned transition of executive leadership and recruitment of a new Chief Executive Officer.
- I. Adjournment** - At 8:10 p.m., after a motion duly made by Commissioner Ostuw and seconded by Commissioner Coff the Board meeting was adjourned.

Natalie Coard  
Executive Director