

STAMFORD ELDERLY HOUSING CORPORATION

22 Clinton Avenue
Stamford, Connecticut 06901

NOTICE OF BOARD MEETING

September 28, 2022

6:00 p.m.

To: Susan Rutz
Lester McKoy
Rich Ostuw
Bianca Shinn-Desras
Sheila Williams-Brown

AGENDA

- a. Call to Order
- b. Approve Minutes of March 23, 2022
- c. Resolutions:
 - 22-S-02: Accept City of Stamford Year 48 Community Development Block Grant (CDBG) for COVID-19 Expense reimbursement at Scofield Manor
 - 22-S-03: Approve 2022/2023 Operating Budget for Scofield Manor
- d. Adjourn

MINUTES OF THE MEETING OF
THE DIRECTORS OF THE
STAMFORD ELDERLY HOUSING CORPORATION
MARCH 23, 2022

The Board of Directors of the Stamford Elderly Housing Corporation held a meeting on Wednesday, March 23, 2022 via a Zoom meeting.

The meeting was called to order by Director Ostuw at 6:02 p.m.

A. Attendees

Present: Rich Ostuw
Lester McKoy
Susan Rutz
Bianca Shinn-Desras
Sheila Williams-Brown

Advisory Board Members: Ronice Latta
Laura Burwick

Present: Vin Tufo
Natalie Coard
Jon Gottlieb
Lisa Reynolds
Sam Feda
Jackie Figueroa
Jamie Perna
Peter Stothart
Megan Shutes
Jan Tantimonico
Chris Warren
Christine Young

Public: Ms. Frances Lane

B. Approval of Minutes

Approval of minutes of the previous meeting of October 27, 2021.

➤ Director Rutz moved, Director Shinn-Desras seconded.

The minutes were approved.

Ayes: Rich Ostuw Nays: None
Lester McKoy
Susan Rutz
Bianca Shinn-Desras
Sheila Williams-Brown

C. Resolution

22-S-01: Accept Audited Financial Statements of Scofield Manor for Year Ending September 30, 2021

➤ Director Rutz moved, Director Shinn-Desras seconded.

The Resolution was passed.

Be it resolved by the Board of Commissioners of the Housing Authority of the City of Stamford that the audited financial statements of Scofield Manor for September 30, 2021 be accepted.

Ayes: Rich Ostuw Nays: None
Lester McKoy
Susan Rutz
Bianca Shinn-Desras
Sheila Williams-Brown

D. Adjournment

At 6:15 p.m., as there was no other business before the Board, the meeting was adjourned after a motion duly made by Director Rutz and seconded by Director Williams-Brown.

STAMFORD ELDERLY HOUSING CORPORATION

22 Clinton Avenue
Stamford, Connecticut 06901

Board Meeting Date: September 28, 2022

Resolution Number: 22-S-02

RESOLUTION

Subject: Accept City of Stamford Year 48 Community Development Block Grant (CDBG) for COVID-19 Expense reimbursement at Scofield Manor

Background: The City of Stamford Community Development Program has awarded Stamford Elderly Housing Corporation (Scofield Manor) \$219,432.00 for Reimbursement of COVID-19 Expenses incurred during the peak of the COVID-19 activity between December 2020 and June 2021. (See attached Award Spread Sheet from the City of Stamford Community Development Director)

Resolution: Be it resolved by the Commissioners of the Stamford Elderly Housing Corporation that the Executive Director is authorized to accept \$219,432.00 YR 48 CDBG-CV Grant from the City of Stamford for the Reimbursement of costs associated with COVID-19 activity at Scofield Manor. The Executive Director is authorized to execute a contract and related documents, including requests for payment from this grant.

Peter Stothart _____
Staff Member Submitting Report

Stamford Community Development
 Community Development Block Grant Year 48
 July 1, 2022 - June 30, 2023

Final CDBG Allocation: \$877,693
 Final HOME Allocation: \$493,472
 CDBG-CV Allocation: \$1,229,027

Public Services			Allocation		
Agency	Program	CD Objective	CDBG	FINAL CDBG	CDBG-CV
Kids in Crisis	Safe Haven for Kids-Counselor for Crisis Hotline	Low Income Benefit	\$15,000	\$12,424	\$0
River House Adult Day Care	Door to Door Transportation Service	Low Income Benefit	\$25,000	\$22,424	\$0
Person to Person	Critical Needs Assistance Program	Low Income Benefit	\$25,000	\$22,424	\$0
Inspirica	Women's Housing Program Life Planning Coach	Low Income Benefit	\$12,107	\$9,531	\$0
SilverSource	Elderly Medical Expense Program	Low Income Benefit	\$0	\$0	\$23,000
SilverSource	Elderly Food & Nutrition Program	Low Income Benefit	\$0	\$0	\$37,000
Housing Collective	Supportive Homelessness Program	Low Income Benefit	\$0	\$0	\$70,000
Saint Joseph Parenting Center	Child Abuse Prevention	Low Income Benefit	\$0	\$0	\$20,000
City of Stamford	Early Childhood Support Childcare Assistance	Low Income Benefit	\$0	\$0	\$100,000
Pacific House	Drop In Program	Low Income Benefit	\$49,000	\$46,424	\$0
Liberation Program	West Side Behavioral Health Initiative	Low Income Benefit	\$0	\$0	\$10,000
Women's Mentoring Network	E to the 4th Power	Low Income Benefit	\$0	\$0	\$24,000
Food Bank of Fairfield County	Warehouse Manager	Low Income Benefit	\$21,000	\$18,424	\$0
Wheel it Forward	Medical Equipment Assistance	Low Income Benefit	\$0	\$0	\$20,000
United Way	Enrichment Fund for Children	Low Income Benefit	\$0	\$0	\$29,000
New Covenant Center	Reducing Food Insecurity Program	Low Income Benefit	\$0	\$0	\$81,627
Women Business Development Council	Equity Grant Program	Low Income Benefit	\$0	\$0	\$65,000
YMCA	After School Program	Low Income Benefit	\$0	\$0	\$151,413
Domestic Violence Crisis Center	Youth & Family Counseling	Low Income Benefit	\$0	\$0	\$50,000
Stamford Elderly Housing Corp.	Stamford Scofield Manor COVID Expenses	Low Income Benefit	\$0	\$0	\$219,432
Sub-Total			\$147,107	\$131,651	\$900,472

15.0% of final CDBG allocation to Public Services - difference to be distributed evenly (not to exceed requested amount)

Public Improvements			Allocation		
Agency	Program	CD Objective	CDBG	FINAL CDBG	CDBG-CV
Inspirica	Gilead House Bathroom Renovation	Low Income Benefit	\$36,103	\$31,003	\$0
ARI of CT	Replacement of Accessible Ramp	Low Income Benefit	\$38,350	\$33,250	\$0
Boys & Girls Club of Stamford	COVID Mitigation Program	Low Income Benefit	\$23,000	\$17,900	\$50,000
Boys & Girls Club of Stamford	Roof Top HVAC Replacement	Low Income Benefit	\$0	\$0	\$20,055
Childrens Learning Center	Palmers Hill Siding Phase II	Low Income Benefit	\$55,000	\$49,900	\$0
Jackie Robinson Park of Fame	Beautification Project	Low Income Benefit	\$0	\$0	\$15,000
City of Stamford	West Side Traffic Calming & Pedestrian Project	Low Income Benefit	\$0	\$0	\$75,000
City of Stamford	Gymnasium Roof Repair	Low Income Benefit	\$90,715	\$85,615	\$0
Domestic Violence Crisis Center	Roof Repair & Basement Waterproofing	Low Income Benefit	\$0	\$0	\$90,000
Rowan Center	Long Term Therapy Programming	Low Income Benefit	\$0	\$0	\$20,000
Sub-Total			\$243,163	\$217,668	\$270,055

24.8% of final CDBG allocation to Public Improvements - difference to be distributed evenly (not to exceed requested amount)

Economic Development			Allocation		
			CDBG	FINAL CDBG	CDBG-CV
Sub-Total			\$0	\$0	\$0

0.0% of final CDBG allocation to Economic Development

Housing			Allocation		
Agency	Program	CD Objective	CDBG	FINAL CDBG	CDBG-CV
New Neighborhood	Friendship House Heating Upgrades	Low Income Benefit	\$130,160	\$121,115	\$0
Pacific House	Ann Street Housing Program Furnishings	Low Income Benefit	\$5,775	\$0	\$0
Pacific House	Fairfield Commons Heating System	Low Income Benefit	\$41,750	\$32,705	\$0
Housing Authority	Scofield Manor Cold Storage Walk In	Low Income Benefit	\$25,000	\$15,955	\$0
Samford Community Development	Housing Development Program	Low Income Benefit	\$290,000	\$190,955	\$0

Sub-Total	\$402,685	\$360,730	\$0
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41.1% of final CDBG allocation to Housing - difference to be distributed evenly (not to exceed requested amount)

Administration & Planning		Allocation		
Agency	Program	CDBG	FINAL CDBG	CDBG-CV
Stamford Community Development	Program Administration	\$187,750	\$167,644	\$58,500
Sub-Total		\$187,750	\$167,644	\$58,500

19.1% of final CDBG allocation to Administration & Planning

Summary		Allocation		
		CDBG	FINAL CDBG	CDBG-CV
Public Services (15.0%)		\$147,107	\$131,651	\$900,472
Public Improvements (24.8%)		\$243,168	\$217,668	\$270,055
Economic Development (0.0%)		\$0	\$0	\$0
Housing (41.1%)		\$402,685	\$360,730	\$0
Administration & Planning (19.1%)		\$187,750	\$167,644	\$58,500
Contingency		\$0	\$0	\$0
CDBG Total		\$980,710	\$877,693	\$1,229,027
				HOME
HOME Projects (75.0% of final HOME allocation)				\$370,104
CHDO Reserve (15.0% of final HOME allocation)				\$74,021
HOME Administration (10% of final HOME allocation)				\$49,347
HOME Total				\$493,472
HUD Funding Total				\$2,600,192

Updated: May 23, 2022

STAMFORD ELDERLY HOUSING CORPORATION

22 Clinton Avenue
Stamford, CT 06901

Board Meeting Date: September 28, 2022

Resolution Number: 22-S-03

RESOLUTION

Subject: Approve 2022/2023 Operating Budget for Scofield Manor

Background: This resolution will implement the Budget for the Year beginning October 1, 2022 (see attached).

Resolution: Be it resolved by the Directors of the Stamford Elderly Housing Corporation that the 2022/2023 Annual Operating Budget for Scofield Manor is approved.

Lisa Reynolds
Staff Member Submitting Report

Scofield Manor

Operating Budget
For Period Ending September 30 2023

FY 2022					FY 2023			
Budget	Actual	Variance			Budget	Budget to Budget	Budget to Actual	
		\$	%					
2,285,833	2,319,604	33,771	1%	1	2,439,070	153,237	119,466	
91,417	92,371	954	1%		92,345	928	(26)	
(274,300)	(275,098)	(798)	0%	2	(253,142)	21,158	21,956	
2,102,950	2,136,877	33,927	2%		2,278,274	175,324	141,397	
210,031	208,114	(1,917)	-1%		Food Service Revenue	220,379	10,348	12,264
230,000	230,000	-	0%		City of Stamford Grant	230,000	-	-
-	-	-	0%		American Rescue Plan Act Funds	61,099	61,099	61,099
180	237	57	32%		Other Revenue	238	58	1
440,211	438,352	(1,859)	0%	3	Total Other Revenue	511,716	71,505	73,364
2,543,161	2,575,229	32,068	1%		Total Revenue	2,789,989	246,828	214,760
160,569	137,402	(23,167)	-14%	4	Operating Expenses			
88,111	76,032	(12,079)	-14%		Administrative Wages	154,168	(6,401)	16,766
126,887	130,119	3,232	3%		Administrative Benefits	82,731	(5,380)	6,700
10,000	5,363	(4,637)	-46%		Fee Expense	138,711	11,824	8,591
83,768	111,043	27,275	33%		Legal Expense	9,500	(500)	4,137
469,335	459,960	(9,376)	-2%		Office & Administrative	100,778	17,010	(10,265)
					Total Administrative	485,888	16,553	25,928
48,729	45,191	(3,538)	-7%	4	Maintenance Wages	47,421	(1,308)	2,229
39,553	35,988	(3,565)	-9%		Maintenance Benefits	40,738	1,185	4,749
109,769	107,386	(2,384)	-2%	5	Maintenance Contracts & Services	121,110	11,341	13,724
26,489	31,083	4,593	17%		Maintenance Materials	29,300	2,811	(1,783)
224,541	219,648	(4,893)	-2%		Total Maintenance & Operations	238,569	14,028	18,921
45,044	38,285	(6,759)	-15%		Electricity	38,859	(6,185)	574
45,537	70,570	25,034	55%	6	Gas	71,276	25,739	706
10,651	8,351	(2,300)	-22%		Water	8,518	(2,133)	167
101,232	117,206	15,974	16%		Utilities	118,653	17,421	1,447
661,797	652,133	(9,663)	-1%	4	Tenant Services Wages	641,071	(20,726)	(11,063)
396,364	379,722	(16,642)	-4%		Tenant Services Benefits	416,716	20,352	36,994
596,450	565,329	(31,121)	-5%		Tenant Meals	576,636	(19,814)	11,307
113,020	134,311	21,291	19%		Other Tenant Services	136,956	23,936	2,645
1,767,630	1,731,496	(36,135)	-2%		Tenant Services	1,771,379	3,748	39,883
62,821	74,152	11,331	18%	7	Insurance	69,325	6,504	(4,827)
-	-	-	0%		Bad Debt - Tenant Rents	-	-	-
62,821	101,735	38,914	62%		Total Other Expenses	69,325	6,504	(32,410)
2,625,559	2,630,044	4,486	0%		Total Operating Expenses	2,683,813	58,254	53,769
(82,398)	(54,815)	27,582	-33%		Net Operating Gain/(Loss)	106,177	188,574	160,992



Scofield Manor

Budget Executive Summary

Fiscal Year Ending September 30, 2023

FY 2022 Results	Overview	
Net Operating Results (\$55K)	Scofield Manor is a licensed Residential Care Home located on 11 acres in North Stamford. The property accommodates 50 residents, with a population ranging in age from 45 to 95. Residents are in a caring, comfortable atmosphere, with special attention to supervised and individual care needs. Scofield Manor residents receive three meals a day, medication management, daily activities, and a safe, supportive environment.	
Budget Variance + \$28K		
Vacancy Rate 11.4%		
Year End Reserve Balance (260K)		
FY 2023 Budget		
Budget Net Operating Results \$106K		
Budget Variance +\$188K		
Budgeted Vacancy Rate 10%		
Budgeted Reserve Balance (\$154K)		

Notable Financial Activities & Budget Variances																																																					
1	Title XIX Rent	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #4f81bd; color: white;"> <thead> <tr> <th rowspan="3">Year</th> <th colspan="3">Monthly Rate Per Bed</th> <th rowspan="3">Gross Revenue Annual Increase</th> </tr> <tr> <th rowspan="2">Rate</th> <th colspan="2">Increase Per Bed</th> </tr> <tr> <th>\$</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>\$ 3,739</td> <td>\$ 6.38</td> <td>0.17%</td> <td>\$ 3,674.88</td> </tr> <tr> <td>2016</td> <td>\$ 3,750</td> <td>\$ 11.87</td> <td>0.32%</td> <td>\$ 6,837.12</td> </tr> <tr> <td>2017</td> <td>\$ 3,764</td> <td>\$ 13.99</td> <td>0.37%</td> <td>\$ 8,058.24</td> </tr> <tr> <td>2018</td> <td>\$ 3,794</td> <td>\$ 29.20</td> <td>0.78%</td> <td>\$ 16,819.20</td> </tr> <tr> <td>2019</td> <td>\$ 3,805</td> <td>\$ 11.92</td> <td>0.31%</td> <td>\$ 6,865.92</td> </tr> <tr> <td>2020</td> <td>\$ 3,829</td> <td>\$ 23.06</td> <td>0.61%</td> <td>\$ 13,282.56</td> </tr> <tr> <td>2021</td> <td>\$ 3,968</td> <td>\$ 139.92</td> <td>3.65%</td> <td>\$ 80,592.32</td> </tr> <tr> <td>2022</td> <td>\$ 4,203</td> <td>\$ 234.51</td> <td>5.91%</td> <td>\$ 135,079.36</td> </tr> </tbody> </table>	Year	Monthly Rate Per Bed			Gross Revenue Annual Increase	Rate	Increase Per Bed		\$	%	2015	\$ 3,739	\$ 6.38	0.17%	\$ 3,674.88	2016	\$ 3,750	\$ 11.87	0.32%	\$ 6,837.12	2017	\$ 3,764	\$ 13.99	0.37%	\$ 8,058.24	2018	\$ 3,794	\$ 29.20	0.78%	\$ 16,819.20	2019	\$ 3,805	\$ 11.92	0.31%	\$ 6,865.92	2020	\$ 3,829	\$ 23.06	0.61%	\$ 13,282.56	2021	\$ 3,968	\$ 139.92	3.65%	\$ 80,592.32	2022	\$ 4,203	\$ 234.51	5.91%	\$ 135,079.36	<p>Scofield Manor Received a large increase effective July 2022 of 5.91% or \$33K in gross revenue for the Title XIX residents. This is a significant increase to the rate, which ranged from under 1% in the last 6 years to 3.6% in 2021.</p> <p>The budget for FY 2023 reflects the new monthly rate of \$4,203 through the month of June, increasing gross revenue by \$135K. A projected 3% increase is budgeted, effective July 2023.</p>
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2	Occupancy Levels	<p>Scofield Manor continues to struggle with maintaining an occupancy level over 90% (5 vacancies). Through June 2022 the vacancy rate is 11.5% equivalent to an average of 6 vacant beds per month, which is an improvement over FY 2021. As of August 2022, management has improved occupancy levels to 92% and continues efforts to fill these vacancies. The vacancy rate for FY 2023 is budgeted at 10%.</p>																																																			
3	Grant Revenue	<p>In FY 2022, the City of Stamford awarded \$324K, a \$94K (40%) increase over the prior year. The grant will fund \$230K of Scofield Manor's operating costs and \$94K of COC indirect costs. The FY 2023 budget includes an operating grant consistent with the prior year at \$230K.</p> <p>Scofield Manor was awarded additional funding through the American Rescue Plan Act. The one-year award is \$61K reflected in the FY 2023 budget.</p>																																																			



Scofield Manor

Budget Executive Summary

Fiscal Year Ending September 30, 2023

4	Wages & Benefits	<p>Administrative wages were under budget in FY 2022 due to a temporary vacancy for a staff member on short term leave.</p> <p>FY 2022 tenant wages and benefits are \$27K under budget due to one vacant full-time attendant position and limited part-time staff, offset by a need for existing staff to work overtime shifts more frequently. The FY 2023 budget reflects a 3% wage increase for Scofield union employees.</p> <p>Employee benefits are budgeted to increase in FY 2023 as follows</p> <ul style="list-style-type: none"> • Health, Dental & Vision Premiums increase of 5%. • MERF pension contributions rate increases of 2%.
5	Office & Administrative	<p>In FY 2022, Scofield Manor incurred consulting costs of \$12K for management advisory services provided by Marcum. This includes an appeal for an increase to the Title XIX rate, and consultation for any potential management changes.</p> <p>The property also experienced increases to telephone, internet, and medical supply disposal costs. The increases are reflective of the current inflationary environment.</p>
6	Utilities	<p>The cost of oil has increased exponentially with rates shifting from \$2.48 to as high as \$5.35 per gallon. This caused a \$25K budget overage for FY 2023. Oil prices have settled in recent months, however the budget for FY 2023 still maintains a conservative projection with the possibility of rates increasing in the coming heating season.</p>
7	Insurance	<p>In FY 2022, workers' compensation insurance premiums exceeded budget by \$6K. This is due to an increase in rates due to a long-term claim and industry trends. Additionally, property and liability insurance increased at a rate of 30%, which was higher than original estimates.</p> <p>Our insurance broker (USI) has advised us that the FY 2023 property and liability insurance premiums will increase at a lower level of 2.5%.</p>