

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

**January 11, 2022  
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 11, 2022, via remote participation in accordance with the provisions of Section 149, et seq, of the Connecticut Public Act 21-2. The meeting was called to order at 5:30 pm by Chairperson Jeffrey Stewart.

Commissioners, staff, and the public participated in the meeting by dialing into 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: 945 412 626#**

**I. Roll Call**

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

Commissioner Patricia LeShane was excused for the first 30 minutes of the meeting.

Commissioner Kevin Henry was excused from the meeting.

**II. Consideration of the Minutes of the Regular Board Meeting of December 14, 2021**

A motion was made (Commissioner Woulfe) and seconded (Commissioner Calderon) to approve the minutes of the Regular Board Meeting of December 14, 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.

**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 Commissioners, Staff, and Residents.
- Only two resolutions to consider tonight.
- Staff reports have not changed much from last month, so consolidated reports are incorporated in the Board package and will provide highlights of staff reports.
- Thanked staff for the removal of snow from the snowstorm last Friday.
- HACH has been impacted by the pandemic, employees are getting sick and were advised to report health conditions immediately and follow CDC guidelines.
- The Mayor's office reached out to HACH to give out free test kits.
- Kits are being handed out by Staff, especially to the elderly.
- Covid 19 Vaccinations, testing, and kits were distributed at events (Betty Knox) to encourage residents to get tested and vaccinated.
- This was a huge undertaking by Maly and staff to get these kits out to residents.
- Enhanced IT systems for all employees to be able to work remotely at home.
- HACH (Mary Shepard Place) was awarded \$500k to assist with redevelopment from the state bond commission.
- We had our first outreach meetings last week for the Mary Shepard redevelopment project.
- HACH will meet with the Mary Shepard NRZ (Clay Arsenal) to get their input on February 1<sup>st</sup>.
- There is an RFP for a fee developer, so we are considering our options with redevelopment efforts at Mary Shepard Place.
- Thanked staff for their efforts at our Scattered sites buildings.
- Thanked the Occupancy and Section 8 staff for their hard work.

**V. Public Comment Period**

There were no comments made by the public.

**VI. New Business**

1. Resolution No. 2022-01: Regarding Award of Contract for Emergency Response and Restoration Services.  
A motion was made (Commissioner Woulfe) 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.
2. Resolution No: 2022-02: Regarding the Write-Off of Uncollectable Tenant Accounts receivable in the Low-Income Public Housing  
A motion was made (Commissioner Woulfe) and seconded (Commissioner Calderon) 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.

**VII. Old Business**

There was no Old Business to discuss.

**VIII. Staff Reports**

Mr. Joshua Bird, CFO, presented the Finance Department report that was included in the BOC Packet.

Mr. Ben Bare, General Counsel, presented the Contract and Compliance Report, that was included in the BOC Packet. He also presented the Commissioner Orientation and Admin Policy redline form showing minor changes made to the existing policy. The changes are not material and do not require Board approval. Most of the changes are updates to the current state of the Authority and the balance are editorial.

Mr. John Williams, Director of Asset Management, Operations Department report was included in the BOC Packet

Ms. Elisa Hobbs, Development Director, report was included in the BOC Packet.

Ms. Katrina Ortiz, Housing Choice Voucher Program Manager report was included in the BOC Packet.

**IX. Adjournment**

There being no further business, a motion was made (Commissioner Woulfe) and seconded (Commissioner Calderon) to adjourn the meeting. The motion was approved and the meeting was adjourned at 6:12 pm

Respectfully Submitted,

Annette Sanderson  
Secretary/Executive Director