



April 19, 2024

Ms. Lyda Ruijter  
Town Clerk  
City of Stamford  
888 Washington Blvd.  
Stamford, CT 06901

Dear Ms. Ruijter:

This is to notify you that the Special Board Meeting of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities is scheduled for Tuesday, April 23, 2024, at 5:00 p.m. via Zoom conference. Please join the Zoom Meeting by going to the link:

<https://us02web.zoom.us/j/88454509695?pwd=R2YwMm9oS0c0cm1uTUUV4VTBk3BIZz09>

or by phone at (646) 876-9923 and enter the:

Meeting ID: 884 5450 9695

Passcode: 213403

The agenda for the meeting is attached.

If you have any questions, please feel free to contact me.

Sincerely,

Natalie Coard  
Executive Director

Attachment

**Agenda**

**Human Resources Committee Meeting**

**April 23, 2024**

**5:00 P.M.**

1. Recruitment Update
  - a. New Hires
  - b. Open Positions
2. HR Focus Group Meeting with Employees on four identified opportunities in the Employee Survey
  - a. Insight & Next Steps
  - b. High Level Summary
3. Employee Engagement Events/Activities
  - a. Administrative Professionals Day - April 24
  - b. Social Hour at Bar Rosso – May
  - c. National Public Gardens Week - Employee Volunteer Day at Fairgate Farm - May  
Dates - TBD
  - d. Stress Management Techniques – June/July – Family Centers
  - e. Summer Employee Event – “Summer Picnic” – 1<sup>st</sup> or 2<sup>nd</sup> week of September – TBD
  - f. Year-end Holiday Event – 2<sup>nd</sup> week of December

**Recruitment Summary**

**New Hires**

March 21, 2024 – April 19, 2024 2  
March 21, 2023 – April 19, 2023 1

**Terminations**

March 21, 2024 – April 19, 2024 0  
March 21, 2023 – April 19, 2023 0

**New Hires – 2024 YTD 3**  
**Terminations – 2024 YTD 0**