



REGULAR BOARD MEETING

November 15, 2023

6:00 p.m.

Zoom Conference

AGENDA

1. Approve Minutes of the COC Board Meeting of October 25, 2023
2. Public Comment
3. Board Committee Reports
 - Finance Committee Meeting
4. Report from Executive Director
5. Strategic Overview from Chief Executive Officer
6. Executive Session
 - Legal Matters, Real Estate Items, Personnel Items

Feda announced the promotion of Mr. Galasso to Accountant I and Mr. Soares to Accountant II. Ms. Tantimonico provided a recruitment update on a newly created position at Rippowam Corporation: Project Executive – Development. Ms. Tantimonico provided a high-level summary and discussed the resolution: To Authorize Collective Bargaining Agreement with the American Federation of State, County and Municipal Employees (AFSCME) Local 818. Mr. Gomez provided an update on upcoming employee engagement and event activities.

Operations Committee – Commissioners Ostuw, Coff, McKoy, Malhotra and Williams-Brown and Advisory Board member Latta, Mr. Tufo, Ms. Coard, Mr. Gottlieb, Ms. Janney, Mr. Montanez, Mr. Feda, Ms. Figueroa, Ms. Reynolds, Ms. Tantimonico, Mr. Gomez, Ms. Delaney, Mr. Stothart, Mr. Velez, Ms. Luzietti, Mr. Galasso, Mr. Paulemon, Mr. Soares and Ms. Young attended the Operation Committee meeting on 10/24/2023. Mr. Feda and Mr. Galasso provided an overview of the 09/2023 Accounts Receivable (A/R) results. Mr. Galasso noted a reduction in A/R by \$13,000 and confirmed receipt of \$18,000 in UniteCT rent relief funds for five residents.

Ms. Janney provided a high-level summary of maintenance activity for the quarter ending 09/2023. Activity included capital projects such as the striping of the Clinton Manor and Taylor Street parking lots, the in-house replacement of two heat pumps at Post House resulting in a \$6,000 savings, and the Clinton Manor in-house rebuild of the domestic water pump system with further savings. Ms. Janney provided an update on the status of the REAC inspections and preventative maintenance. Ms. Janney and Ms. Figueroa presented an update on the relocation activity underway at Oak Park Phase 1. Ms. Figueroa noted that 18 households have been issued vouchers; Ms. Janney noted that 13 families have been relocated. Ms. Janney presented an update on the Lawnhill Terrace 4 leasing activity. Ms. Janney stated that the eight units that were affected by the sewer line backup have been turned over by maintenance.

Mr. Stothart presented an update on Capital Projects and Procurement activity. The Fire Restoration Project at 197 Custer Street is well underway; 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 in progress in collaboration with the City of Stamford, and all design work has been completed. A request was submitted to the City of Stamford for funding for additional capital projects at Scofield Manor. RFPs are planned for Refuse Collection and Landscaping after 01/2024.

Finance Committee – Commissioners Ostuw, Coff, McKoy, Malhotra and Williams-Brown, Mr. Tufo, Ms. Coard, Mr. Gottlieb, Ms. Janney, Mr. Montanez, Mr. Feda, Ms. Figueroa, Ms. Reynolds, Ms. Tantimonico, Mr. Gomez, Ms. Delaney, Mr. Stothart, Mr. Velez, Ms. Luzietti, Mr. Galasso, Mr. Paulemon, Mr. Soares and Ms. Young attended the Finance Committee meeting on 10/24/2023.

Mr. Montanez and Mr. Feda provided a status update on the MIS project to include the Emphasys review, RFP for an implementation consultant, a December Board resolution and installation to begin 03/2024. Mr. Montanez gave an overview of the Quarterly Cyber Security Committee meeting. He provided highlights on the 2023 Cyber Security Assessment (CSA), which was recently completed by Whittlesey providing COC with a low-risk score.

Ms. Reynolds reviewed the Fiduciary Checklist for the quarter ending 09/2023, which deferred Investment Policy reviews to the next quarter. Ms. Luzietti provided an audit update for FY23 June year-end. Ms. Luzietti noted that the Finance department is currently responding to file review requests from the auditor, Marcum LLP.

- E. **Presentation of the 2023 Midyear Progress Update** – The Senior Staff presented their 2023 Midyear Progress updates, highlighting how their department/team and individual strategic goals align with COCs’ eight core objectives.
- F. **Report from the Executive Director** – Ms. Coard reported on the six properties that received a tax credit audit file review and unit inspection by Spectrum. Four of the properties are in compliance and passed the audit, but COC is still waiting for clearance on Lawnhill Terrace Phase 3 and Taylor Street. Ms. Coard acknowledged the staff’s dedication in preparing for the audits, which helped make the process run smoothly. Ms. Coard provided a recruitment update on the Resident Commissioner position to replace Commissioner Williams-Brown.
- G. **Strategic Overview from Chief Executive Officer** - Mr. Tufo discussed implications of the federal government’s 11/17/2023 deadline of the current stopgap spending bill and possible future shutdown. Mr. Tufo noted that, given the political divide, COC will prepare for an interruption in federal funding that may be more protracted than in the past and which the community heavily relies upon. The staff has commenced reviewing the impact on each of our critical

functions, obligations and operating/development assumptions. It will develop a strategy and messaging to communicate internally as well as externally.

H. Resolution –

23-24: Authorize Collective Bargaining Agreement with the American Federation of State, County and Municipal Employees (AFSCME) Local 818

- Commissioner Coff moved; Commissioner McKoy seconded.

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.

The resolution was passed.

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

I. Executive Session – There was no Executive Session.

J. Adjournment - At 7:16 p.m., after a motion duly made by Commissioner Ostuw and seconded by Commissioner McKoy the Board meeting was adjourned.

Natalie Coard
Executive Director

Agenda

Finance Committee Meeting

November 14, 2023

5 p.m.

1. MIS Project Update – Sam and Ken
2. Quarterly Financial Report for period ending 9/30/2023 - Sam
3. Audit Updates and ACFR Award – Alexis and others
4. Other