



CHARTER OAK
COMMUNITIES

June 18, 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, June 23, 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,

Vincent J. Tufo
Executive Director and CEO

Attachment

Agenda – Human Resources Committee Meeting

June 23, 2015

8:30 AM

1. Recruitment Update –

Open Positions – Recruitment in Process:

- Accounting Manager
- Administrative Support Assistant – “Floater” – 6 Month Position
- Custodian
- Maintenance Mechanic III

Hired:

- Accounts Payable/Accounts Receivable
- Internship Finance
- Internship Information Technology
- MMII

Stamford Mayor Youth Intern Program – Summer:

- 2 Interns - Fairgate Farm
- 3 Interns -COC

Update on Career Fair June 17th - Results.

2. Review of Management Leadership Training Program -

- Review of training material emailed to Jack & Sheila after last sub-committee meeting . (EANE Training)
- Update on training funds that may be available to COC – Meeting on June 15th. from the State of CT.

3. COC Retention/Culture

- Jan T. to scan/email CT Magazine article of Great Places to Work in 2014 – for content.
- Jan T. to email list she created on “Benefits for Working at COC” – Approximately 40
- Further discussion.

4. Feedback on Employee Volunteers at Fairgate Farm on June 12