

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

**July 13, 2021  
5:30 p.m.**

The Board of Commissioners of the Housing Authority (“Authority”) of the City of Hartford held a regular Board meeting on Tuesday, July 13, 2021, via remote participation in accordance with the provisions of Section 149, et seq, of Connecticut Public Act 21-2. The meeting was called to order at 5:31pm by Chairperson Jeffrey Stewart.

Commissioners, staff, and the public participated in the meeting by dialing in to the following call-in number and using the following phone conference ID:

[Click here to join the meeting](#)

**Call-In Number: 1 469-998-7233  
Phone Conference ID: 501 73 3694#**

**I. Roll Call**

Upon roll call, the following members were in attendance: Chairperson Jeffrey Stewart; Commissioner James Woulfe; and Commissioner Henry

Commissioner Patricia LeShane was excused from the meeting.

**II. Consideration of the Minutes of the Annual Board Meeting of June 1, 2021**

A motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) to approve the minutes of the Annual Board Meeting of June 1, 2021. The motion was unanimously approved.

**III. Report of the Chairperson**

Chairperson Jeffrey Stewart welcomed everyone and thanked the Tenants, Executive Director and Staff for getting us through this past year! Thanked everyone for dealing with technical issues. He said to keep up the good work!

**IV. Report of the Executive Director**

Ms. Annette Sanderson, Executive Director, welcomed everyone to today’s Board of Commissioners meeting. She also provided the following comments and updates:

- Thanked staff, Commissioners, and residents for attending the meeting.
- Glad to see so many people in attendance.
- Housing Consultant and Auditor report on December 2020 audit will be presented.
- Highlights for the board:
  - Received a copy of letter from MDC and Mayor that past due amounts were due to MDC.
  - Our CFO has dealt with this issue by sending direct communication to MDC.
  - Our CFO mailed a letter directly to the CFO,CEO and Board Chair of the MDC that we are more than willing to address any outstanding balances they believe we may have existing.
  - We expect this issue to progress in the near future.
- We also shared a copy of email to fully transition to the Asset Management Model for public housing program.
- We are working on the repositioning of Mary Shepard over the foreseeable future.
- Initially thought about the rehab program at MSP, but decided to do a brand new project .

The residents deserve this.

- We will have a conversation with our state rep later this week. We owe it to the community to totally redevelop that project and Elisa will discuss this later on her report.
- We don't need an August meeting. We will meet with our Board the second week of September.
- The three instrumentalities Board meeting will be scheduled some time during the summer, but will be very brief meetings.
- We want the Staff to enjoy their vacation out of the office during the month of August.

## **V. Public Comment Period**

Mr. Jose Rosario (Mahoney Village) stated that he had concerns with residents who suffered from mental health issues living in the same development. The Property Manager will follow up with him.

Ms. Lourdes Sanchez (Mahoney Village) stated that she too had concerns with a neighbor and was moving to another development. Ms. Vanessa D'Alessandro, LIPH Manager will follow up with her.

## **VI. New Business**

### **1. Review of Process for the Preparation of the 2022 HACH Annual Plan**

Douglas Corning, Project Logic, LLC (HACH Housing Consultant) presented the Board with an update of the 2022 HACH Annual plan process. The Public hearing (conference call) will be held on Monday, September 13<sup>th</sup> at 5:00pm. Residents and the public participated on the call. A copy of the 2022 HACH plan can be found on our website at [www.Hartfordhousing.org](http://www.Hartfordhousing.org)

## **2. Presentation of Audited 2020 Financial Statement by Mr. Allan Kitchen from Rubino and Company**

Mr. Joshua Bird, CFO, Introduced Mr. Allan Kitchen from Rubino and Company who presented a PowerPoint presentation of the 2020 Audited Financial Statement for the Authority. A copy of the copy is on ShareFile

3. Resolution No. 2021-26 Regarding Award for Betty Knox Fascia Project  
A motion was made (Commissioner Henry) and seconded (Commissioner Woulfe) to Adopt the Resolution. Ms. Annette Sanderson, Executive Director, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.
4. Resolution No. 2021-27: Regarding Approval of Amendments to the Disposition Approval for Certain Scattered Sites  
A motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) to Adopt the Resolution. Ms. Annette Sanderson, Executive Director, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved
5. Resolution No. 2021-28: Regarding Award of Contract for Monitoring, Inspections, Maintenance and Repair of Security Systems and Fire Protection Systems  
A motion was made (Commissioner Henry) and seconded (Commissioner Woulfe) 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. 2021-29: Regarding Approval of the Execution of Documents regarding the Redevelopment of Westbrook Village Phase V  
A motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) 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.

## **VII. Old Business**

There was no old business to discuss.

## **VIII. Staff Reports**

### ***Financial & Information Technology – Joshua Bird, Chief Financial Officer***

- Rent Collection in June ticked up to \$358,219 (91%), a \$16k increase over May of 2021 and a \$10k increase over June of 2020. That was aided by 2 checks received from UniteCT for the payment of tenant arrearages of about \$18k. The Rent Collection Dept continues to push applications to UniteCT for residents. Overall, collections for the current 12 months are \$17k behind the previous 12 months. Tenant Accounts Receivable continues to tick up, now to \$561k, as the state eviction moratorium has expired as of July 1, however, the federal CDC moratorium continues through July 31.

- The LIPH program ran a \$701k surplus in the month of May. When Capital Fund Program (CFP) funding was released for 2021, the Authority drew down the allowable \$650k for LIPH operations. Even without the CFP contribution, the program would have run a \$51k surplus as HUD operating funding came in higher in May.

***Contract and Compliance Registry – Ben Bare, General Counsel***

- Procurement is working on solicitations for banking services and movers. The internet service provider solicitation has resulted in a selection which should result in a big upgrade to the speed and reliability of the Authority network.
- Procurement has abandoned its attempts to automate the contract registry at this time. The Authority enterprise software system does not provide accurate and reportable tracking of contract spend against authorized contract value in a form that saves any time or increases reliability over our current manual tracking system.

***Operations Department – Vanessa D’Alessandro, LIPH Occupancy Manager and John Williams, Field Operations Manager***

- HUD Annual Recertification Reporting Rate as of June 30, 2021 is 99.64%
- The Occupancy Department completed it’s in person meetings with the 324 applicants from the waitlist. We continue to determine eligibility for those that responded. There are another 113 applicants that were mailed contact letters and will be seen in person the week of July 5<sup>th</sup>. In June we were able to house 25 families, 3 were transfers, and 10 move outs, giving us a net gain of 15 move ins.
- Update on UPCS Inspections - Property Managers, Field Staff and the contractor performed UPCS Inspections throughout our LIPH portfolio. Property Managers are going through the reports and are generating work orders for repairs.

***Development and Capital Improvements – Elisa Hobbs, Development Director***

**Westbrook Development (Village at Park River)**

- Phase II is nearing completion. Permanent certificates of occupancy were issued in June. Lease of Phase II units continues, with 87% of units currently occupied. Eight units remained to be leased. There are applications for seven of the eight units. The only unit without an applicant is the Supportive Services Housing unit, for which Columbus House sources applicants from the Greater Hartford Coordinated Access Network.

**John D. Wardlaw Way Lobby Upgrades & Kiosk**

- The Authority entered into a contract with DynaTouch to provide a kiosk for the main office lobby that will enable the public to transmit information and documentation

- electronically. The kiosk was delivered on April 27, and a representative from DynaTouch performed the installation on May 20. Training on the operation of the kiosk took place on June 10. The kiosk is now operational and in-service.

***HCV/Section 8- Katrina Ortiz, Housing Choice Voucher Program Manager***

- Our priorities for 2021 continue to be increasing our utilization to support as many families as we can based on the allocated voucher and Budget Authority.
- Based on our last call with HUD we will need to utilize 140 more allocated vouchers by September 30, 2021, to adhere to HUD's goal. We anticipate we will meet this goal.

**IX. Adjournment**

There being no further business, a motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) to adjourn the meeting. The motion was approved and the meeting was adjourned at 7:43pm.

Respectfully Submitted,

Annette Sanderson  
Secretary/Executive Director