

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

**January 26, 2021  
5:30 p.m.**

The Board of Commissioners of the Housing Authority (“Authority”) of the City of Hartford held a Special Board meeting on Tuesday, January 26, 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/HACH%20BOC%20Mtg%2001262021.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 Special Board Meeting of December 22, 2020**

A motion was made (Commissioner Settlemyer) and seconded (Commissioner LeShane) to approve the minutes of the Special Board Meeting of December 22, 2020. The motion was unanimously approved.

**III. Report of the Chairperson**

Chairperson Jeffrey Stewart welcomed everyone to today’s Board of Commissioners meeting. He also provided the following comments:

- Thanked all HACH staff for all their hard work during these tough times.
- Thanked the residents for joining the meeting.
- Shared happy and sad news that Commissioner Laura Settlemyer is moving on to another career.
- Thanked her for her service since 2017 and how she was very helpful to the Authority.

#### **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 Commissioner Laura Settlemyer as well for her service since 2017.
- She has been supportive of HACH and its mission. It has been a joy working with her.
- At the City Council meeting, Mayor Bronin submitted two HACH Board appointments - Kevin Henry and James Woulfe.
- They are excited about coming on board.
- The next step is the committee hearing process for next week.
- There is only a tenant commissioner position left to be fill.
- Thanked HACH staff over the past several months for their hard work.
- Thanked the public for attending the meeting. We look forward to being able to interact with each other in person this year.

#### **V. Public Comment Period**

There were no comments made by the public.

#### **VI. New Business**

1. Resolution No. 2021-01 Regarding the Entering into an Agreement with the Connecticut Municipal Employees Retirement System

A motion was made (Commissioner LeShane) and seconded (Commissioner Settlemyer) to Adopt the Resolution. Mr. Joshua Bird, Chief Operating Officer, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

2. Resolution No. 2021-02: Regarding the Write-Off of Uncollectable Tenant Accounts Receivables in the Low-Income Public Housing Program

A motion was made (Commissioner Settlemyer) and seconded (Commissioner LeShane) to Adopt the Resolution. Mr. Joshua Bird, Chief Financial Officer, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

3. Resolution No. 2021-03: Regarding Amendment of Award of Contract for On-Call Architect and Engineering Services

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.

4. Resolution No. 2021-04: Regarding Amendment of Award of Contract for Rental Assistance Demonstration (RAD) LIPH Portfolio Conversation Consultant

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.

5. Resolution No. 2021-05: Regarding Amendment of Award of Contract for On-Call Architect 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**

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

- Rent Collection rose in December to \$342,358 (96.1% of billed); a \$35.2k increase from November but a \$23.4k drop year over year as compared to Dec of 2019. Currently, collections over the last 12 months are running \$94k behind the previous 12-month period.
- The LIPH program ran a \$58k deficit in the month of December. While that it is a deficit it is better than the budgeted loss for the month. The largest contributor to the deficit was December as a 3 pay month and Maintenance costs
- The COCC ran a surplus in December of \$202,000. This is mostly attributable to year end development closings which resulted in developer fee income of \$378k. For the year, the Central Office ran a \$192k profit primarily due to CARES funding.

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

- The financial closings for Westbrook 3 and Willow 3 have both completed and the next steps for those two projects are a potential 9% award for Westbrook and probably 9% applications for both projects this year.
- Procurement is busy with 2 large vendor solicitations currently advertised (vacant unit preparation, virtual chief information officer) and several others in the planning stages.

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

- Maintenance staff worked on snow cleaning efforts and continue working full schedule with the same COVID-19 protocol, focusing on vacant units. Management and staff conducted interviews to increase operation staffing needs and working on contracting services to support vacancies turnover efforts.
- On December 30, 2020 HACH provided HUD with the first reporting response to the CAP. And held the follow up conference call on January 19, 2021. As anticipated, HACH was not able to meet the goal of 1 net gain (occupied unit) for the month of December. The agency is experiencing a high volume of move out making it more difficult to meet these goals. HACH continues providing updates on policy and procedures on waiting list management and unit turnover

- Resident Services Department continued to make “Wellness Check” phone calls to residents, especially, those in elderly and disabled housing

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

**Smith Towers Elevator Project**

- Work is progressing on the elevator cab that is currently off-line (“Cab 1”). Cab 1 is 75% complete with approximately six more weeks before work commences on the second cab.
- The Cab 1 elevator doors are in the process of being painted, with the interior Cab 1 finishes close to completion.

**Wardlaw Way Lobby Upgrades & Kiosk**

- The construction is anticipated to take approximately 8 weeks.
- It is anticipated that the kiosk will be delivered in March.

**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.

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

- The HCV department completed 363 certifications for the month of December 2020
- The baseline for the Family Unification Program (FUP) program is 83 vouchers, **73** currently utilized, and **10** looking for units.
- The HUD-VASH program is administered to assist homeless veterans. We were allocated initially 50 vouchers in 2008 and has increased almost every year
- Mainstream vouchers were awarded 45 vouchers May 2019 to date we have **30** families housed with **12** looking for units and **1** awaiting eligibility determination. These vouchers are specific to those families that are non-elderly disabled, homeless, at risk of homelessness, at risk of becoming institutionalized, or leaving an institution
- We currently have **78** families ported to other housing authorities all over the United States.
- HACH has converted two developments Dutch Point Phase I & II totaling 90 units and Nelton and Nelson Apartments with 88 units. A total of **172** units occupied to date

**IX. 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 6:36pm.

Respectfully Submitted,

Annette Sanderson  
Secretary/Executive Director