

Minutes of Meeting

The Special Meeting of the Housing Authority of the City of Norwalk was held at 6:00 PM Thursday September 10, 2020.

LOCATION: **Zoom Video Conference**

PRESENT: Jeffery A. Ingraham, Chairman
Brenda Penn-Williams, Vice Chair
Sheri Brown, Treasurer
Rahoul Dupervil, Commissioner

ABSENT: Liza Bermúdez-Montgomery, Commissioner

STAFF ATTENDING: Adam Bovilsky, Executive Director
Greg Lickwala, Construction Manager
Tom Ivers, CNI Director
Kras Carlucci, Director of Operations
Nicole Ruffin, Director of Human Resources
Wendy Gerbier, Director of Learning Center
Donna Lattarulo, Attorney

Meeting began at 6:06 pm.

Chairman Ingraham opened the meeting via Zoom video and recognized the following commissioners present - Commissioner Dupervil, Vice Chair Brenda Penn-Williams, and Commissioner, Treasurer Sheri Brown. The existence of a quorum was established. Chairman Ingraham noted Commissioner Liza Bermúdez-Montgomery was absent.

Report of the Secretary:

Mr. Bovilsky presented updates on the following:

- Reporting regarding the beginning of Soundview Landing *Phase 3 DIMEO* Workforce hiring initiatives.
- COVID 19 monitoring reflects no known cases in NHA properties. Kras Carlucci has worked with the Norwalk Health Department to provide free COVID testing for all residents.
- Colonial Village financing closes within the next two weeks. Construction starts the first two weeks of October.
- Next Board meeting is scheduled October 8th and will be held in the Zoom format.

Old Business:

Personnel Policy Follow-up:

This follow up was in response to Chairman Ingraham's request to compare the Norwalk Housing Authority payout of accrued sick and vacation time upon leaving NHA with other Connecticut Housing Authorities. Adam noted NHA policy was more generous than some less generous than others. He also stated this policy is negotiated with the Union each year. Nicole Ruffin defined specific limits on accrued vacation and sick time. She stated NHA policy is the same as that of the City of Norwalk. There were no further questions

17-20 Commissioner Brown moved to approve:

a, Selection of State Marshall Kevin McNeill to perform Marshal services for the Housing Authority of the City of Norwalk for the period of September 1, 2020 to October 31, 2022 with an option to renew for an additional two (2) years.

Commissioner Penn-Williams seconded the motion.

Paul Modugno noted for a period of 20 years Kevin McNeil has provided satisfactory Marshall services to the Norwalk Housing Authority. Donna Lattarulo noted because Mr. McNeill is a State Marshall his services

representing NHA can be utilized in the surrounding county. This has been and will be advantageous to the Housing Authority. Both Paul and Donna noted Mr. McNeill's services have been responsive and efficient.

Ayes

NO

ABSTAINED

Commissioner Ingraham
Commissioner Sheri Brown
Commissioner Dupervil
Commissioner Penn-Williams

All in favor. Motion was carried.

17-21 Chairman Ingraham to approve:

b. 2021 Housing Choice Voucher (HCV) Payment Standards.

Commissioner Dupervil seconded the motion.

Mr. Bovilsky stated payment rates are set by HUD and effective January 1, 2021. Kras stated the payment rates include utility reimbursement for each household. Ms. Carlucci mentioned approving these Payment Standard is part of the yearly PHA Plan process.

Ayes

NO

ABSTAINED

Commissioner Ingraham
Commissioner Brown
Commissioner Dupervil
Commissioner Penn-Williams

All in favor. Motion was carried.

17-22 Commissioner Dupervil moved to approve:

c. 2021 Childcare payment rates.

Commissioner Brown seconded the motion.

Kras Carlucci stated these rates are based on the Connecticut Department of Social Services Care 4 Kinds payment formula for unlicensed caretakers which is currently one third (1/3) of the state current minimum wage.

Ayes

NO

ABSTAINED

Commissioner Ingraham
Commissioner Sheri Brown
Commissioner Dupervil
Commissioner Penn-Williams

All in favor. Motion was carried.

17-23 Commissioner Brown moved to approve:

d. 360° Corporate Benefit Advisors to continue to provide Health (Medical, Dental and Vision) advisory and related services to the Norwalk Housing Authority on behalf of its non-union employees.

Commissioner Dupervil seconded the motion.

Nicole Ruffin said an internal committee was formed to compare all Health Care proposals. Upon final review 360° Corporate Benefit Advisors stood out providing excellent service at a fair price. She also noted they are a good fit for NHA employee needs.

Ayes**NO****ABSTAINED**

Commissioner Ingraham
Commissioner Sheri Brown
Commissioner Dupervil
Commissioner Penn-Williams

All in favor. Motion was carried.

17-24 Commissioner Penn- moved to affirm\approve

e. *Talking Change* diversity training services recently provided to Directors and *Talking Change* training to be provided to all staff.

Commissioner Dupervil seconded the motion.

Adam noted this training will help Directors and staff to recognize unconscious bias affecting daily communications and decision making. Nicole stated this type of training helps create an inclusive work environment. She noted three (3) training proposal had been submitted. *Talking Change* was the least expensive, most flexible and provided excellent training resources.

Ayes**NO****ABSTAINED**

Commissioner Ingraham
Commissioner Sheri Brown
Commissioner Dupervil
Commissioner Penn-Williams

All if favor. Motion was carried.

17-25 Commissioner Penn-Williams move to approve:

f. Minutes of the August 13, 2020 Board Meeting.

Commissioner Brown seconded the motion.

Ayes**NO****ABSTAINED**

Commissioner Ingraham
Commissioner Sheri Brown
Commissioner Dupervil
Commissioner Penn-Williams

All in favor. Motion was carried.

17-26 Commissioner Brown moved to approve:

g. Department Reports presented September 10, 2020.

Commissioner Penn-Williams seconded the motion.

Mr. Bovilsky and Wendy Gerbier stated the NHA Learning Centers were taking extra steps meeting the challenges of education during COVID 19. NHA is providing extra equipment/computers/training to any student or parent that needs it. As always, the Learning Centers curriculum is supporting that of the Norwalk Public Schools.

Ayes**NO****ABSTAINED**

Commissioner Ingraham
Commissioner Sheri Brown
Commissioner Dupervil
Commissioner Penn-Williams

All in favor motion was carried.

Chairman Ingraham requested a recap of data supporting the Section 8 report be presented at the October meeting.

Commissioner Brown moved to adjourn the meeting.

Commissioner Penn-Williams seconded the motion. .

All in favor. The meeting adjourned at 7:45 pm.

Respectfully submitted,

Adam Bovilsky
Executive Director /Secretary

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