



CHARTER OAK  
COMMUNITIES

July 17, 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, July 21, 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, consisting of several loops and a long horizontal stroke extending to the right.

Vincent J. Tufo  
Executive Director and CEO

Attachment

## Agenda

### Human Resources Committee Meeting

July 21, 2015

8:30 AM

1. Recruitment Update –

Open Positions: Recruitment in Process:

- Maintenance Mechanic III
- Part-Time kitchen Utility Worker – Scofield Manor

Hired:

- Custodian
- Accountant
- Part-Time Wormser Congregate Attendant

2. The Stamford Mayor Youth Interns will create a recruitment power point slide show (possibly with video clips) describing the organization and why it's a great place to work. This may be used at job fairs, for new hires, at employee meetings, on the website or Linked-In page. It will describe organizational mission, benefits and perks offered by the organization and testimonials from current employees. They will gather pictures and videos from wellness initiatives, etc.
3. Review of Management Leadership Training Program, Employee Individual Training and Maintenance Mechanic Training. Prior to the Sub-Committee Meeting we should have the dollars allocated from each area by the state.
4. COC Recruitment/Retention/Culture – Working with Ira Morrison to develop documentation for communication to all employees. Work in progress. Prior to the Sub-Committee Meeting I should have additional information to discuss.
5. General overview of positive feedback from employees about new benefits.
6. Charter Oak Communities' Employee Development Library
7. Thank you to Rich for call last week to specifically discuss and FSA and Transportation Benefits. Next steps to discuss.