

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

**December 14, 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, December 14, 2021, via remote participation in accordance with the provisions of Section 149, et seq, of Connecticut Public Act 21-2. 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 call-in number and using the following phone conference ID:

[Click here to join the meeting](#)

**Call-In Number: 1 469-998-7233  
Phone Conference: 518 731 094#**

**I. Roll Call**

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

Commissioner Kevin Henry was excused from the meeting.

**II. Consideration of the Minutes of the Regular Board Meeting of November 9, 2021**

A motion was made (Commissioner Woulfe) and seconded (Commissioner LeShane) to approve the minutes of the Regular Board Meeting of November 9, 2021. The motion was unanimously approved.

**III. Report of the Chairperson**

Chairperson Jeffrey Stewart welcomed everyone and thanked the Tenants, Executive Director and Staff for being here this evening. He wished everyone a Merry Christmas and Happy New Year.

**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:

- Welcomed the Commissioners and thanked the staff and the residents for attending the meeting.
- Welcomed Luz Calderon as the New Tenant Commissioner.
- Commissioner Calderon will receive training for new Commissioners for housing.
- We will update all orientation policies for all board members, which will be provided at next month's meeting.
- We had a busy year putting forth 43 resolutions during the year compared to 34 from last year.
- Commissioners Woulfe, Henry and Calderone are new Commissioners this year.
- We upgraded the lobby and in the process of updating our IT systems
- We transitioned to Asset Management.
- We continue to do capital upgrades on our properties (elevators, etc.)
- We opened our section 8 and LIPH wait list.
- Thanked the staff for all their efforts.
- In October we submitted the HACH Annual Plan for 2022 to HUD and was approved for LIPH and Section 8.
- Discussed sale of our scattered sites.
- Continue conversation with HUD on occupancies and issuing vouchers.
- Priorities for 2022- continued repositioning of portfolios placing emphasize on Mary Shepard development. We are asking for public funds to move forward with redevelopment efforts. We are working with resident groups and HHTO to help them with overall organizations and challenges.
- Recruitment of staff continues, and it has been very tough finding staff for positions.
- We continue to train staff.
- It's been a productive year.
- Wished everyone a happy holiday and best wishes for New Year.

**V. Public Comment Period**

Mr. Wesley Stewart, HHTO President – Smith Towers, wished everyone a Merry Christmas and Happy New Year.

**VI. New Business**

1. Resolution No. 2021-38: Regarding Authorization of Additional Fund Expenditures for Contract #1971-21  
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: 2021-39: Regarding Various Approvals of Amendments Related to the Redevelopment of Mary Shepard  
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: 2021-40: Regarding Approval of Amendments to the Disposition Approval for Certain Scattered Sites

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.

4. Resolution No: 2021-41: Regarding Award of Contract for Housing Quality Inspection Services  
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.
5. Resolution No: 2021-42: Regarding Approval of Amendments to the Section 3 Plan  
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. A motion was made (Commissioner LeShane) and seconded (Commissioner Woulfe) to amend the *PURPOSE* Section (3<sup>rd</sup> sentence at the end) to include *or Federal regulatory changes*. After discussion of the Resolution the motion was unanimously approved.
6. Resolution No: 2021-43: Regarding Approval of the 2022 LIPH Management Plan and Budget  
A motion was made (Commissioner Woulfe) and seconded (Commissioner LeShane) to Adopt the Resolution. Mr. Joshua Bird, Chief Financial Officer presented the Resolution and the 2022 LIPH Management Plan and Budget to the Board. After discussion of the Resolution the motion was unanimously approved.
7. 2022 Board of Commissioners Meeting Schedule was presented to the Board.
8. 2022 HACH Holiday Schedule was presented to the Board.

## **VII. Old Business**

1. Resolution No. 2021:33 Regarding Award of Contract for Mary Shepard Place Demolition and New Construction Architectural and Engineering Services  
A motion was made (Commissioner LeShane) and seconded (Commissioner Woulfe) to open the agenda and add Resolution No.2021-33 under Old Business. The motion motion passed. A motion was made (Commissioner Woulfe) and seconded (Commissioner LeShane) to take the Resolution from the table. Mr. Ben Bare, General Counsel and Elisa Hobbs, Development Director, presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

## **VIII. Staff Reports**

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

- Rent Collection in November fell slightly month over month to \$354,842 (91.9%), a \$14.1k decrease over October of 2021 but a \$47.6k increase over November of 2020. Overall rent collection over the current 12-month period remains ahead of the previous 12-month period by \$237.5k, but trails slightly in terms of percentage collected by 2.3%.
- For UniteCT, the Authority has received 24 payments to date for a total of \$146,598. The Authority has a remaining 120 applications pending, adding to that number

weekly. Currently 263 residents are in arrears by \$100 or more. We have reached out to UniteCT to see how we can expedite the applications we currently have pending.

- The LIPH program ran a surplus of \$35,979 in the month of October. A large part of this surplus was the final drawdown of the CARES funding. For the year, the program
- maintains a surplus of \$663.2k. Overall revenue is running ahead of budget and expenses are running under budget.

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

- We finished with the selection process for a new procurement system vendor.
- I have been working with Larry Johnson, the Section 3 Coordinator to implement the Plan
- On the legal side we continue to monitor all the different COVID related notices, and we are nearly finished selling the scattered sites authorized for disposition by HUD

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

- In November, the LIPH Occupancy Department successfully opened its elderly (62+) waitlist on November 2, 2021; it will remain open until we have a solid number of applicants on our waitlist for Amp-006. We received online and paper applications totaling 262 as of November 30, 2021
- Resident Services continue to post information regarding COVID-19 vaccine & vaccination events taking place.

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

- Smith Towers - The Authority has received bidding, construction, and contract documents from Capital Studio Architects. Documents will be available to contractors beginning December 6 and a pre-bid walkthrough will be held on December 13 at the site. Bids are due on January 13, 2022.
- Betty Knox Fascia Phase II - The Authority has approved the final design and mockup for the corner details of the building, and the contractor plans to begin this work by the middle of December.

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

- The HCV department completed **445** certifications during the month of November
- The HCV Programs had **13** families leave the program. **2** families voluntarily left the program because they purchased homes, **2** failed to recertify, **1** passed away, **1** voucher expired, and **7** being absorbed by other housing agencies.

**IX. 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 7:34pm

Respectfully Submitted,

Annette Sanderson  
Secretary/Executive Director