

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

**July 14, 2020  
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 14, 2020 via teleconference in accordance with Governor Lamont’s Executive Order 7B dated as of March 14, 2020. 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 conference call number 866-390-5250 and using access code: 2614983

The call was recorded and made available to the public at <https://www.hartfordhousing.org/HACHBOCMtg14Jul2020.wav>

**I. Roll Call**

Upon roll call, the following members were in attendance: Chairperson Jeffrey Stewart; Vice-Chairperson Laura Settlemyer; and Commissioner Patricia LeShane

**II. Consideration of the Minutes of the Annual Board Meeting of June 2, 2020 and the Special Board Meeting of June 10, 2020**

A motion was made (Commissioner LeShane) and seconded (Commissioner Settlemyer) to approve the minutes of the Annual Board Meeting of June 2, 2020 and the Special Board Meeting of June 10, 2020. The motion was unanimously approved.

**III. Report of the Chairperson**

Chairperson Jeffrey Stewart welcomed everyone to today’s Board of Commissioners meeting.

**IV. Report of the Executive Director**

Ms. Annette Sanderson, Executive Director, welcomed everyone to today’s Board of Commissioners meeting. She acknowledged and thanked the staff for their hard work and dedication. She also provided the following comments and updates:

- Special thanks to the Commissioners' continued support to the housing authority for the past four months
- Thanked everyone for joining, including the residents
- Thanked the staff for their hard work and dedication and keeping operations going, even in the midst of this pandemic (mid-March started operating remotely).
- As of July 6<sup>th</sup>, main office staff started working up to 50% capacity of the work week.
- All staff are required to wear mask, hand sanitizers and gloves are provided and doors were changed to take extra precautions.
- Improvements in section 8, Finance and occupancy with cubicles. Consultants were brought in to raise cubicle heights and installed barriers to limit possible exposures.
- Deep clean of office was conducted on Wednesday, July 22<sup>nd</sup> due to the volume of workers in the office on the 20<sup>th</sup>.
- Air purifiers were brought in.
- Thanked residents for their cooperation during this period of time as we try to keep line of communication open.
- Thanked Mr. Stewart for letter of acknowledgement recognizing staff's efforts, raising spirit as President of tenant association.
- We are in the season for preparing annual plan documents controls and operations for low income public housing programs, as well as housing choice voucher.

## V. **Public Comment Period**

There were no comments made by the public

## VI. **New Business**

Update on the Village at the Park (Westbrook Village)

The Pennrose/Cloud Team presented a PowerPoint Presentation to the Board of Commissioners. The presentation can be found on Sharefile.

1. Resolution No. 2020-20: Regarding Approval of the Executive of Documents Regarding the Redevelopment of Westbrook Village Phase IV

A motion was made (Commissioner LeShane) 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. 2020-21: Regarding Approval of a Waiver of the HACH Naming Policy and Naming of Annie Walton Drive

A motion was made (Commissioner Settlemyer) and seconded (Commissioner LeShane) to Adopt the Resolution. Ms. Sanderson, Executive Director, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

3. Resolution No. 2020-22: Regarding Award of Contract for Insurance and Brokerage Services

A motion was made (Commissioner Settlemyer) and seconded (Commissioner LeShane) 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. 2020-23: Regarding Award of Contract for On-Call Architectural and Engineering Services

A motion was made (Commissioner Settlemyer) and seconded (Commissioner LeShane) 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**

### ***Review of Process for the Preparation of the 2021 HACH Annual Plan***

Douglas Corning, Project Logic, LLC (HACH Housing Consultant) presented the Board with an update of the 2021 HACH Annual plan process. The Public hearing (conference call) is scheduled for September 14<sup>th</sup> at 5:30pm. Residents and the public are encouraged to participate on the call. A copy of the 2021 HACH plan can be found on our website at [www.Hartfordhousing.org](http://www.Hartfordhousing.org)

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

- Rent Collection improved in June with receipts of \$348,797 coming into the Authority. Those collection numbers are approximately \$10k more than May, and \$12k more than in June of 2019. Overall, the percentage of collections compared to amounts billed was 98.1%.
- The Eviction Moratorium enacted by both HUD and the state of Connecticut has been extended several times, but currently runs through August 21, 2020.
- The LIPI-I program had revenues below budget by \$66,821. However, expenses also came in \$73,585 below budget leaving the program with a net loss of \$57,044; which, despite being a loss, was better than budget by \$16,764. There is now CARES funding to cover these losses, The Authority was waiting on more clarification from HUD on how those funds could be spent and how to report spending before doing so.
- The HCV department ran a large profit in May of \$371,574. This is mostly attributable to extra Admin funding From the CARES Act. Without the extra funding, the department would have run a profit of approximately \$25k. For the year, the program is now running a net profit of \$534,564; again, attributable to extra funding under the CARES Act.

### ***Operations Department – Maria Cintron, Chief Operating Officer***

- **June**-Maintenance staff working full schedule with the same COVID-19 protocol, focusing on vacant units.

- Resident Services continue to assist residents by printing rent ledgers for Rental Rebate and explaining the process to residents on how to apply. Resident Service Coordinators have begun to schedule appointments and meet with residents to complete Pangea (RSC Software) assessments, information necessary for the H.U.D. Resident Services report due in September.
- The response from applicants during the month of June has decreased significantly. The OCC department has been working with approximately 82 applicants and only about 6 applicants has completed the process. Also, 884 purge letters were sent by mail to all active applicants; staff is still working on responses. We continue evaluating the situation for an action plan.

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

- Smith Towers -Work on the elevator cabs themselves will commence in late August / early September. In the interim, the Authority is working with the Hartford Fire Marshall in order to ensure that appropriate safety measures are in place. In addition, the operations department is conducting tenant assessments in order to evaluate elevator utilization rates and tenant mobility issues so as to minimize the impact on residents come this Fall.
- Scattered Sites - In May of this year, HUD approved the Authority's application for disposition of 14 dwelling buildings containing 33 units and 3.18 acres of underlying land. A public hearing seeking the authorization from the Commissioner of Housing to sell the 33 units and one vacant homeownership unit (110 Kensington Street) took place on February 25th. The hearing officer's report was submitted to the Department of Housing's legal division and Commissioner's office for review. A determination from the Commissioner of Housing is pending. The Authority plans to sell the above-referenced units and use the proceeds to fund the rehabilitation of other LIPH properties.
- The Authority is also submitting a Section 18 application for the scattered site unit situated at 8183 Cabot Street. Similar to the properties referenced above, the Authority plans to sell the unit and use the proceeds to fund the rehabilitation of other LIPH

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

- The department is extremely busy and continues to do day to day activities including move-ins, interims certification (As of April – 309) and annual certifications
- HACH never received an official score from HUD on the Semap process regulatory relief for 2019, so HUD asked if were okay with the 2018 score (93 out of 100), which we accepted, so we will maintain a status for high performer for section 8 program

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

- There are moratoria prohibiting eviction from HUD through the CARES Act and from the State through executive order. During the pendency of these moratoria our summary process counsel continues to clean up cases which started prior to the pandemic and to work on the serious nuisance cases we have pop up from time to time. He is also assisting operations in efforts to collect outstanding rent balances.
- Procurement is busy with several vendor solicitations and initiatives designed to support the safest possible re-opening for our employees. Procurement also welcomed Kim as our new Contracting Officer and she is sealing into the rhythm of the Authority and the Authority during COVID. On the compliance side we are on track with our initiatives and continuing moving forward. The Contract Registry as well as the Procurement Metrics are attached to this report.

**IX. Adjournment**

There being no further business, a motion was made (Commissioner Settlemyer) and seconded (Commissioner LeShane) to adjourn the meeting. The motion was approved and the meeting was adjourned at 6:54 p.m.

Respectfully Submitted,

Annette Sanderson  
Secretary/Executive Director