

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

**September 22, 2020  
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, September 22, 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 5:31pm 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%20Special%20Board%20of%20Commissioners%20Meeting%20Sep%202022,%20202020.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 July 14, 2020**

A motion was made (Commissioner LeShane) and seconded (Commissioner Settlemyer) to approve the minutes of the Regular Board Meeting of July 14, 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:

- It's been an interesting time, HACH has been operating under Covid for 6 months.
- Special thanks to the Commissioners' continued support to the housing authority and through this pandemic.
- Thanked the staff for their hard work and dedication and keeping operations going, even in the midst of this pandemic (mid-March started operating remotely).
- All staff are required to wear mask, hand sanitizers and gloves are provided and doors were changed to take extra precautions.
- Thanked residents for their cooperation during this period of time as we try to keep line of communication open.
- An update of the 2021 HACH Annual Plan will be discussed later, which involves resident participation.

## V. **Public Comment Period**

There were no comments made by the public

## VI. **New Business**

### *Review of Process for the Preparation of the 2021 HACH Annual Plan*

Douglas Corning, Project Logic, LLC (HACH Housing Consultant) presented the Board with an update of the 2021 HACH Annual plan process. The Public hearing (conference call) was held on Monday, September 14<sup>th</sup> at 5:30pm. Residents and the public participated on the call. A copy of the 2021 HACH plan can be found on our website at [www.Hartfordhousing.org](http://www.Hartfordhousing.org)

#### 1. Resolution No. 2020-24: Regarding Award of Contract for Insurance and Brokerage Services

A motion was made (Commissioner Settlemyer) and seconded (Commissioner Le Shane) 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. 2020-25: Regarding Amendment of Award of Contract for Rental Assistance Demonstration (RAD) LIPH Portfolio Conversion Consultant

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.

#### 3. Resolution No. 2020-26: Regarding the Amendment and Restatement of Certain Instrumentality Bylaws

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.

#### 4. Resolution No. 2020-27: Regarding the Election of NEWDAY Directors

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.

5. Resolution No. 2020-28: Regarding Award of Contract for On-Call Environmental 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.

6. Resolution No. 2020-29: Regarding the Amendment and Restatement of Certain Memorandums of Agreement

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.

**VII. Old Business**

There was no old business to discuss.

**VIII. Staff Reports**

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

- Rent Collection in August came in at \$325,555; falling for the 2<sup>nd</sup> straight month both in terms of percentage collected dollars vs previous months and in year over year. The August-September timeframe has historically been lighter than previous months due to back-to-school spending, but it may be that the repeated extensions to the eviction moratorium are having an effect as well.
- Capital Fund administrative portion which was \$650,000 and then from CARES money drawn down in August which totaled \$439,121 for reimbursement of expenses. Those revenues have pushed LIPH into a net positive for the year of \$446k.
- The HCV department has also received an infusion of CARES Act funds in 2 rounds. The second round of funding arrived in August and was in excess of \$400k.

*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.
- Vacancy prep staff were removed from vacant units at Smith Towers temporarily due to elevator repairs. The elevators replacement project is at early stages, the one cab available is being used by residents and staff for regular duties. We continue evaluating the situation as it develops for an action plan regarding turnover of vacant units at the site.

- Resident Service Coordinators continue to schedule appointments and meet with residents to complete Pangea (RSC Software) assessments, information necessary for the H.U.D. Resident Services report due in September

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

Westbrook Development (Village at Park River) -

- The demolition phase is complete. Construction of the residential buildings on Phase I is approximately 93% complete. The first occupancy for the Phase I units is slated for the end of September.
- Phase II construction, which began in January 2020, is approximately 58% complete. The first building in Phase II will be completed in December 2020 with the final building completed in February 2021. The construction financing for Phase III is scheduled to close in October. The financing and final design for Phase IV is currently in process.
- 873 applications were received during the application period with 21 of those applications coming from former Westbrook residents. Of the 21 applicants, 17 continued with the process to receive units.

Smith Towers –

- Approximately The next phase of the project will involve the upgrade to the elevator cabs themselves. During this time one elevator will remain on-line while work is being performed on the other.
- The Operations department completed tenant assessments that helped identify elevator utilization rates and listed any tenant mobility issues. The assessment was added to the Smith Towers Emergency Plan and forwarded to the Hartford Fire Marshall for review and comment.

Wardlaw Way Lobby Upgrades & Kiosk-

- Improvements are planned for the lobby at the Authority’s main office. The improvements will allow staff to interact with the public behind a transaction window that will not only provide security (bullet resistant glass) but also act as a protective barrier against possible viral transmissions.

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

- HCV staff is back in the office working their scheduled days. The staff continues to perform ordinary functions such as annual reexaminations, interims, voucher issuance, and moves. Because they are still not open to the public forms will remain available online for participants and applicants have the ability to complete and submit via email, fax, USPS. They also continue to utilize the drop-box that was installed at the main office to receive documentation for families that are unable to submit necessary documentation by other modes approved.

- The HCV Management Assistant continues to contact families and individuals that reach the top of our waitlist. In August 54 family letters went out to applicants who have reached the top of the waitlist. We have currently 330 families on or Regular HCV waitlist.
- The HCV department completed 414 certifications. Nan McKay conducted 361 inspections this includes Annual, Initial, Special, and reinspection.

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

- There are moratoria prohibiting eviction from HUD through the CARES Act and from the State through executive order. Procurement is busy with several vendor solicitations in the works and initiatives designed to consolidate some services for the Authority (roofing, masonry repair and tree work for example) and to provide new services (resident service automated kiosk and vehicle GPS tracking).
- Procurement is also in the midst of revamping its use of the Authority’s Elite and Emphasys systems and in automating
- Kim Cotharin our new Contracting Officer is sealing into the rhythm of the Authority and the Authority during COVID. On the compliance side we are on track with our initiatives and continuing moving forward. The Contract Registry as well as the Procurement Metrics are attached to this report.

**IX. Adjournment**

There being no further business, a motion was made (Commissioner Settlemyer) and seconded (Commissioner LeShane) to adjourn the meeting. The motion was approved and the meeting was adjourned at 6:43 p.m.

Respectfully Submitted,

Annette Sanderson  
Secretary/Executive Director