



REGULAR BOARD MEETING

October 25, 2023

6:00 p.m.

Zoom Conference

AGENDA

1. Approve Minutes of the COC Board Meeting of September 27, 2023
2. Public Comment
3. Board Committee Reports
 - HR Committee Meeting
 - Operations Committee Meeting
 - Finance Committee Meeting
4. Presentation of the 2023 Midyear Progress Update
5. Report from Executive Director
6. Strategic Overview from Chief Executive Officer
7. Resolution:
 - 23-24 Authorize Collective Bargaining Agreement with the American Federation of State, County and Municipal Employees (AFSCME) Local 818
8. Executive Session
 - Legal Matters, Real Estate Items, Personnel Items

MINUTES OF THE REGULAR BOARD MEETING OF
THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF STAMFORD
SEPTEMBER 27, 2023

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, September 27, 2023.

Commissioner Ostuw called the meeting to order at 6:10 p.m.

A. Attendees

Present:	Rich Ostuw	Absent: Divya Malhotra
	Lester McKoy	Ari Goldstein
	John Coff	
	Sheila Williams-Brown	

Advisory Board:	Ronice Latta
	Jaclyn Williams

Present:	Natalie Coard
	Jon Gottlieb
	Sam Feda
	Jackie Figueroa
	Zachary Galasso
	Beth Janney
	Ken Montanez
	Darnel Paulemon
	Megan Shutes
	Peter Stothart
	Jan Tantimonico
	Michele Tarulli
	Rob Velez
	Chris Warren
	Christine Young

B. Approval of Minutes

- Approval of minutes of the COC Board Meeting of August 23, 2023

➤ Commissioner Coff moved; Commissioner McKoy seconded.

The minutes were approved.

Ayes:	Rich Ostuw	Nays:	None
	Lester McKoy		
	John Coff		
	Sheila Williams-Brown		

C. Public Comments – There was no public comment.

D. Board Committee Reports

Human Resources Committee – Commissioners Ostuw, Coff, McKoy and Williams-Brown and Advisory Board members Latta and Williams, Ms. Coard, Ms. Janney, Mr. Montanez, Ms. Figueroa, Ms. Tantimonico, Mr. Stothart, Mr. Velez, Mr. Warren, Ms. Young and Ms. Luzietti attended the Human Resources Committee meeting on 9/26/2023. Ms. Tantimonico provided an update on the success of our new partnership with Workers Compensation Trust. Ms. Tantimonico discussed activity with the Employee Safety Committee and safety

training. Ms. Tantimonico provided an update on Human Resources Policies and Procedures training for all employees. She highlighted recent and upcoming employee engagement activities.

Operations Committee – Commissioners Ostuw, Coff, McKoy and Williams-Brown and Advisory Board members Latta and Williams, Ms. Coard, Ms. Janney, Mr. Montanez, Ms. Figueroa, Ms. Tantimonico, Mr. Stothart, Mr. Velez, Mr. Warren, Ms. Young and Ms. Luzietti attended the Finance Committee meeting on 9/26/2023. Mr. Feda and Mr. Galasso provided an overview of the 08/2023 Accounts Receivable (A/R) results and discussed tenant arrearages.

Ms. Figueroa provided an update on the status of the policy revisions that are underway for the Admissions and Continued Occupancy Plan (ACOP) and Administrative Plan policy. Ms. Figueroa noted that public hearings were held on 9/6/2023 and 9/7/2023, and that the public comment period was being extended as COC awaits additional guidance from HUD on Housing Opportunity Through Modernization Act (HOTMA).

Ms. Figueroa presented the Housing Choice Voucher program FY2024 Fair Market Rents (FMRs) and updated Payment Standard Schedule, effective 10/1/2023. Ms. Figueroa explained that HUD allows Payment Standards to be set at a level between 90% and 110% of the FMRs and that COC has established its Payment Standard at 110% of FMRs to increase the number of available units.

Mr. Stothart presented an update on Capital Projects and Procurement activity. The Fire Restoration Project at 197 Custer Street is well underway, and a contract has been awarded, using CDBG funds, to Eastern Mechanical Services for the Wormser Congregate Air Conditioning System. The Scofield Manor Small Roof Replacement is underway in collaboration with the City of Stamford. The winning bid for Janitorial Services was from the incumbent, Sentinel Maintenance, with the contract to be signed 10/1/2023. RFPs are planned for Refuse Collection and Landscaping RFPs after 01/2024.

Finance Committee – Commissioners Ostuw, Coff, McKoy and Williams-Brown and Advisory Board members Latta and Williams, Ms. Coard, Ms. Janney, Mr. Montanez, Ms. Figueroa, Ms. Tantimonico, Mr. Stothart, Mr. Velez, Mr. Warren, Ms. Young and Ms. Luzietti attended the Finance Committee meeting on 9/26/2023. Mr. Paulemon presented the FY24 Stamford Elderly Housing Corporation (SEHC) budget. He highlighted the operating gain, vacancy rate, the prospective city Operating Grant and the increases in tenant services, along with temporary staffing nurse services and CNA hourly base rates.

Ms. Luzietti provided an audit update for FY23 June year-end that the Finance department is currently preparing with auditor, Marcum LLP.

Mr. Montanez and Mr. Feda reported on the consensus among COC management to abort migration to the MRI platform since their public housing, Section 8 and property management platforms are not expected to be available as previously promised. COC is considering two alternative platforms, which include Yardi and Emphasis. A board recommendation will be presented later this fall. There will be an RFP for a third-party consultant to assist with the implementation of the selected MIS.

E. Report from the Executive Director – Ms. Coard provided a recruitment update on the Resident Commissioner position to replace Commissioner Williams-Brown who has served on the COC Board of Commissioners for over 17 years. Ms. Coard noted that information was sent to all residents of the upcoming vacancy and procedures to become a resident commissioner. The deadline to receive a valid petition is 10/13/2023.

F. Presentation of the 2023 Midyear Progress Update – Ms. Coard presented the 2023 Midyear Progress report and described the framework for how COC has developed its strategic goals. Ms. Coard provided a brief overview of the eight core objectives and the correlation with the department/team and individual performance goals. Ms. Coard encouraged the Board members to review the information to offer discussion at the 10/2023 Board meeting.

G. Resolution –

23-23: Increase Payment Standards for the Section 8 Housing Choice Voucher Program to comply with HUD FY2024 Fair Market Rent Calculations

- Commissioner Williams-Brown 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 hereby proposed Housing Choice Voucher Program Payment Standards for new and current participants are hereby adopted effective October 1, 2023.

The resolution was passed.

Ayes: Rich Ostuw
John Coff
Lester McKoy
Sheila Williams-Brown

Nays: None

H. Executive Session – There was no Executive Session.

I. Adjournment - At 6:33 p.m., after a motion duly made by Commissioner Ostuw and seconded by Commissioner Coff the Board meeting was adjourned.

Natalie Coard
Executive Director

Agenda

Human Resources Committee Meeting

October 24, 2023

5:00 p.m.

1. Recruitment Update
 - a. New Hire Introduction of Jennifer Delaney, Director of Housing Opportunity
 - b. Promotions
2. Resolution:
23-24 Authorize Collective Bargaining Agreement with the American Federation of State, County and Municipal Employees (AFSCME) Local 818
3. Recruitment for Rippowam Corporation Project Executive – Development
 - a. Position posting on 30 job board sites, including general, specific industry associations and university job boards.
 - b. Network with eight universities that have specialized real estate development programs.
4. Employee Engagement Events/Activities
 - a. Workplace Violence Prevention, De-escalation, and Active Shooter Preparedness
 - b. Employers Association of the NorthEast (EANE) Leadership Series Training
 - c. Holiday Event – December 14, 2023 – The Knobloch Family Farmhouse

Recruitment Summary

New Hires

September 20, 2023 – October 18, 2023, 0

Terminations

September 20, 2023 – October 18, 2023, 1

New Hires – YTD

16

Terminations – YTD

4

Agenda

Operations Committee Meeting

October 24, 2023

5:30 P.M.

1. September 2023 Accounts Receivable Update and Arrears
2. Maintenance Update
3. East Side Update
 - a. Oak Park Relocation
 - b. Lawnhill Terrace 4 Leasing
4. Procurement & Capital Projects Update

Agenda

Finance Committee Meeting

October 24, 2023

6:00 p.m.

1. MIS Project Update – Sam and Ken
2. Cyber Committee Board Update – Ken
3. Fiduciary Checklist Review (Q3 2023) - Lisa
4. Audit Updates – Alexis
5. Other

Housing Authority of the City of Stamford
D/B/A Charter Oak Communities
22 Clinton Avenue
Stamford, Connecticut 06901

Board Meeting Date: **October 25, 2023**

Resolution Number: **23-24**

RESOLUTION

Subject: **Authorize Collective Bargaining Agreement with the American Federation of State, County and Municipal Employees (AFSCME) Local 818**

Background: Negotiations between Charter Oak Communities and AFSCME Local 818 have produced an agreement for a new four-year term (“Agreement”) that has been ratified by the Union members. The key terms of the Agreement are as follows:

Contract Term

Four years: January 1, 2024, through December 31, 2027

General Wage Increase

1-1-24	3% (+.5% Not to Base)
1-1-25	3%
1-1-26	3%
1-1-27	3%

Employee Medical Contribution from Premium

1-1-24	20%
1-1-25	20.5%
1-1-26	21%
1-1-27	21.5%

In all other respects the terms and conditions of employment pertaining to the members of Local 818, as stated in the previous Collective Bargaining Agreement between the parties, are carried over from that previous agreement.

Resolution: **NOW, THEREFORE be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director is hereby authorized to enter into a Collective Bargaining Agreement with the AFSCME Local 818 Employees for the period of January 1, 2024, through December 31, 2027. The Contract shall be substantially in the form of the prior contract between the parties except as noted above.**

Janice Tantimonico

Staff Member Submitting Resolution