

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

**January 10, 2023  
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, January 10, 2023. The meeting was held at the Housing Authority of the City of Hartford, 180 John D. Wardlaw Way Hartford, Connecticut. The meeting was called to order at 5:32 p.m. by Chairperson Jeffrey Stewart.

**I. Roll Call**

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

**II. Consideration of the Minutes of the Regular Board Meeting of December 13, 2022 and the Special Board Meeting of December 21, 2022.**

A motion was made (Commissioner Woulfe) and seconded (Commissioner Calderon) to approve the minutes of the Regular Board Meeting of December 13, 2022, and the Special Board Meeting of December 21, 2022. The motion passed.

**III. Report of the Chairperson**

Chairperson Jeffrey Stewart welcomed everyone to today’s Board of Commissioners meeting. He thanked everyone for their continued great work.

**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:

- Ms. Sanderson thanked staff, Commissioners, and residents for attending the meeting.
- On June 1, 1938, the Housing Authority had its first organizational meeting. We are planning on having the annual meeting in June and celebrating the Authority's 85th anniversary. We will also have a State of the Authority.
- Ms. Sanderson worked with the city to submit a CIF application. The application was submitted last week.

- We have had ongoing conversations with HUD on Occupancy and HCV occupancy rates. HUD is going to give us a closeout letter on the OCAP, as soon as I get it, I will share it with you all.
- March 30th is the target date for the Dutch point transition.
- A heat line pipe burst (December 14<sup>th</sup>) in the wall at Smith Towers, contractors, and staff were on site. The HACH staff did a great job in getting the situation resolved.
- Ms. Sanderson is currently working on the Executive Staff 2022 Performance Evaluations and 2023 goals are due by 2/17/2023.
- Ms. Sanderson had a virtual meeting with commissioner Stewart and LeShane to give them an overview of PHAS indicators.
- We have two resolutions this evening and a presentation from Katrina Ortiz, HCV Manager on the SEMAP process. The SEMAP resolution will be presented to the Board at the February 14th Board meeting.
- The Authority will be closed on Monday, January 16th for the MLK holiday.
- Ms. Sanderson stated that the Staff reports we included in the Board packet for their review.

**V. Public Comment Period**

There were no comments made by the public.

**VI. New Business**

1. Presentation of SEMAP (Section 8 Management Assessment Program), Katrina Ortiz, Housing Choice Voucher Program Manager, presented the process of the SEMAP certification to the board. The SEMAP resolution will be presented to the Board at the February 14<sup>th</sup> Board meeting.

2. Resolution No. 2023-01: Regarding Acquisition of Dutch Point Phase 2 Partnership Interest

A motion was made (Commissioner LeShane) and seconded (Commissioner Calderon) 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. 2023-02: Regarding the Write-Off of Uncollectable Tenant Accounts Receivable in the Low-Income Public Housing Program

A motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) to Adopt the Resolution. Mr. Joshua, Bird, CFO, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

**VII. Old Business**

1. Remove from Table Resolution No. 2022-45: Regarding Approval of Contract Award 2016-22 (Tabled)

## VIII. Staff Reports

**Ms. Sanderson, Executive Director, provided a brief highlight on the staff reports.**

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

The Board report was included in the packet for the Board to review.

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

The Board report was included in the packet for the Board to review.

- **HPS local preference:** Our Annual plan and Administrative Plan have been approved by HUD we will implement the new local preference by partnering with Journey Homes and the CAN to obtain families who are eligible under the McKinny Vento Act.
- **Stability vouchers:** On October 19, 2022, an email was sent to HUD informing them of HACH's interest in applying for the chance to be allocated Stability vouchers we are still waiting on if we are going to be allocated or not.

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

The Board report was included in the packet for the Board to review.

***Operations Department – John Williams, Director of Asset Management***

The Board report was included in the packet for the Board to review.

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

The Board report was included in the packet for the Board to review.

Commissioners had no questions about the staff reports.

## 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 6:55 pm.

Respectfully Submitted,

Annette Sanderson  
Secretary/Executive Director