CHARTER OAK
COMMUNITIES℠

May 20, 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 Tuesday, May 24, 2016 at 4:15 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

Agenda

Human Resources Committee Meeting

May 24, 2016

4:15 PM

1. **Management Development Program Training (MDP)**

   Session 6: Customer Service Excellence for Managers and Supervisors

   June 16

   Additional Management Sessions:

   June 10 Presentation Skills – (10 managers)

   June 24 Project Management

   Employee Development Program (EDP)

   June 17 Customer Service Excellence (½ day) – 8:30 – 12:00

   Training provided at COC in June 2016. Grants will cover 50% of costs.

2. **Recruitment Summary**