



February 23, 2024

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, February 27, 2024, at 5:00 p.m. via Zoom conference. Please join the Zoom Meeting by going to the link:

<https://us02web.zoom.us/j/83497239514?pwd=NEtQR1RNbUdXWWEyM0c2cnNZaWE2UT09>

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

Meeting ID: 834 9723 9514

Passcode: 046994

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**

**February 27, 2024**

**5:00 p.m.**

1. Employee Safety Committee Initiatives
  - a) Training Programs
    - a. Scofield Manor - Workplace Violence Prevention
    - b. Scofield Manor – Safety Walkthrough
  - b) OSHA Certification
  - c) Unannounced Audit by State of Connecticut Workers Compensation Commission\
  
2. Employee Engagement Events/Activities
  - a) Town Hall Meeting – February 2024 – Feedback
  - b) National Public Gardens Week - May 2024 – Employee Volunteer Day at Fairgate Farm
  
3. Large Scale Employee Engagement Project – Yardi Transition
  - a) All-hands approach – Excitement and Enthusiasm

**Recruitment Summary**

**New Hires**

January 20, 2024 – February 20, 2024	1
January 20, 2023 – February 20, 2023	5

**Terminations**

January 20, 2024 – February 20, 2024	0
January 20, 2023 – February 20, 2023	1

<b>New Hires – YTD</b>	<b>1</b>
<b>Terminations – YTD</b>	<b>0</b>