

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

**November 10, 2020
5:30 p.m.**

The Board of Commissioners of the Housing Authority (“Authority”) of the City of Hartford held regular Board meeting on Tuesday, November 10, 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 5:32pm 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/BOC%20Meeting%20Audiofile%2011012020.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 Regular Board Meeting of October 13, 2020

A motion was made (Commissioner Settlemyer) and seconded (Commissioner LeShane) to approve the minutes of the Regular Board Meeting of October 13, 2020. The motion was unanimously approved.

III. Report of the Chairperson

Chairperson Jeffrey Stewart welcomed everyone to today’s Board of Commissioners meeting. He acknowledged and thanked the staff for their hard work and dedication through this pandemic.

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:

- We learned to do things more differently and more efficiently with Operations.
- Continue to operate and selecting vendors to move forward with various projects.
- Continue to serve public remotely (recertifications, occupancy and annual certifications).
- Making changes to operations at 180 John D. Wardlaw office, moving forward to changes in our lobby area to assist residence in providing us with certain information
- Getting ready for winter session
- Renewed our contracts with snow removal vendors
- Preparing staff and adding more resources in LIPH and external operations (field operations department)
- Thanked staff and commissioners for their support

V. Public Comment Period

There were no comments made by the public

V. New Business

1. Resolution No. 2020-31: Regarding Official Intent to Reimburse Expenditures with the Proceeds of Tax-Exempt Bonds (Mary Shepard Place Project)

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.

VI. Old Business

There was no old business to discuss.

VII. Staff Reports

Financial & Information Technology – Joshua Bird, Chief Financial Officer

- Rent Collection fell in October to \$324,702 (89.9% of billed); a \$16k decrease from September and a \$15k drop year over year. Currently, collections over the last 12 months are running \$24k behind the previous 12-month period. Eviction moratoriums are currently running through year end.
- The LIPH program ran a \$202k deficit in the month of September. The largest contributor to this was that HUD lowered appropriations in September. Appropriations for LIPH bounced back up in October & November, so this should even out as we move further into the year. Overall YTD through September, the program is running a \$620k surplus, attributable to supplemental CARES Act funding
- The HCV department continues to run a profit. The program was \$78k in the black in September and a little over \$1,000,000 for the year due to CARES funding.
- The COCC ran a deficit in September of \$91,754. The program for the year is running a \$82,692 profit. This may fluctuate in the coming months as recent HUD guidance on CARES funding changes earlier guidance on eligible expenses.

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Operations Department – Maria Cintron, Chief Operating Officer

- 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.
- On October 21, 2020 HACH provided HUD with actualized data on vacancies, refusal, waiting list and unit turnover policy and procedures for their review and discussion on our bi-weekly meetings.

Development and Capital Improvements – Elisa Hobbs, Development Director

Westbrook Development (Village at Park River)

- The lease up of buildings 1-2 in Phase I is ongoing. There is now a total of 18 units that have been leased, with nine of the units being occupied by returning residents. Temporary certificates of occupancy were received for buildings 3-6 in Phase I and the management team will begin leasing up these units this week

Smith Towers Elevator Project

- Work is progressing on the elevator cab that is currently off-line. The installation of the framework that houses the elevator machine has begun. Once installed, the machine will be mounted onto the framework and the process of installing the machine components will follow.
- The Authority has hired three part-time individuals to assist with managing the elevator usage, deliveries, and front desk. The front desk will continue to have an attendant from 8:30am to 8:30pm, seven days a week.

Wardlaw Way Lobby Upgrades & Kiosk

- The plans and specifications for the lobby improvements are complete. The request for proposals for the construction will be issued on November 9th with a bid opening scheduled for December 3rd. The improvements will include transaction windows that will allow staff to interact with the public behind a security window (bullet resistant glass) that will also act as a protective barrier against possible viral transmissions.
- A public solicitation for a kiosk yielded no responses, allowing for direct outreach to a kiosk vendor. A virtual demonstration from the potential kiosk vendor was held on November 3rd. The kiosk will enable the public to, among other things, transmit information and documentation electronically from the main office lobby.

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

- HCV staff is back in the office working their scheduled days. HCV staff will continue to perform ordinary functions such as annual reexaminations, interims, voucher issuance, and moves. Because we are still not open to the public, forms will remain available online for participants and applicants to have the ability to complete and submit via email, fax, USPS.
- The HCV Management Assistant continues to contact families and individuals that reach the top of our waitlist. In September 36 family letters went out to applicants who have reached the top of the waitlist. We have currently 330 families on or Regular HCV waitlist.

Contract and Compliance Registry – Ben Bare, General Counsel

- Procurement is busy with several vendor solicitations currently advertised (resident kiosk, GPS systems, roofing, masonry, tree work, on call operational services). Procurement is also drawing near to the end of revamping its use of the Authority’s Elite and Emphasys systems and in automating its contract registry.

IX. Executive Session to discuss personal matters

A motion was made (Commissioner Settlemyer) and seconded (Commissioner LeShane) to enter into Executive Session. The motion was unanimously approved, and the Executive Session began at 6:06pm

A motion was made (Commissioner Settlemyer) and seconded (Commissioner LeShane) to come out of Executive Session. The Executive Session adjourned at 6:58pm. The Regular meeting resumed at 6:58pm

I. Adjournment

There being no further business, a motion was made (Commissioner LeShane) and seconded (Commissioner Settlemyer) to adjourn the meeting. The motion was approved and the meeting was adjourned at 7:02pm.

Respectfully Submitted,

Annette Sanderson
Secretary/Executive Director