

**MINUTES OF THE ANNUAL MEETING
Of
The Board of Commissioners
Of
The Housing Authority of the City of Hartford**

July 9, 2019

The Board of Commissioners of the Housing Authority ("Authority") of the City of Hartford held its annual meeting on July 9, 2019. The meeting was held at the Housing Authority of the City of Hartford, 180 John D. Wardlaw Way Hartford, Connecticut. The meeting was called to order at 5:32 p.m. by Chairperson Marilyn E. Rossetti.

I. Roll Call

Upon roll call, the following members were in attendance: Chairperson Marilyn E. Rossetti; Vice Chairperson Laura Settlemyer; Commissioner Stewart; and Commissioner Michael Abreu was excused.

The attendance sheet is attached.

II. Consideration of the Minutes of the Special Board Meeting of May 21, 2019 and the Special Board Meeting of May 30, 2019

A motion was made (Commissioner Stewart) and seconded (Commissioner Settlemyer) to approve the minutes of the May 21, 2019 Special Board Meeting and the May 30, 2019 Special Board Meeting. The motion was unanimously approved.

III. Report of the Chairperson

Commissioner Rossetti welcomed everyone to today's Annual Board Meeting. She stated that the Authority has an excellent team and feels confident that the staff has residents' best interest in mind. Also, thanked the residents present at the meeting, expressing that community involvement is very important, and continue spreading the word for more people to participate.

IV. Report of the Executive Director

Ms. Annette Sanderson, Executive Director, welcomed everyone to tonight's Annual Board of Commissioners meeting. She acknowledged the Team for the hard work, dedication and support, with the understanding how tough sometimes the work could be, difficult decisions and countless discussions, but continues working it out for the best interest of the agency. She expressed that is an honor to serve as Executive Director and thanked for the support. Also, recognized the Board Members for their commitment with the agency and the community.

V. **Nomination and Election of Board Members**

Approved on September 17, 2019

Chairperson Rossetti stated that this was the Board's annual meeting and thus was required to consider new Board Officers. A motion was made (Commissioner Stewart) and seconded (Commissioner Settlemyer). Chairperson Rossetti stated the Proposed Slate of Officers for 2019 - 2020 is as follows:

Chairperson	Marilyn E. Rossetti
Vice Chairperson	Laura Settlemyer
Treasurer	Jeffrey Stewart

VI. **Public Comment Period**

Barbara McGrath, Connecticut Urban Legal Initiative, Inc., gave an update to the Board about the MOU with HHTO and the Bylaws to comply with the election process. HHTO had an elections process that did not comply with HUD regulations. The deadline for HHTO to comply with the minutes/election process documentation to HACH is September 30, 2019.

VII. **Presentation of Audited 2018 Financial Statement by Mr. Philippe Lindsay from Rubino and Company**

Mr. Joshua Bird, CFO, Introduced Mr. Philippe Lindsay from Rubino and Company who gave a draft report on the 2018 compliance – financials for the Authority. A copy of the report is on ShareFile.

VIII. **Staff Reports**

Mr. Ben Bare, General Counsel, presented the Compliance Report that was included in the BOC packet to the Board of Commissioners.

Ms. Annette Sanderson, Executive Director, presented the Development and Capital Improvements report, that was included in the BOC Packet. The Department is going through a period of transition at the moment. The Authority is currently looking to hire a project manager and an Assistant Project Manager, as well. She informed the Board of the Ribbon Cutting Ceremony for Willow Creek. Also, there was the Groundbreaking for Westbrook Village.

Mr. Joshua Bird, Chief Financial Officer, welcomed everyone to the meeting and presented his report, that was included in the BOC Packet.

Ms. Maria Cintron, Occupancy Specialist Supervisor, presented her report that was included in the BOC Packet.

Ms. Katrina Ortiz, HCV Supervisor, presented her report that was included in the BOC Packet.

Approved on September 17, 2019

Ms. Karen Cato, Resident Service Coordinator - Community Liaison Administrator, welcomed everyone to the meeting and presented her report, that was included in the BOC Packet.

Ms. Sanderson stated that the Extermination Report was included in the Board packet.

IX. New Business

1. Resolution No. 2019-27: Regarding the Appointment of a Contracting Officer and Inventory Clerk
A motion was made (Commissioner Stewart) and seconded (Commissioner Settlemyer) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.
2. Resolution No. 2019-28: Regarding Approval of the Execution of Financing Documents, Option to Lease and Funding Applications Related to Westbrook Village Phase III
A motion was made (Commissioner Stewart) and seconded (Commissioner Settlemyer) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.
3. Resolution No. 2019-29: Regarding Approval of the Amended Bylaws of the Authority
A motion was made (Commissioner Stewart) and seconded (Commissioner Settlemyer) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.
4. Resolution No. 2019-30: Regarding Award of Contract for On-Call Realtor and Appraisal Services
A motion was made (Commissioner Stewart) and seconded (Commissioner Settlemyer) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.
5. Resolution No. 2019-31: Regarding change in Deposit Accounts for HCV HAP Grants
A motion was made (Commissioner Stewart) and seconded (Commissioner Settlemyer) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.
6. Resolution No. 2019-32: Regarding change in Deposit Accounts for Administrative Grants
A motion was made (Commissioner Stewart) and seconded (Commissioner Settlemyer) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.
7. Resolution No. 2019-33: Regarding Approval of the Submission of a Section 18 Application And Associated Documents for 275 Bellevue Street
A motion was made (Commissioner Stewart) and seconded (Commissioner Settlemyer) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

Approved on September 17, 2019

X. Old Business

There was no old business to discuss.

XI. Adjournment

There being no further business, a motion was made (Commissioner Settlemyer) and seconded (Commissioner Stewart) to adjourn the meeting. The motion was approved and the meeting was adjourned at 6:59 p.m.

Respectfully Submitted,

Annette Sanderson
Secretary/Executive Director

