



## **REGULAR BOARD MEETING**

**April 28, 2021**

6:00 p.m.

Zoom Conference

### **AGENDA**

1. Approve Minutes of the Special Board Meeting of April 13, 2021
2. Public Comment
3. Board Committee Reports
  - HR Committee Meeting
  - Operations Committee Meeting
  - Finance Committee Meeting
4. Report from Executive Director
5. Strategic Overview from Chief Executive Officer
6. Board Discussion – State Legislative Priorities
  - What specific topics should we identify to bring awareness among our elected officials?
  - How do we engage our elected officials from Stamford around our legislative priorities?
  - What are your thoughts about drafting legislative priorities and hosting annual events to our policy makers?
  - How are policies and legislative bills followed by the agency? Is there a staff member that tracks certain housing bills and brief the executive team?
7. Resolution:
  - 21-11 Approve FYE June 30, 2022 Budgets for the State Moderate Rent- Lawnhill Terrace, Oak Park and Wormser Congregate Program
  - 21-12 Adopt Updated Flat Rent Schedule for all Federal Low Rent Public Housing Properties
8. Executive Session  
Legal Matters, Real Estate Items, Personnel Items.

MINUTES OF A SPECIAL BOARD MEETING OF  
THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF STAMFORD  
APRIL 13, 2021

A Special Board meeting of the Commissioners of the Housing Authority of the City of Stamford was held using a remote connection meeting platform Zoom on Tuesday, April 13, 2021.

Commissioner Rutz called the meeting to order at 5:33 p.m.

**A. Attendees**

Board Members:

Susan Rutz  
Rich Ostuw  
Sheila Williams-Brown  
Adriana Ospina  
Lester McKoy

Absent:

Courtney Nelthropp

Advisory Board Members: Ronice Latta  
Bianca Shinn-Desras  
Angie Murphy

Present: Vin Tufo  
Natalie Coard  
Jon Gottlieb  
Jackie Figueroa  
Jamie Perna  
Lisa Reynolds  
Sam Feda  
Janice Tantimonico

**B. Approval of Minutes – Approval of minutes of the Regular Board Meeting of March 24, 2021**

➤ Commissioner Ostuw moved, Commissioner McKoy seconded

The minutes were approved.

Ayes: Susan Rutz  
Rich Ostuw  
Adriana Ospina  
Sheila Williams-Brown

Nays: None

**C. Agency Plan overview**

Ms. Coard reported that the purpose of the meeting was to review and approve the 2021 Agency Plan. Ms. Coard highlighted the Goals and Objectives by each section: Asset Management, Development & Redevelopment, Leased Housing Programs, Supportive & Resident Services, Organizational Administration, Entrepreneurial Activities, and Transformational Activities. The goals are in alignment with COC's Core Objectives for all operating divisions: Corporate Service Group, Operations Service Group, Rippowam Corporation, and Dovetail: SIP. Ms. Coard discussed the Rental Assistant Demonstration (RAD) initiative, which details the conversion of Low Income Public Housing subsidized properties into project based rental assistance subsidies. Ms. Coard provided a breakdown of the capital funding Annual Statement and the five-year capital plan along with work to be completed at specific properties. Mr. Coard noted that residents had an opportunity to participate and provide feedback virtually, via email and by phone due, to the COVID-19 pandemic, but no feedback was provided or submitted regarding the plan.

**D. Resolution**

**21-09 Approve the 2021 Annual Agency Plan**

➤ Commissioner Ostuw moved, Commissioner Ospina seconded.

**Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the 2021 Annual Agency Plan is hereby approved**

This Resolution was passed.

Ayes: Rich Ostuw  
Susan Rutz  
Lester McKoy  
Sheila Williams-Brown

Nays: None

**20-10 Approval of the Capital Fund Program Annual Statement and Five-Year Plan  
2021 Capital Fund Program CT26P007501-21 Capital Improvement Grant**

➤ Commissioner Ostuw moved, Commissioner Ospina seconded.

**Be it resolved that 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 Annual Statement and Five Year Plan for the FY 2021 Capital Fund Capital Improvement Grant in the amount of \$1,340,596.**

This Resolution was passed.

Ayes: Rich Ostuw  
Susan Rutz  
Lester McKoy  
Sheila Williams-Brown

Nays: None

**E. Other Business**

**1. Scofield Manor options**

Mr. Tufo discussed his ongoing conversations with the City of Stamford on the financial instability of Scofield Manor. Mr. Tufo noted that the City has approached Center Management, Inc., owner/operator of the City's nursing home - The Villa, to consider options for assuming the operation of Scofield Manor. Mr. Tufo reported that various items of importance to COC, including collective bargaining agreements, staffing continuity and exit costs, are being considered by the City of Stamford and Center Management.

**F. Executive Session**

Executive Session was held to discuss pending legal matters.

**G. Adjournment**

At 6:38 p.m., the meeting was adjourned after a motion duly made by Commissioner Ospina and seconded by Commissioner Ostuw.

Natalie Coard  
Executive Director

**Agenda**

**Finance Committee Meeting**

**April 27, 2021**

**5:30 p.m.**

1. State Property Fiscal Year 2022 Budget
  - Wormser Congregate - Alexis & Jamilah
  - Oak Park – Dakota & Dan
2. Fiduciary Checklist Review – Darnel, Lisa & Sue
3. Other Items

**Agenda**

**Human Resources Committee Meeting**

**April 27, 2021**

**4:15 p.m.**

1. Open Positions – Status Update
2. COLE Implementation Update
3. Employee Recognition and Engagement
4. Hybrid Work Policies
5. CT Partnership Plan Premium Rates, July 1, 2021 to June 30, 2022

**Agenda**

**Operations Committee Meeting**

**April 28, 2021**

**5:15 PM**

1. Rent Relief Programs
2. April Accounts Receivable Status
3. Covid-19 Testing and Vaccinations
4. COC Childcare Stipend Program
5. FileVision Implementation
6. Flat Rent Schedule Resolution

**HOUSING AUTHORITY OF THE CITY OF STAMFORD D/B/A  
CHARTER OAK COMMUNITIES**

22 Clinton Avenue  
Stamford, Connecticut 06901

**Board Meeting Date:** April 28, 2021

**Resolution Number:** 21-11

**RESOLUTION**

**Subject** Approve FYE June 30, 2022 Budgets for State Moderate Rent (Oak Park) and Wormser Congregate Program

**Background:**

Pursuant to the requirements of the State of Connecticut regarding the operation of the State assisted housing programs; Charter Oak Communities (COC) is required to propose annual budgets to the Connecticut Department of Housing (DOH) and the Connecticut Housing Finance Authority (CHFA). These agencies must approve proposed budgets prior to their implementation.

The State Moderate Rent Program consists of Oak Park (MR-6). COC is proposing no rent increase for the upcoming fiscal year.

The Wormser Congregate Program (C-10) includes both Congregate and Operating budgets. COC proposes a total increase of \$50.00 per unit/month for Operating (rent) and no increase to Congregate (service fees). The proposed increase will cover routine management and maintenance costs along with congregare services while ensuring program solvency. (See attached budgets).

**Resolution:** **Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Budgets for the State Moderate Rent Program (Oak Park) and Wormser Congregate facility are adopted for the Fiscal Year starting July 1, 2021 through June 30, 2022 subject to final approval by the DOH and CHFA as applicable.**

**Lisa Reynolds**  
**Staff Member Submitting Resolution**

**HOUSING AUTHORITY OF THE CITY OF STAMFORD**  
**D/B/A/ CHARTER OAK COMMUNITIES**  
 22 Clinton Avenue  
 Stamford, CT 06901

**Board Meeting Date:** April 28, 2021

**Resolution Number:** 21-12

**RESOLUTION**

**Subject:** Adopt Updated Flat Rent Schedule for all Federal Low Rent Public Housing Properties.

**Background:** Per 24 CFR 960.253, Charter Oak Communities (COC) is required to establish a flat rent schedule at no less than 80% of the applicable Fair Market Rent (FMR) or based on an analysis of the market rent. Once the flat rent schedule is determined, COC must allow each family the opportunity to select between two methods of determining their monthly amount of tenant rent. The family may choose to pay either a flat rent or an income-based rent. This option is offered to families during the annual recertification process.

Effective October 1st, 2020, the Department of Housing and Urban Development (HUD) established new FMRs. As a result, COC must establish an updated flat rent schedule. Since HUD has decreased the FMRs, COC must decrease the flat rents accordingly.

	Stamford Manor	CT Ave	Ursula Park TH	Lawn Ave TH	Sheridan Mews	Post House	Taylor St
0BR	\$ 1,033						
1BR	\$ 1,296					\$ 1,203	\$ 1,183
2BR	\$ 1,566	\$ 1,566	\$ 1,566				
3BR		\$ 1,951	\$ 1,951	\$ 1,951	\$ 1,759		
4BR				\$ 2,176			

**Resolution:** 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 flat rent schedule is hereby adopted and effective May 1, 2021.

Jamie Perna  
 Staff Member