



September 22, 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, September 26, 2023, at 5:00 p.m. via Zoom conferencing. Please join the Zoom Meeting by going to

<https://us02web.zoom.us/j/83432227662?pwd=TWI4QkFYSDVMNzNvZmp2TjVYNiRnUT09>

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

Meeting ID: 834 3222 7662

Passcode: 914632

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

September 26, 2023

5:00 p.m.

1. Workers' Compensation Trust
 - a. Employee Safety Committee Selection and Meeting
 - b. Workers' Compensation Manager Training
 - c. Workplace Violence Prevention, De-escalation, and Active Shooter Preparedness Training
2. Training of all Human Resources Policies & Procedures
 - a. Manager & Employee Meetings - Feedback
3. Human Resources Department Paperless
 - a. All employee files scanned in ADP Module
 - b. Process in place to maintain files
 - c. Data security & easily accessible
4. Employee Engagement Events/Announcements
 - a. Bowling Summer Bash – August 25, 2023 - Feedback
 - b. Top Workplace Award (2nd Year) – September 18, 2023
 - c. Holiday Event – December 14, 2023

Recruitment Summary

New Hires

August 17, 2023 – September 19, 2023 1

Terminations

August 17, 2023 – September 19, 2023 0

New Hires – YTD 16

Terminations – YTD 3