

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

**May 11, 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, May 11, 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 5:30pm 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%20HACH%20BOC%20Mtg%2011May2021.mp3>

I. Roll Call

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

II. Consideration of the Minutes of the Regular Board Meeting of April 13, 2021

A motion was made (Commissioner Woulfe) and seconded (Commissioner LeShane) to approve the minutes of the Regular Board Meeting of April 13, 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 the great work they continue to do.

IV. Report of the Executive Director

Mr. Ben Bare, General Counsel, served as proxy and provided no report.

V. Public Comment Period

Ms. Lourdes Sanchez (Mahoney Village) stated that she had concerns with a neighbor

and wanted to be moved to another development. Ms. Vanessa D'Alessandro, LIPH Manager will follow up with her.

VI. New Business

1. Resolution No. 2021-18 Regarding Approval of the Extension of the Dutch Point Homeownership, LLC Promissory Note

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.

2. Resolution No. 2021-19: Regarding Award of Contract for Housing Consultants Services

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.

3. Resolution No. 2021-20: Regarding Award of Contract for Financial Advisor Services

A motion was made (Commissioner LeShane) and seconded (Commissioner Henry) to Adopt the Resolution. Mr. Ben Bare, General Counsel, presented the Resolution to the Board. After discussion of the Resolution a motion was made (Commissioner LeShane) and seconded (Commissioner Henry) to amend the second line on the first whereas to say to contract for certain financial advisor services under contract # 1972-21 the motion was unanimously approved.

VII. Staff Reports

Financial & Information Technology – Joshua Bird, Chief Financial Officer

- Rent Collection dipped slightly in April, coming in at \$360,988. That was \$9k less than last month, but \$36k more than April of last year. The annualized total for the last 12 months now stands at \$4,100,109; only slightly behind the previous 12 month's total of \$4,115,885. The current CDC eviction moratorium has been contested in courts runs through June 30th. The state eviction moratorium runs through May 20th with the governor saying that an extension was possible.
- The LIPH program ran a \$91k deficit in the month of March. The final billings for some snow removal and still being in heating season resulted in above budget expenses in utilities and maintenance.
- The HCV department ran a surplus of nearly \$50k. Revenues began running ahead of budget projections as HUD finally issued Admin reimbursement slightly higher than what the Authority budgeted.

Contract and Compliance Registry – Ben Bare, General Counsel

- Procurement is 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, continue to monitor all of the different COVID related notices and eviction moratoria, and are working through a few fair housing cases and assisting with the Mary Shepard financing as well at this time.
- The current Contract Registry as well as the current Procurement Metrics and Legal Metrics are attached for reference.

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

- On March 30th, 2021, another 100 contact letters were mailed to applicants to commence the eligibility process; we currently continue with the process on those applicants.
- HACH responds to the HUD Hartford Field office on a monthly or quarterly basis with an Occupancy Action Plan (OAP) due to rate being below 96%, under HUD minimum threshold. Due to the rate being around 90%, HUD has requested bi-weekly communications with the agency to discuss action plan

Development and Capital Improvements – Elisa Hobbs, Development Director

Mr. Ben Bare, General Counsel, presented the Development and Capital Improvements Report, that was included in the BOC Packet.

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

- Our Landlord Partner Portal is live. We have a few landlords currently using the portal and they are very appreciative of having the ability to conduct some of the day-to-day tasks without reaching out to HACH. A mass mailing of letters of invitation to utilize the portal will be mailed out in the May 2021 Check run. This information can be found on our website as well.
- 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.

VIII. Executive Session to discuss Personnel Matters

A motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) to enter into Executive Session. The motion was unanimously approved, and the Executive Session began at 6:26pm.

A motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) to come out of Executive Session. The Executive Session adjourned at 7:04pm. The Regular meeting resumed at 7:04pm.

IX. Old Business

1. Resolution No. 2021-15: Regarding Amendment of the Contract for Annette Sanderson, Executive Director

A motion was made (Commissioner LeShane) and seconded (Commissioner Henry) to take from the table. The motion was unanimously approved. A motion was made to adopt and amend the resolution (Commissioner LeShane) and seconded (Commissioner Woulfe) to

replace Resolution as presented in this Board packet of May 11, 2021. After discussion of the Resolution the motion was unanimously approved.

X. 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 7:09pm.

Respectfully Submitted,

Annette Sanderson
Secretary/Executive Director