



CHARTER OAK  
COMMUNITIES<sup>SM</sup>

August 21, 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, August 25, 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 'Vincent J. Tufo', with a long horizontal line extending to the right.

Vincent J. Tufo  
Executive Director and CEO

Attachment

## Agenda

### Human Resources Board Committee Meeting

August 25, 2015

8:30 AM

1. Recruitment Update –  
Open Positions: Recruitment in Process:
  - Finance Intern
  - Part-Time HR Generalist
  - Maintenance Mechanic III
  - Part-Time Attendant (CNA) – Scofield Manor
  - Part-Time Kitchen Utility Worker – Scofield Manor
2. The Stamford Mayor Youth Interns – Successful Projects
  - a. Recruitment PowerPoint slide show including video clips. This will be used at job fairs, for new hires, at employee meetings, on the website or Linked-In page.
  - b. COC Linked-In page
3. Review – Feedback on Draft New Hire Orientation Program – 1 Full Day. Draft Agenda completed in detail as well as a corresponding PowerPoint Presentation. Jan to propose – once approved – that HR does a New Hire Orientation for the new hires over the last 3 months.
4. EANE (Employers Association of New England) Training Program Feedback.
  - a. New Foreman – Lead Training (2 Day) – Ability to apply lessons learned daily. – 50% funded by state grant.
  - b. Human Resources – Train the Trainer (2 Day) – Ability to apply lessons immediately. Day 1 – Training (2 weeks later) Day 2 – Develop and present a Training Program. I selected to do the above New Hire Training Orientation Program, which was approximately 20 – 25 PowerPoint slides. Reviewed by Instructor and Class – good feedback.
5. COC Recruitment/Retention/Culture – Work in progress. Continue meetings with the employees on a one-to-one – getting updates from them – ask them about the positive about COC, areas to work on, recruitment, retention, etc. I also met with a selected sub-committee group to talk about the benefits of COC – Employee Newsletter in process.
6. Benefits' education from Rich – thank you. We discussed incentive pay for work that goes above and beyond as well as results in success. Work in progress.