CHARTER OAK
COMMUNITIES℠

February 19, 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, February 22, 2016 at 12 p.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,

Vincent J. Tufo
Executive Director and CEO

Attachment

22 Clinton Avenue, Stamford, CT 06901 | P: (203) 977-1400 | F: (203) 977-1419 | TDD/TFY 203 977-1429

Agenda

Human Resources Committee Meeting

February 22, 2016

12 PM

1. **Management Development Program Training (MDP)**
   Session 3: Coaching For Performance and Employee Engagement
   February 23, 2016

Learning Outcomes	
	• Understand performance management as part of a holistic process to managing employee performance • Determine the difference between a "skill" and a "will" issue • Apply communications skills to difficult employee conversations • Prepare for "real time" conversations around performance challenges • Demonstrate a 4-step conversation process for communicating performance expectations and receive "in-the-moment coaching" to elevate effectiveness on the job • Using a performance "GRID" identify opportunities to take employee performance from good-to-great and to assess employee readiness for development • Develop strategies and action plans for applying skills on the job

2. **New Hires and Updates:**

   - Joe Langham hired 1/1/16 as MMIII. He was subcontracted to Smith House to assist in a maintenance transition. He was a subcontractor for 6 weeks at this location and is now working on the West Side. His Smith House assignment was successful and without incident.

   - Part-Time Kitchen Utility Worker (Scofield Manor)

3. **Open Positions:**

   Needs of below 2 positions will be analyzed and job description revised/developed accordingly.
   - Assistant Property Manager/Assignment Coordinator (Retirement)
   - Receptionist – Clinton Manor (Resignation)

   - Chief Financial Officer (CFO)
   - Part-Time Kitchen Utility Worker (Scofield Manor)
   - Part-Time Attendant – CNA (Scofield Manor)

4. **Recruitment - 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