

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

**April 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, April 13, 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-Recording-of-Regular-HACH-BOC-Mtg-13-April-2021.mp3>

I. Roll Call

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

II. Consideration of the Minutes of the Special Board Meeting of March 1, 2021

A motion was made (Commissioner LeShane) and seconded (Commissioner Woulfe) to approve the minutes of the Special Board Meeting of March 1, 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 and welcomed the new Commissioners to their second meeting.

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.

- There are a lot of projects going on, such as renovation to our lobby.
- Still closed to the public to make sure residents, staff and other visitors are safe.
- Continue to look at return to work action plans based on CDC guidance.
- Working closely with CVR consultants to do assessment of the Section 8 and LIPH programs.
- Implementation of IT operations recommendations from IT consultant Novus based on IT audit last year.
- Thanked the residents for their dedication and we continue to work to serve all in remote operations.
- Making various improvements to HACH Properties.
- Some employees are still working from home on various days to create social distancing.
- HACH did a great job of social distancing, made improvements to various departments that have cubicles, extended lengths of cubicles and partitions were installed on top.
- We had employees recovered from COVID.
- Employees are entitled up to two weeks of pay if impacted by COVID, extended up to June this year.
- Made physical changes to the way we operated; staff did a great job protecting ourselves and the people we serve.

Commissioner Kevin Henry joined the meeting.

V. Public Comment Period

There were no comments made by the public

VI. New Business

Presentation: Update on the Village at the Park (Westbrook Village) Redevelopment Project Pennrose/Cloud Team.

The Pennrose/Cloud Team presented a PowerPoint Presentation to the Board of Commissioners on the Village at the Park (Westbrook Village) Redevelopment. The presentation can be found on Sharefile.

1. Resolution No. 2021-14 Regarding Development of a Community Center at the former Westbrook Village

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. 2021-15: Regarding Amendment of the Contract for Annette Sanderson, Executive Director

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, a motion was made (Commissioner Woulfe) and seconded (Commissioner LeShane) to table the resolution. The motion to table the Resolution was approved

3. Resolution No. 2021-16: Regarding the Sale of 100 Kensington Street
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. 2021-17: Regarding Authorization of Additional Fund Expenditures for Contract #1786-17

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.

VII. Old Business

There was no old business to discuss.

V. Staff Reports

Financial & Information Technology – Joshua Bird, Chief Financial Officer (Ms. Annette Sanderson, Executive Director, presented the report to the BOC)

- Rent Collection has been on an upward trajectory since it's low ebb in November. March saw collections of \$369,871 (92.7%). That is a 18,581 increase over February and a \$4,712 increase over March of 2020.
- The LIPH program ran a \$76k deficit in the month of February. To date, Operating Subsidy is running behind budget by \$87k through the 1st two months of the year.
- The HCV department ran a surplus of nearly \$38k. Revenues are running nearly in line with budget projections. Expenses are under budget for the year resulting in a \$80k surplus through the 1st two months.
- The COCC ran a deficit in February of nearly \$72k and \$97k year to date vs a ytd budgeted loss of \$87k. Revenues for the year are under budget by \$48k in part because HUD is tardy in releasing the new 2021 Administrative fee rates which fund the COCC

Contract and Compliance Registry – Ben Bare, General Counsel

- Procurement has 2 large contracts advertised right now – Housing Consultant and Financial Advisor. The awards for those contracts will be on the agenda for May and will replace our current similar contracts with ProjectLogic and CSG.
- Procurement is also still working toward wrapping up the automation of the Authority contract registry project. Procurement assisted the HCV department in putting out a solicitation for Project Based Vouchers.

- On the legal side they continue to monitor all of the different COVID related notices and eviction moratoria, and they are currently working through a few fair housing cases as well.
- Ben Bare, is also assisting the operations and occupancy departments as they work through their reorganization/efficiency project with CVR (the consultant awarded this particular project). That project is moving along close to schedule and is on track to be complete late summer or early fall.

Operations Department – Ms. Annette Sanderson, Executive Director, presented the report to the BOC

- Maria Cintron, Chief Operating Officer, left HACH on March 5, 2021
- Thanked Vanessa D’Alessandro, LIPH Manager and John Williams, Field Operations Manager, for putting together this great report. Acknowledged the work that they do and thanked them for always addressing the needs and concerns of our residents.
- You can find the list of properties HACH serves on page 2 of the report.

Development and Capital Improvements – Elisa Hobbs, Development Director (Ms. Annette Sanderson, Executive Director, presented the report to the BOC)

Smith Towers Elevator Project - Work is progressing on the elevator cab that is currently off-line (“Cab 1”). Cab 1 is 90% complete with approximately two-three more weeks before work commences on the second cab. The Cab 1 elevator doors have all been painted, with the interior Cab 1 finishes close to completion.

Wardlaw Way Lobby Upgrades & Kiosk - Stanley Construction, LLC will commence the improvements to the lobby at the main office on February 16th. HACH staff that are in close vicinity to the construction have been temporarily relocated to other areas within the building. The construction is anticipated to take approximately 8 weeks.

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, 10 units at Bellevue Street and 8 units at Sanford Street. The conversion of 12 units at Martin Street and the conversion of 6 units at Capen Street are being accomplished via a Section 18 application and a RAD application, respectively. The total cost of financing the Redevelopment Project is estimated at approximately \$37M.

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.
- 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 150 more allocated vouchers by September 30, 202 to adhere to HUD's goal. We anticipate we will meet this goal.
- We have hired CVR Associates as a consultant to help HACH with the increase in the utilization process. They have determined that with our current payment standards and Budget Authority (BA) we have the potential to lease a maximum of 2674 vouchers by the end of the year. In addition, CVR is also reviewing the department to make recommendations of any changes we may want to implement to allow the HCV Department to run more efficiently.

X. Adjournment

There being no further business, a motion was made (Commissioner Woulfe) and seconded (Commissioner LeShane) to adjourn the meeting. The motion was approved and the meeting was adjourned at 7:13pm.

Respectfully Submitted,

Annette Sanderson
Secretary/Executive Director