

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

**December 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, December 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 5:30pm 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%20BOC%20Meeting%20Dec%202022,%202020.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 November 10, 2020

A motion was made (Commissioner Settlemyer) and seconded (Commissioner LeShane) to approve the minutes of the Regular Board Meeting of November 10, 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:

- This has been a very challenging year 2020, in spite HACH and its staff has still made great progress serving our residents and moving our agenda forward, providing services for affordable housing
- Opened the Low-Income Public Housing wait list
- Thanked staff for their hard work and dedication
- Thanked residents for their understanding during these challenging times
- Thanked Board of Commissioner for being there, giving us guidance and support throughout the years
- Everyone enjoys working with the Board
- It is great to have a Board that understands its roles with regards to the Housing Authority
- Thanked everyone during her absence and for all the well wishes
- She is expected to be back the week of January 4th, and misses everyone

V. Public Comment Period

There were no comments made by the public.

VI. New Business

1. Resolution No. 2020-32: Regarding Mary Shepard Place Disposition and Rehabilitation

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.

2. Resolution No. 2020-33: Regarding Willow – 3 AHP Authorization

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.

3. Resolution No. 2020-34: Regarding 2021 Management Plan and Budget for the Low-Income Public Housing Program

A motion was made (Commissioner Settlemyer) and seconded (Commissioner LeShane) to Adopt the Resolution. Mr. Joshua Bird, Chief Financial Officer, presented the budget and Resolution to the Board. After discussion of the Resolution the motion was unanimously approved.

4. 2021 Board of Commissioners Meeting Schedule

A motion was made (Commissioner LeShane) and seconded (Commissioner Settlemyer) to Adopt the 2021 BOC Meeting Schedule. Ms. Annette Sanderson, Executive Director, presented the Meeting Schedule to the Board. After discussion, the motion was unanimously approved.

5. 2021 HACH Holiday Schedule was presented to the Board.

VII. Old Business

There was no old business to discuss.

VIII. Staff Reports

Financial & Information Technology – Joshua Bird, Chief Financial Officer

- Rent Collection fell in November to \$307,161 (85.7% of billed); a \$17.5k decrease from October and a \$31.7k drop year over year. Currently, collections over the last 12 months are running \$54k behind the previous 12-month period.
- The LIPH program ran a \$123k surplus in the month of November. The largest contributor was a return to normal levels of operating subsidy as well as lower Maintenance contractor expenses than budgeted.
- The COCC ran a surplus in November of \$42,701. This is mostly attributable to catchup payments from the plaza ground lease.

Contract and Compliance Registry – Ben Bare, General Counsel

- The financial closings for Westbrook 3 and Willow 3 are both moving to wrap up by the end of this month, those should be the last financial closings for this year.
- Procurement is also drawing near to the end of revamping its use of the Authority’s Elite and Emphasys systems and in automating its contract registry.

Operations Department – Maria Cintron, Chief Operating Officer

- On November 23, 2020, the HUD Hartford Field Office provided the agency with an Occupancy Corrective Action Plan (CAP) that was developed due to HACH’s occupancy, which is below the required 96%. In order to respond to this CAP, the agency must submit monthly updates beginning January 1, 2021. Implementation of the Occupancy CAP is December 1, 2020.
- The OCC department opened their waiting list and received over 5,000 applications. Staff is still working on the validation of the applications received.
- Resident Services have distributed 338 (169 Turkeys & 169 Chickens) Holiday Birds & contents of the holiday bags.

Development and Capital Improvements – Elisa Hobbs, Development Director

Smith Towers Elevator Project

- Work is progressing on the elevator cab that is currently off-line (“Cab 1”). The machine for Cab 1 has been assembled, and both the machine and controller for Cab 1 are in place.
- Cab 1 remains on schedule to be completed on or before March 2021.

Wardlaw Way Lobby Upgrades & Kiosk

- It is anticipated that the kiosk will be delivered in March 2021.

Westbrook Development (Village at Park River)

- There is now a total of 31 units that have been leased, with eleven of the units being occupied by returning residents.
- Phase II construction is approximately 90% complete.

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

- In November 50 briefing letters went out to applicants who have reached the top of the RAD/PBV waitlist. We have currently 330 families on or Regular HCV waitlist.
- Our contractor, Nan McKay Inspection Services, has performed 379 inspections for the month of November.

IX. Adjournment

There being no further business, a motion was made (Commissioner LeShane) and seconded (Commissioner Settlemyer) to adjourn the meeting. The motion was approved and the meeting was adjourned at 6:50pm.

Respectfully Submitted,

Annette Sanderson
Secretary/Executive Director