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, June 27, 2018.

Commissioner Nelthropp called the meeting to order at 6:14 p.m.

A. **Attendees**

   Present:   Courtney Nelthropp
   Bill McCullough
   Richard Ostuw
   Sheila Williams-Brown
   Susan Rutz
   Adriana Ospina

   Also Present:  Vin Tufo
   Natalie Coard
   Lisa Reynolds
   Janice Tantimonico
   Jacqueline Figueroa
   Eric Allen
   Peter Stothart
   Marcia Bennett

   Absent:   Kristella Garcia
   Lester McCoy

B. **Approval of Minutes**

   - Approval of minutes of the Regular Board Meeting of May 23, 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 Ostuw, Rutz and Williams-Brown, Ms. Galletti and Ms. Tantimonico (phone) were in attendance at the HR Committee meeting on 06/26/18. Ms. Galletti announced the promotion of Mr. Feda to Director of Finance and Mr. Langham to Maintenance Coordinator. Ms. Galletti reported on the open positions: Property Manager for Clinton Manor, Post House, Taylor Street Condominiums and Wormser Congregate; Maintenance Mechanic II; Maintenance Mechanic III and Part-Time Certified Nursing Assistant (CNA) for Scofield Manor. Ms. Tantimonico discussed the Employee Survey and COC’s areas of strength and for improvement based on the results; executive leadership will discuss an action plan to address the areas of improvements at a later time. Ms. Tantimonico noted that the Employee Benefits Fair was held on 6/13/18 where representatives from insurance carriers presented on employee medical, dependent care, flexible spending, and transit benefits. HR will host a similar Benefits Fair at Scofield Manor on 06/27/18.

2. **Operations Committee** – Commissioners McCullough and Rutz, Mr. Allen and Ms. Bennett were in attendance at the Operations Committee meeting on 06/26/2018. Mr. Allen highlighted the upcoming implementation of the ‘No Smoking Policy’ which will go into effect on 07/30/18; notification letters were mailed to residents and a public hearing notice was posted in the Stamford Advocate and on COC’s website. Mr. Allen discussed the preventative maintenance plan for all COC properties; the plan will ensure that all equipment and systems in COC buildings are properly maintained and fully operational. Mr. Allen gave an update on the vendor, The Inspection Group that has been engaged to conduct annual inspections on the majority of COC’s units. The inspections were completed on 06/26/18, and a plan was put into place to address emergency deficiencies and all housekeeping issues. Mr. Stothart discussed tonight’s resolutions: Authorize Change Order No. 2 for added Funding and Term Extension for Security Guard Services with Century Protective Services and Approve Change Order No. 5 for added funding to the Contract with Absolute Staffing, LLC for Recruitment Services. Ms. Figueroa discussed the resolution: Acceptance of Charter Oak Communities Write-Off of Public Housing Tenant Accounts Receivable Balances Over $5,000.
3. **Finance Committee** – Commissioners Nelthropp, Ostuw, McCullough, Williams-Brown, and Rutz, Mr. Tufo, Mr. Gottlieb, Ms. Reynolds, Ms. Coard, Ms. Figueroa, Mr. Allen, Mr. Feda, Mr. Paulemon, and Ms. Luzietti were in attendance at the Finance Committee meeting on 06/26/18. Mr. Paulemon discussed the proposed 2019 budget for the Low-Income Public Housing program and highlighted any significant variances in revenue and expenses. Ms. Figueroa discussed the proposed 2019 budget for the Housing Choice Voucher Program (HCVP) highlighting the following: the FY 2018 Administrative Fees were funded at a 4 percent higher proration rate than budgeted, generating $118K in administrative fee revenue. Mr. Feda reviewed the Management, Administration and Enterprise (MAE) y/e 2018 estimates and the proposed budget for 2019. Mr. Feda explained any substantial variances from FY 2018. MAE projects an operating deficit of $967K projected for FY 2018 and a budgeted $929K deficit in FY 2019. Mr. Benavides reviewed the results of the Cyber-Security Assessment, explained the scope and the critical areas the IT Department will be addressed in the future. Mr. Benavides discussed the move of COC server function and storage to the Cloud and how it will impact system security by moving to a new data center with better security protocols.

E. **Report from Executive Director** – Ms. Coard provided an update on the customer service training for the CNAs at Scofield Manor that was completed by 19 employees. The training was conducted through Norwalk Community College which addressed some of the challenges surrounding residents and health care workers such as communication, cultural differences and diversity among residents and employees. Scofield Administrator Ms. Jarrett reported seeing a significant improvement among staff and response from residents; they will continue to provide training periodically. Ms. Coard provided an update on the new contract signed with Building & Land Technology (BLT) to lease up 22 BMR units in the new Harbor Landing development. Ms. Coard reported the waiting list was opened in June with a goal to receive one hundred applications or a closing date of 06/29/18; 66 applications have been received to date. Ms. Coard gave an update on BLT’s “NV” @ Harbor Point stating that 18 units are leased up with an additional 48 remaining. Ms. Coard discussed her attendance with Ms. Figueroa at a training facilitated by DOMUS called “Undoing Racism”. Ms. Coard reported that the workshop training was extremely valuable and would recommend it to all COC employees.

F. **Strategic Overview from Chief Executive** – Mr. Tufo briefly discussed the significant increase in Capital Funding appropriation provided by HUD of over 50 percent. Mr. Tufo provided an outline of the Vita Health and Wellness District Initiatives, which display the current commitments and programs in addition to the involvement of other community providers. The plan strategically identifies its Purpose, Theory of Change, Collaborative, Technical Support, Principal Objectives, Recent Progress and the Next Steps. Mr. Tufo emphasized that the Vita initiative has richly engaged the community in many different social service areas, helped different organizations pull together and put several projects into motion. Mr. Tufo discussed the State of Connecticut Department of Health initiatives to develop a statewide model to help build healthier communities by mirroring what is being accomplished in Stamford. The initiative will focus on areas that drive health such as housing, food, health, employment and education. Mr. Tufo stated the next phase of the COC Strategic Planning would include a presentation from Rippowam Corporation 07/10/18.

G. **Resolutions**

18-19: **Approve the Central Office Cost Center (COCC) operating budget for the twelve-month period ending June 30, 2019.**

- 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 Budget for the Central Office Cost Center are adopted for the fiscal year starting July 1, 2018 through June 30, 2019.

The resolution was passed.

Ayes: Courtney Nelthropp      Nays: None
Bill McCullough
Richard Ostuw
Sheila Williams-Brown
Susan Ostuw

18-20: **Approve the Housing Choice Voucher Program (HCVP) operating budget for the twelve-month period ending June 30, 2019.**

- 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 operating budget for the Housing Choice Voucher Program are adopted for the fiscal year starting July 1, 2018 through June 30, 2019.
The resolution was passed.

Ayes:   Courtney Nelthropp        Nays:   None
        Bill McCullough
        Richard Ostuw
        Sheila Williams-Brown
        Susan Rutz


- Commissioner Nelthropp moved, Commissioner McCullough seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the operating budget for the Federal Low-Income Public Housing Program is adopted for the fiscal year starting July 1, 2018 through June 30, 2019.

The resolution was passed.

Ayes:   Courtney Nelthropp        Nays:   None
        Bill McCullough
        Richard Ostuw
        Sheila Williams-Brown
        Susan Rutz

18-22:  Authorize Change Order No. 2 to Contract w/ Century Protective Services for Added Funding and Term Extension for Security Guard Services.

- 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 Executive Director is authorized to approve Change Order No. 2 to the contract with Century Protective Services, Inc. for the amount of $417,436.48, bringing the total not to exceed contract amount to $1,080,409.44; and that further additional funding shall not be exceeded without further Board authorization.

The resolution was passed.

Ayes:   Courtney Nelthropp        Nays:   None
        Bill McCullough
        Richard Ostuw
        Sheila Williams-Brown
        Susan Rutz

18-23:  Approve Change Order No. 5 for added funding to the Contract with Absolute Staffing, LLC for Recruitment Services.

- Commissioner Nelthropp moved, Commissioner McCullough 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 approve Change Order No. 5 for additional funding with Absolute Staffing, LLC for the amount of $60,000.00, raising the total not to exceed contract amount to $515,000.00 and to extend the contract term for six months to February 1, 2019. Further expenditure shall not be exceeded without Board authorization.

The resolution was passed.

Ayes:   Courtney Nelthropp        Nays:   None
        Bill McCullough
        Richard Ostuw
        Sheila Williams-Brown
        Susan Rutz

18-24:  Acceptance of Charter Oak Communities Write-Off of Public Housing Tenant Accounts Receivable Balances Over $5,000.
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 Executive Director is authorized to approve the uncollectable funds of $22,191.46 be written off to reduce current A/R balances.

The resolution was passed.

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

Nays: None

18-25:  Revise “Incentives” Personnel Policy, Chapter No. 510.

Commissioner Nelthropp moved, Commissioner McCullough seconded.

Be it resolved by the Board of Commissioners of the Housing Authority of the City of Stamford that the revision to Personnel Policy No. 510 has been accepted.

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 7:17 p.m., after a motion duly made by Commissioner Nelthropp and seconded by Commissioner Ostuw, the Board meeting was adjourned.

Natalie Coard  
Executive Director