A regular Board meeting of the Commissioners of the Housing Authority of the City of Stamford was held at 40 Clinton Avenue, Stamford, Connecticut on Wednesday, August 22, 2018.

Commissioner Nelthropp called the meeting to order at 6:04 p.m.

A. **Attendees**

Present: Courtney Nelthropp  
Bill McCullough  
Richard Ostuw  
Sheila Williams-Brown  
Susan Rutz  
Lester McCoy  
Kristella Garcia  

Absent: Adriana Ospina

Also Present: Natalie Coard  
Janice Tantimonico  
Jacqueline Figueroa  
Eric Allen  
Suela Pergjoni  
Marcia Bennett

B. **Approval of Minutes**

- Approval of minutes of the Regular Board Meeting of July 25, 2018

  ➢ Commissioner Nelthropp moved, Commissioner Ostuw seconded

  The minutes were approved.

  Ayes: Courtney Nelthropp  
  Bill McCullough  
  Richard Ostuw  
  Sheila Williams-Brown  
  Susan Rutz

  Nays: None

C. **Public Comment** – There were no comments from the public.

D. **Board Committee Reports**

1. **Human Resources Committee** – Commissioners Nelthropp, Ostuw, Williams-Brown, and Rutz, Ms. Tantimonico and Ms. Coard were in attendance at the HR Committee meeting on 08/21/18. Ms. Tantimonico provided a recruitment update on the following positions: Mr. Christakos as a Maintenance Mechanic II and Ms. Alexander as a Property Manager. Ms. Tantimonico reported on the open positions: Eligibility Specialist; Maintenance Mechanic III; Part-Time Certified Nursing Assistant (CNA) for Scofield Manor; and Part-Time Attendant and Housekeeper at Wormser Congregate. Ms. Tantimonico discussed the new HR dashboard metrics and highlighted areas of importance, and she solicited feedback from the committee members. Ms. Tantimonico reviewed the ‘areas of improvement’ action items from the 2018 employee survey. She also highlighted upcoming COC events.

2. **Operations Committee** – Commissioners McCullough and Rutz, Mr. Allen, Ms. Figueroa, and Ms. Bennett were in attendance at the Operations Committee meeting on 08/21/18. Ms. Figueroa noted highlights of the Quarterly Operations Report of June 30, 2018. Ms. Figueroa discussed the tenant accounts receivable write-offs process and the options for further reducing tenant fraud. Ms. Figueroa noted an update on the contracts with Building & Land Technology (BLT) for Harbor Landing and NV @ Harbor Point. Mr. Allen provided a procurement update and discussed the resolution to Authorize Change Order No. 3 to the Contract with Almstead Tree and Shrub Care for Added Funding for Tree Trimming Services. Ms. Figueroa discussed resolutions: Approve the Housing Choice Voucher (HCV) Program Administrative Plan and Approve the 2018 SEMAP (Section 8 Management Assessment Program) Certification.

3. **Finance Committee** – There was no Finance Committee Meeting held for August 2018.

E. **Report from Executive Director** – Ms. Coard reported that Family Centers hosted a six-week ‘Summer Club’ program in July and August for 30 Lawnhill Terrace and Fairgate children between the ages of 5 to 12. The program was well received and included classes in Math, English and Computer Technology in addition to various enrichment activities. In addition to programs offered at the COC communities, the children attended field trips to Camp Simon in Greenwich and
the Maritime Aquarium in Norwalk. Ms. Coard reported that Family Centers received a grant of $20,000 from a foundation and donors which made it possible to offer the program, which they hope to continue in the next year.

F. **Strategic Overview from Chief Executive** – There was no report for August 2018.

G. **Resolutions**

18-32: **Authorize Change Order No. 3 to the Contract with Almstead Tree and Shrub Care for Added Funding for Tree Trimming Services.**

> Commissioner Nelthropp moved, Commissioner Ostuw 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. 3 with Almstead Tree and Shrub Care for the amount of $20,000.00, bringing the total not to exceed contract amount to $69,500.00; and that further additional funding shall not be exceeded without further Board authorization.

The resolution was passed.

Ayes: Courtney Nelthropp  
Bill McCullough  
Richard Ostuw  
Sheila Williams-Brown  
Susan Rutz  

Nays: None

18-33: **Approve the 2018 SEMAP (Section 8 Management Assessment Program) Certification.**

> Commissioner Nelthropp moved, Commissioner McCullough seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the 2018 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: Courtney Nelthropp  
Bill McCullough  
Richard Ostuw  
Sheila Williams-Brown  
Susan Rutz  

Nays: None

18-34: **Approve the Housing Choice Voucher (HCV) Program Administrative Plan.**

> Commissioner Nelthropp moved, Commissioner McCullough 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 Housing Choice Voucher Program Administrative Plan is hereby adopted effective September 1, 2018.

The resolution was passed.

Ayes: Courtney Nelthropp  
Bill McCullough  
Richard Ostuw  
Sheila Williams-Brown  
Susan Rutz  

Nays: None

H. **Executive Session**
No Executive Session was held.

I. **Adjournment**
At 6:35 p.m., after a motion duly made by Commissioner Nelthropp and seconded by Commissioner Ostuw, the Board meeting was adjourned.