

MINUTES OF THE REGULAR BOARD MEETING OF  
THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF STAMFORD  
JUNE 25, 2014

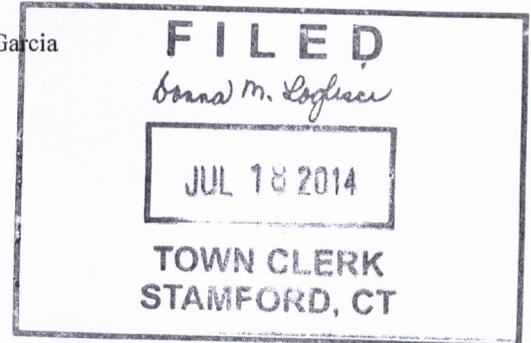
A regular board meeting of the Commissioners of the Housing Authority of the City of Stamford was held at 32-34 Custer Street, Stamford, Connecticut on Wednesday, June 25, 2014.

Commissioner Nelthropp called the meeting to order at 6:00 PM.

**A. Attendees**

Present: Courtney Nelthropp Absent: Kristella Garcia  
Jack Penfield  
Sheila Williams-Brown  
Bill McCullough

Also Present: Vincent Tufo Dan Persaud  
Jonathan Gottlieb Marie Jeune  
Jan Tantimonico  
Natalie Coard  
Mary Beth Henry



**B. Approval of Minutes**

Approval of minutes of the regular Board Meeting of May 28, 2014

➤ Commissioner Penfield moved, Commissioner Williams-Brown seconded

The minutes were approved. Ayes: Courtney Nelthropp Nays: None  
Jack Penfield  
Sheila Williams-Brown  
Bill McCullough

**C. Secretary's Report**

There was no report.

**D. Public Comment**

No one from the public asked to be heard.

**E. Committee Reports**

1. **Human Resources – 6/24/14, 9:30 AM:** Commissioner Garcia and Ms. Tantimonico were in attendance. A recruitment update was provided. It was noted that two people (Attendant and Certified Nurse's Aide) were hired at Scofield Manor. The administrator position at Scofield Manor is currently open as well as Eligibility Specialist and Clerk Typist for Section 8. An update on the responses to the Employee Survey was provided. Ms. Tantimonico mentioned that the staff was excited about some ideas which came out of these committees such as an employee newsletter. Employees with 5+ years of service were recognized with certificates and it was well received. It was noted that union negotiations were ongoing for AFSCME Local 818, AFSCME Local 1303, Teamsters 145 and Scofield Teamster 145. Employee policy development, paid time off and the appropriate process to ensure that departments have proper coverage, were covered. Medical benefits were reviewed and it was noted that we are moving towards a tiered system which would be fairer.
2. **Finance Committee – 6/24/14, 5:30 PM:** Commissioners Nelthropp, William-Brown, Garcia, Penfield and McCullough, Mr. Tufo, Ms. Reynolds, Mr. Feda, Ms. Coard and Ms. Figueroa were in attendance. The FY 2015 budgets for Low Income Public Housing, Housing Choice Voucher Program and Central Office Cost Center were presented by Mr. Feda. Ms. Reynolds, Ms. Coard and Ms. Figueroa discussed program challenges. It was noted that final approval of the budgets for the state properties was received. Audit updates for the Housing Choice Voucher Program, Glenbrook Manor OIG and Procurement OIG were discussed. A handout was provided with potential financial findings and impact on reserves. A handout was provided regarding Development Accounting which featured a draft proposal to provide accounting services to Rippowam Corporation. It was noted that the auditor selection for Stamford Elderly Housing Corporation and the banking transition were not discussed due to lack of time.
3. **Operations Committee – 6/24/14, 8:00 AM:** Commissioners Williams-Brown and McCullough and Ms. Coard were in attendance. It was noted that the Flat Rent resolution was discussed. The draft format of the updated Operations Board Report was reviewed and members provided their ideas. The recent customer service training for the staff was discussed. The property management staff and receptionist were in attendance. It was noted that staff was engaged and will be provided with "homework" in the future. The ongoing contract administration activity was reviewed.
4. **Executive Director and CEO Update:** Mr. Tufo informed the members that he spoke at the Connecticut Housing Coalition's Annual Conference on 6/24/14 and focused on the buddy system at Clinton Manor. It was noted that our Resident Service Coordinator (RSC) at this

building asked residents to adopt a neighbor. One resident noticed that their neighbor was not picking up their meals from Meals on Wheels. When she knocked on the door, the resident said, "I'm fine, leave me alone." The neighbor realized that this resident was having difficulty walking as her ankles and legs were swollen. She immediately notified the RSC who realized the resident was not eating or taking her medication and was able to get an appointment with her doctor that same day. The resident was treated and came home later that same day and a crisis was averted. Her doctor prescribed medication and a visiting nurse for this resident and now this resident is walking on a regular basis with other residents and is much more active. She is now a buddy to others in the building.

Mr. Tufo asked Dan Persaud and Marie Jeune of the East Side Property Management staff to speak about their relationship with the new Resident Service Coordinator, Rodney Moore. Ms. Jeune noted that she and Dan have a good relationship with Rodney Moore. He is forming a basketball league with the youth, planning a trip to Lake Compounce, and having another opportunity this weekend for a father's day photo for the East Side community. Mr. Persaud noted Mr. Moore is a very creative person and focuses on the youth. It was mentioned that the residents relate with well with him. Mr. Persaud advised that ESL (English as a Second Language) classes were being held on Tuesday and Thursday evenings for the Creole and Spanish residents in the community. A basketball event is in the works for this community and the Stamford Police Department has agreed to participate. It was noted that Mr. Moore has an office at the Custer Street site and he soon will have a satellite office at Oak Park.

Mr. Tufo reported that Family Centers and our Operations Team had an organizational development training session led by Bob Schaffer of Schaffer Consulting. It was noted that Monica Tinsley and Kimberley Jackson were key participants.

5. **Development Update:**

Mr. Gottlieb distributed a Rippowam Corporation development update on projects in construction, pre-development and in planning to members. He noted that the renovations at Clinton Manor are expected to be completed by the end of July while the renovations at Quintard Manor are continuing. Completion of Greenfield is expected by September 2014. It was noted that renovations at Lawn Hill Terrace should commence in early 2015.

F. **Resolutions**

14-33: **Updated Flat Rent Schedule for all Federal Low Rent Public Housing**

- Commissioner Penfield moved, Commissioner Williams-Brown seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford d/b/a Carter Oak Communities that the updated Flat Rent Schedule will be effective July 1, 2014.

This Resolution was passed.

Ayes: Courtney Nelthropp  
Jack Penfield  
Sheila Williams-Brown  
Bill McCullough

Nays: None

14-34: **Write-Off of Public Housing Tenant Accounts Receivable Balances Over \$5,000**

- Commissioner Penfield moved, Commissioner Williams-Brown seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the Write-off of Public Housing Tenant Accounts Receivable of \$ 21,911.62 is authorized.

This Resolution was passed.

Ayes: Courtney Nelthropp  
Jack Penfield  
Sheila Williams-Brown  
Bill McCullough

Nays: None

14-35: **Award Contract for: RFP NO. 14-0003-S, Auditing Services – FYs 2014, 2015 & 2016 – Medicaid Funded Long Term Care Residential Facility Audit (Scofield)  
Recommended Firm: Marcum, LLP**

- Commissioner Penfield moved, Commissioner McCullough seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the Executive Director and CEO is authorized to enter into a contract with Marcum, LLP for the Medicaid Funded Long Term Care Residential Facility Auditing Services – FYs 2014, 2015 & 2016 with an additional 2 one-year options in an amount not to exceed \$70,000.00 over the initial three-year contract

term (Year 1 \$23,200, Year 2 \$23,200 and Year 3 \$23,600). Furthermore, that the Executive Director & CEO be authorized to act as contracting officer and perform all duties as outlined in the HUD General Conditions, including executing Change Orders; provided, however, that further board approval will be required prior to executing change orders that result in the contract price exceeding 110% of the original contract price stated above.

This Resolution was passed.

Ayes: Courtney Nelthropp  
Jack Penfield  
Sheila Williams-Brown  
Bill McCullough

Nays: None

**14-36: Approve the Federal Low Income Public Housing Program (LIPH), Housing Choice Voucher Program (HCV), and Central Office Cost Center (COCC) operating budgets for the twelve month period ending June 30, 2015.**

➤ Commissioner Penfield moved, Commissioner Williams-Brown seconded.

Be it resolved by the Commissioners of the Housing Authority of the City of Stamford that the operating budget of the Federal Low Income Public Housing Program, the Housing Choice Voucher Program, and the Central Office Cost Center is adopted for the fiscal year starting July 1, 2014 through June 30, 2015.

This Resolution was passed.

Ayes: Courtney Nelthropp  
Jack Penfield  
Sheila Williams-Brown  
Bill McCullough

Nays: None

**G. Adjournment**

At 7:00 PM, after a motion duly made by Commissioner Penfield and seconded by Commissioner Williams-Brown, the Board meeting was adjourned.

Vincent J. Tufo  
Executive Director and CEO

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