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, January 25, 2017.

Commissioner Nelthropp called the meeting to order at 6:11 p.m.

A. **Attendees**

Present:
- Courtney Nelthropp
- Jack Penfield
- Sheila Williams-Brown
- Ligia Marroquin

Also Present:
- Vin Tufo
- Steven Brown
- Natalie Coard
- Monique Moye
- Jackie Figueroa
- Lisa Reynolds
- Peter Stothart
- Janice Tantimonico
- Christine Young
- Lou Sapone (Rippowam Manor)

Absent:
- Kristella Garcia
- Richard Ostuw
- Tim Hodges
- Bill McCullough

B. **Approval of Minutes**

- Approval of minutes of the Regular Board Meeting of December 14, 2016

  Commissioner Nelthropp moved, Commissioner Penfield seconded

  The minutes were approved.  Ayes: Courtney Nelthropp  Nays:  None

C. **Public Comment**

A resident of Rippowam Manor, Mr. Sapone, spoke on concerns with the Smoking Policy outlined in the Resident Selection Plan for Seniors & Persons with Disabilities for Multifamily Properties (“Plan”). Mr. Sapone questioned the Plan and why residents are allowed to smoke in their apartments.

Ms. Coard noted that HUD has mandated COC to apply specific language from the *Admissions and Continued Occupancy Policy (ACOP)* to create the Plan for Rippowam Manor and Glenbrook Manor. Ms. Coard discussed that the plan affecting Rippowam Manor is currently in a “Comment Period”. Ms. Coard stated she would review the policy and would take into consideration Mr. Sapone’s comment pertaining to Rippowam Manor.

D. **Committee Reports**

1. **Human Resources Committee** – Commissioners Penfield and Williams-Brown, Advisory Board member Marroquin and Ms. Tantimonico were in attendance at the HR Committee meeting on 1/24/17. Ms. Tantimonico reported that Shamyel Abdulie, began 1/9/17 as the Assistant Property Manager for Clinton Manor, Post House and Taylor Street. Ms. Tantimonico gave a recruitment update on open positions: Assistant Property Manager position on the East Side, a part-time LPN and two part-time Housekeeper positions at Scofield Manor and a part-time Attendant position at Wormser.

2. **Operations Committee** – Commissioner Garcia, Ms. Coard and Mr. Brown were in attendance at the Operations Committee meeting on 1/24/17. Ms. Coard reported that all remaining Czescik Homes residents will be ready for occupancy at Summer Place in mid-February. Ms. Coard noted coordination continues with the COC property manager, Family Centers and Inspirica to ensure a smooth transition.

Mr. Brown reported on current procurement activity and previewed the pending Board resolutions: Accept City of Stamford Year 41 Community Development Block Grant (CDBG) for Kitchen Improvement Upgrades at Scofield Manor, and to Accept City of Stamford Year 42 Community Development Block Grant (CDBG) for Exterior Improvements at Sheridan Mews. Mr. Brown reviewed on-going contract administration activity.

3. **Finance Committee** – Commissioners Penfield, Williams-Brown, Hodges, Advisory Board member Marroquin, Mr. Tufo, Ms. Reynolds, Mr. Feda, Mr. Rodriguez and Mr. Paulemon were in attendance at the Finance Committee
meeting on 1/24/17. The Marcum auditors, Greg Marazita and Gary Smith, presented the 2016 Scofield Manor Audit. They briefly discussed the audit scope and requirements, significant changes from year to year, including subsequent events (change to the note and the management agreement), as well as the operating statement, balance sheet and cash flow statement. The auditors issued an unmodified opinion with no observations or comments. The auditors were complementary of the Finance staff as well as the operational and financial improvements made at the site over recent years.

Mr. Feda provided an overview of the Quarterly Financial Report as of 12/31/2016, including the Financial (Cash Flow) Model. Mr. Feda discussed the dashboard as a means to streamline and focus the discussion on areas of significant variance and importance. Mr. Feda noted the 2016 year-end tax credit and multi-family property results. Mr. Feda reviewed the Financial Model for the Management, Administration and Enterprise (MAE) entity and Rippowam Corporation highlighting any significant changes from the prior report.

Mr. Feda stated the tax credit auditors were on site performing the 2016 tax credit audit updates. Mr. Feda noted that we expect draft audits for all properties in late February to meet investor reporting deadlines. Mr. Feda reported that the COC audit will be presented at the February Finance Committee meeting, and the tax credit and multi-family audit will be presented at the March Finance Committee meeting.

Mr. Tufo asked the Board members for their opinions on the Finance reports. Mr. Tufo questioned if their goals for financial clarity, transparency and understanding of the reports have been met. The Board members stated their remaining concerns and suggested that we conduct an off-site financial information/planning session. Mr. Tufo suggested that for the first quarter of 2017 he would like to have a Finance meeting for the Board members to gain a greater understanding of the reporting mechanics, including the financial dashboard, financial ratio analysis and financial model.

4. Development Update – There was no January development report given at the Rippowam Corporation meeting held on 01/24/17.

5. Executive Director and CEO Update – Mr. Tufo reported that the Stamford Invest Health (SIH) team, represented by the City, Stamford Hospital, Stamford Public Schools, Charter Oak Communities and Family Centers, Inc., was honored with a grant from the Robert Wood Johnson Foundation (RWJ) and the Reinvestment Fund from among 170 applicants, to participate in the 50-city “Invest Health” planning initiative. Mr. Tufo noted that they would be assembling for a session in Savannah, Georgia at the end of the month, and that they would be meeting with the local police department and youth service professionals to learn and bring back useful guidance to benefit our community. Mr. Tufo added that Invest Health engages community leaders to help define local, multi-sector strategies to improve resident health and wellbeing.

Mr. Tufo distributed and discussed its Savannah presentation handout, Stamford Invest Health (SIH) – Community Engagement. Mr. Tufo reported that he and the partners have been working for months to strengthen and improve relationships with residents and community leaders in Stamford. Mr. Tufo noted its mission is to foster a landscape that eliminates barriers, promotes improved health and wellness outcomes, and enhances lifestyle choices and opportunities for the Stamford community. Mr. Tufo discussed that the challenge of SIH is to help this diverse city create a vision for academic opportunity, public health and neighborhood safety that most will adopt.

Mr. Tufo remarked on the new appointment of Ben Carson as HUD Secretary in Washington. Mr. Tufo stated there has been lengthy discussion in the housing advocate community about its future under the new administration. Mr. Tufo discussed that there will continue to be direct and indirect effects stemming from initiatives promoted or allowed to lapse by the new administration, and that COC will maintain a presence in this area to support and strengthen its interests.

Mr. Tufo discussed Mr. Gottlieb’s tax credit equity update for Lawn Hill Terrace Phase 2 at the Rippowam Corporation Board meeting 1/24/17. Mr. Tufo reported Rippowam Corporation is cultivating two proposals – one from Royal Bank of Canada (RBC) and one from Boston Capital. Neither syndicator is currently certain what their yield will be under pending federal tax reform. However, Rippowam has negotiated a flexible scenario based upon conservative assumptions to move this project and others forward.

Mr. Tufo reported on our strategic advisors, Sustainable Strategies DC (SSDC), which is a government affairs and strategic consulting firm that helps clients secure resources for community revitalization. Mr. Tufo discussed how SSDC has formed a coalition of client agencies with approximately 50 cities across the country to broaden the base of our political representation. SSDC has merged this coalition with a larger organization of 300 cities, Smart Growth America, to encourage a mix of building types and uses, diverse housing and transportation options, development within existing neighborhoods and community engagement. COC continues to work with its strategic advisors to assist in lobbying initiatives for policies that will benefit Stamford. Mr. Tufo stated COC will continue to broaden its political base to advocate for program preservation and reform that will minimize challenges and access opportunities in the years ahead.
E. **Resolutions**

17-01: Accept City of Stamford Year 41 Community Development Block Grant (CDBG) for Kitchen Improvement Upgrades at Scofield Manor

- Commissioner Nelthropp moved, Commissioner Penfield seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the Executive Director & CEO is authorized to accept $53,000.00 YR 41 CDBG Grant from the City of Stamford for the Kitchen Improvement Upgrades at Scofield Manor. He is authorized to execute a contract and related documents, including requests for payment from this grant.

This resolution was passed.

Ayes: Courtney Nelthropp  
Jack Penfield  
Sheila Williams-Brown  
Nays: None

17-02: Accept City of Stamford Year 42 Community Development Block Grant (CDBG) for Exterior Improvements at Sheridan Mews

- Commissioner Nelthropp moved, Commissioner Williams-Brown seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the Executive Director & CEO is authorized to accept $36,000.00 YR 42 CDBG Grant from the City of Stamford for the Exterior Improvements at Sheridan Mews. He is authorized to execute a contract and related documents, including requests for payment from this grant.

This resolution was passed.

Ayes: Courtney Nelthropp  
Jack Penfield  
Sheila Williams-Brown  
Nays: None

F. **Executive Session**

At 6:58 p.m., after a motion duly made by Commissioner Nelthropp and seconded by Commissioner Penfield, the Board went into an Executive Session. Mr. Tufo briefed the Board on the decision to continue with the recruitment process of the Executive Director position.

G. **Adjournment**

At 7:30 p.m., after a motion duly made by Commissioner Nelthropp and seconded by Commissioner Penfield, the Board meeting was adjourned.

Vincent J. Tufo  
Executive Director & CEO