



CHARTER OAK
COMMUNITIESSM

January 22, 2016

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 Monday, January 25, 2016 at 11:30 a.m. at 22 Clinton Avenue, Stamford, Connecticut 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', is written over a large, stylized, abstract graphic element that resembles a signature or a decorative flourish.

Vincent J. Tufo
Executive Director and CEO

Attachment

Agenda

Human Resources Committee Meeting

January 25, 2016

Recruitment Update - Summary of Positions

Hired:

- Maintenance Mechanic III
- Part-Time Attendant (CNA) – Scofield Manor
- (2) Part-Time Kitchen Utility Attendants – Scofield Manor
- Part-Time Housekeeper Wormser Congregate
- Farm Coordinator

Session 2: (January 26) Communication Skills & Establishing Performance Expectations

Learning Outcomes	<ul style="list-style-type: none">• Learn how and when to use four critical communication skills:<ul style="list-style-type: none">▪ Focusing on behavior and outcomes▪ Listening: Empathy, Paraphrasing, Acknowledging▪ Asking for Input▪ Using Reinforcement Techniques• Practice and demonstrate mastery of each skill in isolation to develop new communication practices and habits• Discuss the benefits of clearly articulating performance expectations and the consequences of not doing so• Prepare for a real time conversation around performance expectations• Demonstrate a 4-step conversation process for communicating performance expectations and receive “in the moment coaching” to elevate effectiveness back on the job• Develop strategies and action plans for applying skills and strategies back to the job
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Participation/Feedback on Voluntary Benefits:

1. FSA
2. DCA
3. Accident
4. Critical Illness
5. Additional Life Insurance
6. STD & LTD Taxes Non-Union