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, December 12, 2018.

Commissioner Ostuw called the meeting to order at 5:16 p.m.

A. Attendees
   Board Members: Courtney Nelthropp
                   Richard Ostuw
                   Bill McCullough
                   Sheila Williams-Brown
                   Susan Rutz
   Advisory Board Members: Adriana Ospina
                            Lester McCoy
                            Kristella Garcia
   Also Present: Vin Tufo
                 Natalie Coard
                 Lisa Reynolds
                 Janice Tantimonico
                 Jacqueline Figueroa
                 Marcia Bennett
                 Frank Benavides
                 Christine Young
                 Peter Stothart
                 Jonathon Gottlieb
                 Sam Feda
                 Darnel Paulemon
                 Alexis Luzietti
                 Dakota Arturo
                 Brittney Lawrence

B. Approval of Minutes
   - Approval of minutes of the Regular Board Meeting of November 14, 2018
     ➢ Commissioner Williams-Brown moved, Commissioner McCullough seconded

     The minutes were approved. Ayes: Bill McCullough
                                  Richard Ostuw
                                  Sheila Williams-Brown
                                  Susan Rutz
     Nays: None

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

Board Committee Reports

1. Human Resources Committee – Commissioners Ostuw, Rutz and Williams-Brown and Ms. Tantimonico were in attendance at the HR Committee meeting on 12/11/2018. Ms. Tantimonico reported on the hiring of a custodian and part-time housekeeper for Wormser Congregate. Ms. Tantimonico reported on current open positions: Property Manager, Maintenance Mechanic III and a Part-Time Attendant at Wormser Congregate. She also reported on the promotion of Jamie Perna from a Property Manager to Operations Manager. Ms. Tantimonico provided a summary of the status of ADP modules implementation. She discussed the employee meetings planned for February 2019 in which she will review various Human Resources Policies.

2. Operations Committee – Commissioners McCullough and Rutz, Ms. Ospina, Ms. Figueroa, and Ms. Bennett were in attendance at the Operations Committee meeting on 12/11/18. Ms. Figueroa provided an update on our work for Building & Land Technologies (BLT). Ms. Figueroa stated that all 63 Below Market Rate (BMR) units at the NV@Harbor Point will be fully leased by January 2019; a total of 22 BMR units have been leased up at Harbor Landing which will be fully leased by April 2019. Ms. Figueroa discussed a potential new contract with BLT to lease up 38 units for One Glover LLC in Norwalk CT. Ms. Figueroa discussed the immigration status amongst COC’s residents.
and noted HUD’s policy regarding noncitizen eligibility. Ms. Figueroa provided a staffing update, noting that Ms. Perna, who is the current East Side Property Manager, was promoted to Operations Manager. Ms. Figueroa also provided a procurement update and discussed the proposed resolution to Award Contract to Northeast Elevator Service Corp. for Elevator Maintenance Services.

3. **Finance Committee** – Commissioners Nelthrop, McCullough, Ostuw, Williams-Brown, and Rutz, Mr. Tufo, Ms. Reynolds, Ms. Coard, Mr. Feda, Mr. Paulemon, Ms. Luzietti, Mr. Benavides, Mr. Arturo and Ms. Moye were in attendance at the Finance Committee meeting on 12/12/2018. Mr. Paulemon, Ms. Luzietti and Ms. Moye presented the proposed 2019 budgets for Glenbrook Manor and Rippowam Manor. Both properties’ results met the adopted budget for 2018. The 2019 budget was discussed and awaits the pending rent study to determine the HUD-approved rent. In 2019, both properties will be undergoing renovations, which will temporarily result in a higher vacancy rate. Expenses are consistent from year-to-year, and overall operating results for 2019 are expected to remain strong. Mr. Benavides provided the board with an update of the IT performance dashboard which will be updated quarterly. Mr. Feda provided updates on the COC and Scofield Audits; a draft audit will be available by February 2019 and will be presented to the board. Mr. Feda noted that the Scofield audit will be available in early 2019.

D. **Election of Officers**
   - Commissioner McCullough nominated, Commissioner Ostuw seconded, Commissioner Nelthrop as Chairman.
   - Commissioner Nelthrop nominated, Commissioner McCullough seconded, Commissioner Ostuw as Vice Chairman.

E. **Report from Executive Director** – Ms. Coard reported on COC’s score for HUD’s Public Housing Assessment System (PHAS) of 92 out of 100, which is a management tool for effectively measuring the performance of agencies that include physical, financial, capital fund and management. Although the score designates COC as a High Performer, Ms. Coard noted that there is room for improvement; she will work with maintenance team to improve outcomes in 2019.

F. **Strategic Overview from Chief Executive** – Mr. Tufo discussed the proposed housing policy recommendation to the Transition Team of Governor-Elect Lamont, which supports the potential consolidation of housing authorities within the state of Connecticut. Mr. Tufo highlighted the unrealized potential of Connecticut’s public housing authorities (PHA) to improve the social and wellbeing of its citizens. The Transition Team recommendation includes an assessment of PHA’s capacity to achieve strategic impact and to enable the sector to operate with greater efficiency. The overall goal is to encourage and enable Connecticut’s public housing authorities to adopt innovative approaches to improve operating efficiencies, increasing capacity to deliver better outcomes for their communities.

G. **Resolutions**

   18-39: Award Contract to Northeast Elevator Service Corp. for Elevator Maintenance Services
   - Commissioner Ostuw moved, Commissioner Rutz 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 enter into a contract with Northeast Elevator Service Corp. of Stamford, CT for Elevator Maintenance Services at 8 of COCs’ developments. The total cost of this procurement shall not exceed $668,000.00 over a five year period. Further Board approval will be required if the contract amount exceeds 110% of the authorized amount.**

   The resolution was passed.
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<th>Ayes:</th>
<th>Nays:</th>
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<tr>
<td>Bill McCullough</td>
<td>None</td>
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<td>Richard Ostuw</td>
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<td>Sheila Williams-Brown</td>
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<td>Susan Rutz</td>
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H. **Executive Session**
No Executive Session was held.

I. **Adjournment**
At 5:53p.m., after a motion duly made by Commissioner Ostuw and seconded by Commissioner McCullough, the Board meeting was adjourned.

Natalie Coard
Executive Director