



August 18, 2023

Ms. Lyda Ruijter
Town Clerk
City of Stamford
888 Washington Blvd.
Stamford, CT 06901

Dear Ms. Ruijter:

This is to notify you that the Special Board Meeting of the Housing Authority of the City of Stamford d/b/a Charter Oak Communities is scheduled for Tuesday, August 22, 2023, at 5:00 p.m. via Zoom conferencing. Please join the Zoom Meeting by going to

<https://us02web.zoom.us/j/87516521588?pwd=bFhoQ21TclpjNFFHbGFaYmU4SDJPUT09>

or by phone at (646) 876-9923 and enter the:

Meeting ID: 857 1652 1588

Passcode: 868728

The agenda for the meeting is attached.

If you have any questions, please feel free to contact me.

Sincerely,


Natalie Coard
Executive Director

Attachment

Agenda

Human Resources Committee Meeting

August 22, 2023

5:00 p.m.

1. General Recruitment Update
 - a. Introduction of Beth Janney, Director of Operations
 - b. Open Positions
2. Workers' Compensation Trust (Effective August 1, 2023 – New Comprehensive Insurance Program)
3. Complete Human Resources Review, Editing & Legal Review (when applicable) of all Human Resources Policies & Procedures
 - a. 37 Current Policies Updated
 - b. 15 Policies Added Due to Clarification and/or Legal Requirement
 - c. Mandatory Training Sessions for All Employees Scheduled in September of 2023
4. Employee Engagement Events
 - a. Bowling Summer Bash – August 25, 2023
 - b. Indigenous Peoples Day- October 5, 2023
 - c. Holiday Event – December 14, 2023

Recruitment Summary

New Hires

July 26, 2023 – August 17, 2023 1

Terminations

July 26, 2023 – August 17, 2023 0

New Hires – YTD 15

Terminations – YTD 3