



CHARTER OAK
COMMUNITIESSM

March 20, 2015

Ms. Donna M. Loglisci
Town Clerk
City of Stamford
888 Washington Blvd.
Stamford, CT 06902

Dear Ms. Loglisci:

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, March 24, 2015 will be at 8:30 AM at 22 Clinton Avenue, Stamford, CT in the second floor conference room. The agenda for the meeting is attached.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'V. Tufo', with a long horizontal flourish extending to the right.

Vincent J. Tufo
Executive Director and CEO

Attachment

Agenda – Human Resources Board Sub-Committee Meeting

March 24, 2015

1. Recruitment Update –
 - a. Site visit to UCONN – Met with Career Placement
 - b. Upcoming Job Fairs
 - I. April Norwalk
 - II. April NCC
 - III. November UCONN
 - IV. November UNH
 - c. Overall Recruitment Summary – **Internal employees for property management positions – succession planning.**
 - i. 2 Internal Assistant Property Managers
 - d. **Open Positions:**
 - i. MMIII (2) – Recruitment in process.
 - ii. Junior Asset Accounting Manager – Recruitment in process.
 - iii. Senior Asset Accounting Manager – Recruitment in process.
 - e. **Filled Positions:**
 - i. Administrative Assistant – Executive Office
 - ii. Junior Asset Accounting Manager
 - iii. Assistant Property Manager – Rippowam & Glenbrook Manors – Internal hire (promotion)
 - iv. Property Manager – East Side
 - v. Property Manager – Post House Portfolio
2. CT State Partnership Medical Plan – Moving forward.
 - I. Developing a plan to enroll all appropriate employees.
 - II. 3 Meetings by CT Medical Representatives – 2 Meetings by HR with all employees.
 - III. Standardized rates. Great plan. Minimal increase in plan – worth it over period of time, due to employees now paying a % of premium.