

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

**November 9, 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, November 9, 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: 348 882 177#**

I. Roll Call

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

II. Consideration of the Minutes of the Regular Board Meeting of October 12, 2021

A motion was made (Commissioner Woulfe) and seconded (Commissioner LeShane) to approve the minutes of the Regular Board Meeting of October 12, 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:

- Thanked staff, Commissioners, and residents for attending the meeting.
- The PEDH committee of the Hartford City Council endorsed Luz Calderon as Tenant Commissioner. The resolution will be voted on by City Council at the Monday, November 22nd Council meeting. She will attend the January 2022 board meeting.
- Standard reports will be discussed from staff, including John Williams transition to Asset Management and impact on operations.
- Commissioner Stewart and Woulfe went on a family development tour with the Executive Director, Annette Sanderson. Maly will set up tours for other commissioners in the following months.

V. **Public Comment Period**

There were no comments made by the public

VI. **New Business**

1. Resolution No. 2021-35: Regarding Award of Contract for Project Based Vouchers
A motion was made (Commissioner LeShane) and seconded (Commissioner Henry) to Adopt the Resolution. Mr. Joshua Bird, Chief Financial Officer, and Mr. Ben Bare, General Counsel presented the Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.
2. Resolution No: 2021-36: Regarding Increase in the Not To Exceed Amount for Emergency Services Response Contract 1827-27
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: 2021-37: Regarding Approval of Amendment to the Section 3 Policy
A motion was made (Commissioner Henry) 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 in October rose to \$369,030 (94.4%), a \$205 increase over September of 2021 and a \$44.3k increase over October of 2020. Overall rent collection over the current 12-month period remains ahead of the previous 12-month period by \$158k, but trails slightly in terms of percentage collected by 3.5%.
- For UniteCT, the Authority has received 18 payments to date for a total of \$112,772. The Authority has a remaining 122 applications pending, adding to that number weekly. We did have three events with the UniteCT mobile bus at Mary Shepard on Oct 7, Smith Tower on Oct 20, and Betty Knox on Oct 27.
- The LIPH program ran a surplus of \$139.9k in the month of August.

- The HCV department ran surplus in the month of September, coming in \$26.8k over budget in net gain.
- The COCC ran a surplus in September of approx. \$39.6k. COCC revenues reflect developer fees and ground lease fees being paid in the month.
- Grant Balances are reported through the 4th of November. To date HUD has released LIPH Operating Subsidy through November and we await to see what they will allocate for December. The CARES Act funds for LIPH have been expended completely before the 12/31/2021 deadline.

Contract and Compliance Registry – Ben Bare, General Counsel

- Procurement is working on soliciting for alarm monitoring and maintenance and banking services as well as wrapping up a solicitation for our internet service provider.
- Procurement is also still working toward wrapping up the automation of the Authority contract registry project.
- The current Procurement Metrics and Legal Metrics are attached for reference.

Operations Department – John Williams, Director of Asset Management

- Informed the Board of the current structure, which includes 40 employees, and the copy of the organizational chart was included in the board package
- One refusal from Occupancy last month, they wanted a larger unit.
- Setting up multiple trainings for staff November and December regarding Asset Management structure.
- Resident Service Coordinators updates
 - Approximately \$11k market vouchers were issued, serving 600 people
 - Now in second stage of setting up for flu shots and booster shots for COVID-19.

Development and Capital Improvements – Elisa Hobbs, Development Director

Betty Knox

- The Authority issued a solicitation for the design of the fascia replacement panels at Betty Knox. Capital Studio Architects was selected to design the fascia.
- The contractor received their permit from the City on September 17 and began painting the fascia panels on October 18. They are scheduled to complete the second and final coat of paint on the fascia panels by the first week of November. The Authority, in concert with the architect, is approving the final design and mockup for the corner details of the building, and the contractor plans to begin this work by the end of November.

Smith Towers

- Assessment of the existing roof also revealed deficiencies in the brick walls of the tower to the penthouse. Gold Seal Roofing & Sheetmetal, Inc. will provide a change

order to its existing contract for the Smith Towers penthouse roof to complete the necessary masonry repairs.

- The work will be completed before the Authority issues a solicitation for replacement of the main roof. Bidding, construction, and contract documents are due from Capital Studio Architects on November 18, after which bid documents will become available to contractors.

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

- HACH successfully completed the 2021 HCV Waitlist Lottery. We conducted this as a Public Lottery selecting 1500 pre-applications using [Random.org](https://www.random.org)'s Third Party Draw Service, and the information can be found at <https://www.random.org/draws/details/?draw=143911>. This is also posted on our website. 9,195 applications were completed online all over the country.
- The HCV department completed 500 certifications
- The HCV Programs had 6 families leave the program. 1 family voluntarily left the program adversely terminated and 5 being absorbed by other housing agencies and 1 passed away.

IX. Executive Session to discuss

A motion was made (Commissioner Woulfe) and seconded (Commissioner Henry) to enter into Executive Session. The motion was unanimously approved, and the Executive Session began at 6:45pm.

A motion was made (Commissioner LeShane) and seconded (Commissioner Henry) to come out of Executive Session. The Executive Session adjourned at 7:38pm. The Regular meeting resumed at 7:38pm

X. Adjournment

There being no further business, a motion was made (Commissioner Henry) and seconded (Commissioner Woulfe) to adjourn the meeting. The motion was approved and the meeting was adjourned at 7:39pm

Respectfully Submitted,

Annette Sanderson
Secretary/Executive Director