

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

**June 1, 2021
5:30 p.m.**

The Board of Commissioners of the Housing Authority (“Authority”) of the City of Hartford held their Annual Board meeting on Tuesday, June 1, 2021, 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/Audio%20Recording%20of%20Regular%20and%20Annual%20HACH%20BOC%20Mtg%201June2021.mp3>

I. Roll Call

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

Commissioner Kevin Henry was absent.

II. Consideration of the Minutes of the Regular Board Meeting of May 11, 2021

A motion was made (Commissioner LeShane) and seconded (Commissioner Woulfe) to approve the minutes of the Regular Board Meeting of May 11, 2021. The motion was unanimously approved.

III. Report of the Chairperson

Chairperson Jeffrey Stewart welcomed everyone to today’s Board of Commissioners meeting. He thanked everyone for their continued great 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.
- This is our annual board meeting, we are up and running and adapted well with this climate over the past year.
- HACH made changes to work protocol.
- Use of masks in the building was updated regarding requirements:
 - If you are fully vaccinated having had two doses Moderna or Pfizer and one dose of Johnson, then staff do not have to wear masks while indoors.
 - However, for maintenance staff going into units with resident, they are still required to wear masks.
 - HACH is working on a system in which maintenance staff may not have to wear masks in units, if we can show our residents that everyone has been fully vaccinated.
- The front door of the main office is still locked and closed, but we are taking appointments with residents.
- Vanessa D'Alessandro met with applicants of the low-income public housing program, over 100 applicants, by appointment only.
- Tonight, we will ask the board to vote for the 2021-2022 slate of officers. The proposed slate is in the board package.
- Reminded the board, we have 4 board members currently and we still need the Tenant Commissioner position to be filled.
- We are working with the mayor's office to fill that slot and applicants must be a tenant at low-income public housing or recipient of section 8 voucher.
- Someone asked to apply for the tenant commissioner position and was directed to go to our HACH website for information on application and requirements.
- Usually at annual meetings, we present the audit report, unfortunately that report is not yet done, but we expect to present this report at the July meeting.
- July meeting, we are expecting to hold in person. We are working to have it at Willow Creek (Bowles Park) or Village at Park River (Westbrook Village).
- Elisa Hobbs is working on dates next week for the board to tour one of our properties.
- Instrumentalities, we currently have three: ODC (invest and owned interest Willow Creek and Village at Park River), NEWDAY and CHADCO (for development entities).
- Ask board to consider appointments to those 3 instrumentalities.
 - The second one is administrative – Operations for HCV program
- We are beginning the planning process for changes to the 2022 agency plan, which will be presented to the board soon.
- Highlight upcoming priorities:
 - 2022 Agency plan
 - Realign LIPH as well as HCV programs departments and staffing. Consultants will be coming back to us with changes to our overall structure and organizational chart.
 - Reposition for our portfolio – Mary Shepard place will hire staff as needed and emphasize staff training.
 - We will figure out a way to safely use our community rooms for meetings and conversations.
 - We are also interested in meeting with our residents directly, hopefully as it settles down, there is a greater level of interaction.
 - We are working with our community partners: City of Hartford, HUD, and state partners to continue to support and maintain affordable housing in Hartford.

- We have two development partners: Pennrose and JHM to help build out affordable housing in Hartford.
- We were approached by other development partners to issue bonds for their development opportunities.

V. Public Comment Period

There were no comments made by the public

VI. Nomination and Election of Board Members for 2021-2022

Chairperson Stewart stated that this was the Board's annual meeting and thus was required to consider new Board Officers. A motion was made (Commissioner Woulfe) and seconded (Commissioner LeShane). Chairperson Stewart stated the Proposed Slate of Officers for 2021– 2022 is as follows:

Chairperson	Jeffrey Stewart
Vice Chairperson	James Woulfe
Treasurer	Paddi LeShane

VII. New Business

1. Resolution No. 2021-21 Regarding the Sale of 110 Kensington Street
A motion was made (Commissioner Woulfe) 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.
2. Resolution No. 2021-22: Regarding the Election of CHADCO Directors
A motion was made (Commissioner LeShane) 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.
3. Resolution No. 2021-23: Regarding the Election of ODC Directors
A motion was made (Commissioner LeShane) 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.
4. Resolution No. 2021-24: Regarding the Election of NEWDAY Directors
A motion was made (Commissioner Woulfe) 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.
5. Resolution No. 2021-25: Regarding Approval of Amendments to the Section 3 Policy
A motion was made (Commissioner Woulfe) 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.

VIII. Old Business

There was no old business to discuss.

IX. Staff Reports

Financial & Information Technology – Joshua Bird, Chief Financial Officer

- The LIPH program ran a \$128.9k deficit in the month of April. This was primarily due to \$116k worth of snow removal invoices paid in the month. For the year, the LIPH program is running a \$179k deficit, which is better than the budgeted loss of \$272.
- The HCV department ran a surplus of \$35k. The administrative expenses were slightly above budget, but revenues in excess of budget covered those overages. For the year, HCV is running a \$141k surplus.
- The COCC ran a deficit in April of nearly \$6k bringing the annual deficit to \$228k year to date vs a ytd budgeted loss of \$174k. Revenues for the year fell slightly behind budget while insurance and administrative expenses are currently running slightly ahead of budget.

Contract and Compliance Registry – Ben Bare, General Counsel

- Procurement is working on soliciting for alarm monitoring and maintenance and banking services as well as wrapping up a solicitation for our internet service provider. We are also in the process of updating all of our contract insurance provisions following a review by our insurance broker (USI).
- Procurement is also still working toward wrapping up the automation of the Authority contract registry project. This has been a very long and involved project which should make tracking contract details and spend against authorization much easier when complete.
- On the legal side we continue to monitor all of the different COVID related notices and eviction moratoria, and we are assisting with the Mary Shepard financing as well at this time.

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

- The Occupancy Department continues to review eligibility for applicants that were contacted on March 30, 2021. The LIPH Departments is actively meeting with those applicants that were mailed contact letters on May 6, 2021; there was a total of 324 letters that were mailed and are being seen between May 24, 2021, and May 28, 2021.

Development and Capital Improvements – Elisa Hobbs, Development Director

Mary Shepard Place Rehabilitation Project

- The Authority is converting and rehabilitating 163 units of public housing located at five residential development sites. A Rental Assistance Demonstration (RAD)

application was approved for 127 units at Mary Shepard Place, ten units at Bellevue Street, and eight units at Sanford Street. The conversion of twelve units at Martin Street and the conversion of six units at Capen Street are being accomplished via a Section 18 application and a RAD application, respectively.

Smith Towers

- Work on cab 2 is expected to take less time than that of cab 1, and the anticipated project completion date is the end of September 2021. The Authority continues to employ part-time individuals to assist with managing the elevator usage, deliveries, and front desk

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

- The HCV Management Assistant continues to contact families and individuals that reach the top of our waitlist. In April 18 briefing letters went out to applicants who have reached the top of the RAD/PBV waitlist. On April 28th the remainder of our current waitlist of 306 applicants were sent letters inviting them to start the eligibility process. We currently have 0 families on or Regular HCV waitlist.
- HACH is set to open our HCV waitlist in May, where we will randomly select 1500 families onto the waitlist. Advertisement to our local community resource centers, website, Facebook page, and local newspapers will provide information on how they can apply. Applications will be accepted through an online platform, local drop box and by mail.

X. Adjournment

There being no further business, a motion was made (Commissioner LeShane) and seconded (Commissioner Woulfe) to adjourn the meeting. The motion was approved and the meeting was adjourned at 6:21pm.

Respectfully Submitted,

Annette Sanderson
Secretary/Executive Director