MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
OCTOBER 22, 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, October 22, 2025.

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

A. <u>Attendees</u>

Present:	Rich Ostuw Lester McKoy Divya Malhotra John Coff Alexandro Morris	Absent:
Advisory Board:	Jonny Lach Bianca Shinn-Desras Ronice Latta Bruce Heller	Absent:
Present:	Vin Tufo Jon Gottlieb Sam Feda Natalie Coard Beth Janney Chris Warren Ken Montanez Jan Tantimonico Michele Tarulli Megan Shutes Zach Galasso Karen Coquillon Darnel Paulemon Kim Carter	

B. <u>Approval of Minutes</u>

Approve minutes of the COC Board Meeting of September 24, 2025

- Commissioner Coff moved; Commissioner Morris seconded.

The minutes were approved.

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

C. <u>Public Comments</u> – There was no public comment.

D. <u>Board Committee Reports</u>

<u>Human Resources Committee</u> – Commissioners Ostuw, Malhotra, Coff, and Morris and Advisory Board members Lach, and Latta, Mr. Tufo, Ms. Coard, Mr. Montanez, Mr. Feda, Mr. Gomez, Ms. Coquillon, Ms. Parada- Bravo, Mr. Paulemon, Mr. Soares, Ms. Janney, Ms. Tantimonico, Mr. Warren, Mr. Galasso, Ms. Carter, and Ms. Mason attended the Human Resources Committee meeting on 10/21/2025.

Mr. Gomez provided recruitment updates on a promotion, new hire, and open positions. Ms. Tantimonico provided an update on the Employee Medical Benefits Survey Part I results, as well as the in-process Part II Survey. In addition, Mr. Gomez provided an update on recent and upcoming scheduled employee engagement activities and events.

<u>Operations Committee</u> – Commissioners Ostuw, Malhotra, Coff, and Morris and Advisory Board members Lach, and Latta, Mr. Tufo, Ms. Coard, Mr. Montanez, Mr. Feda, Mr. Gomez, Ms. Coquillon, Ms. Parada- Bravo, Mr. Paulemon, Mr. Soares, Ms. Janney, Ms. Tantimonico, Mr. Warren, Mr. Galasso, Ms. Carter, and Ms. Mason attended the Human Resources Committee meeting on 10/21/2025.

Ms. Janney provided Q2 2025 (April–June) updates. PIC scores remained above required levels, with PH at 97.89% and HCV at 99%. A total of 1,079 work orders were received, including 371 emergency items. Family Centers hosted 253 resident activities, and supportive services provided benefits assistance, financial aid, friendly visits, and emergency food support. Accounts receivable continues to be led by LIHTC sites, while portfolio occupancy averaged 96.7%.

In addition, Ms. Janney provided key operational highlights including completion of annual LLF training, updates to pretermination notices, and progress on the Building Refresh Initiative to improve property appeal. The HCV leadership transition enhanced efficiency and customer service, and the Yardi Conference introduced the online applicant registration process. Supportive services reached over 3,000 residents, coordinated 130 senior visits, and distributed 500+ Senior Farmers Market Nutrition Program cards.

Ms. Janney reported for the third consecutive year, we have engaged American Property Consultants (APC) to conduct COC's required annual National Standards for the Physical Inspection of Real Estate (NSPIRE) inspections, scheduled for completion by October 30, with immediate safety issues already addressed. Around the Clock was selected as the new answering service provider for its live operator support and Yardi integration. Test calls begin this week, with full transition expected within 30 days.

<u>Finance Committee</u> – Commissioners Ostuw, Malhotra, Coff, and Morris and Advisory Board members Lach, and Latta, Mr. Tufo, Ms. Coard, Mr. Montanez, Mr. Feda, Mr. Gomez, Ms. Coquillon, Ms. Parada- Bravo, Mr. Paulemon, Mr. Soares, Ms. Janney, Ms. Tantimonico, Mr. Warren, Mr. Galasso, Mr. Greene, Ms. Caselli, Ms. Carter, and Ms. Mason attended the Human Resources Committee meeting on 10/21/2025.

Mr. Montanez presented the revised Written Information Security Program **(**WISP), which outlines Charter Oak Communities' (COC) data protection framework. Originally adopted in 2023, the updated version introduces a new Artificial Intelligence (AI) policy to define appropriate use by staff and partners. Additional revisions clarify the Information Security Officer's role, staff training requirements, incident reporting, and audit frequency.

Mr. Galasso reported on the selection of Environmental Systems Corporation (ESC) to implement Stamford Manor's Blue Light security system. The $250,000 project, funded by a HUD grant, is expected to begin in early November 2025 and take approximately two months to complete.

Mr. Galasso reviewed tenant accounts receivable for the quarter ending September 2025. AR decreased by $244K, including $185K in write-offs and $58K in resident payments. As of September, AR levels remain stable.

Ms. Caselli and Mr. Soares provided an update on the annual audits for COC and Scofield Manor. COC's audit is in the fieldwork stage, with a draft report expected in January 2026. Scofield Manor is finalizing its books, and fieldwork is scheduled to begin in November 2025.

E. <u>Report from Executive Director</u> – Ms. Coard provided a power point presentation on the recent Yardi staff survey. Approximately one year ago, a pre-implementation survey was conducted to assess staff expectations prior to the launch of Phase One of Yardi implementation. A follow-up survey with similar questions has now been completed to evaluate staff perceptions post-implementation. Survey participation increased from 19 to 36 respondents, and efforts will continue to encourage greater engagement and ongoing satisfaction as staff become more familiar with the system.

F. **Strategic Overview from Chief Executive Officer** – Mr. Tufo provided an update on the ongoing federal government shutdown, noting its effects on the affordable housing sector and that COC is actively managing operations to mitigate impacts to residents. COC has received confirmation that funds will be available to cover all November housing assistance payments, and landlords and tenants are being notified accordingly. A $400,000 year-end shortfall is projected; COC has applied for HUD assistance to cover this gap and will provide updates.

The Board provided review and commentary on the 2025 Midyear Progress Report meeting held on October 15, 2025, which included updates on progress toward Strategic Goals for Q1 and Q2.

G. **Resolutions** –

25-31: Adoption of the updated Written Information Security Program (WISP) - version 1.02

- Commissioner Malhotra 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 WISP version 1.02 be formally adopted effective October 22, 2025.

The resolution was passed.

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

25-32: Award Safety Security System Contract for Stamford Manor to Environmental Systems Co.

- Commissioner Coff moved; Commissioner Malhotra seconded

Be it resolved by the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that Environmental Systems Co. be awarded the contract for the installation of the Blue Light Security System at Stamford Manor effective October 22, 2025. The award is not to exceed $250,000 for the duration of the project.

The resolution was passed.

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

25-33: Authorize Rippowam Corporation ("Rippowam") to engage in the redevelopment of the Oak Park Property as needed and defined by applicable loan and other financing documents

- Commissioner Malhotra moved; Commissioner Coff seconded

Be it resolved that:

1. Rippowam is authorized to borrow $1,250,000 in City Capital Funds
2. Rippowam is authorized to loan these funds to the Oak Park Phase I Limited Partnership to become part of the funding for the Oak Park Phase I redevelopment.
3. The President or designee of Rippowam Corporation are authorized to execute documents and agreements as necessary to carry out and memorialize the actions proposed in the attached resolution.
4. This Resolution and the attached resolution shall take effect immediately.

The resolution was passed.

Ayes: Rich Ostuw
Lester McKoy
Divya Malhotra
John Coff
Alexandro Morris

Nays: None

H. Executive Session – Executive Session 7:06 pm

I. Adjournment - At 8:10 p.m., after a motion duly made by Commissioner Coff and seconded by Commissioner Malhotra the Board meeting was adjourned.

Natalie Coard
Executive Director