



## Board of Commissioners Meeting Minutes

**Date:** January 13, 2026

**Time:** 5:00 PM

**Location:** Virtual

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- **Commissioners Present:**

- Ms. Clare Dowd (Chair)
- Ms. Lee Reynolds
- Ms. Milagros Acosta
- Mr. Byron Dorchester

- **Commissioners Absent:**

- Mr. Abdul Rahman (Resident Commissioner)

- **Others Present:**

- Jill Corrado (Executive Director)
  - Yadira Mora (Voucher Programs Director)
  - Tim Mable (Director of Property Management)
  - Adam Teneyck (Director of Finance)
  - Beatrice Acevedo (FSS Coordinator)
  - Barbara McGrath (Corporate Counsel)
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- **Meeting Details:**

- I. **Meeting Called to Order:** The meeting was called to order by Ms. Dowd at 5:09 PM.
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- II. **Approval of Board Minutes:** Ms. Dowd called for the approval of the board minutes from November 11th. Ms. Acosta made the motion to approve the minutes, seconded by Mr. Dorchester. The motion was approved unanimously. <sup>1</sup>

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### III. Agency Updates

- **Report: Financial Review**

- Mr. Teneyck presented the financial review, including details on the HCV program, shortfall update, and contract administration. <sup>2</sup>
- **Questions Raised:**
  - Ms. Dowd asked about the development fees and how they are managed within Trout Brook Realty Advisors. Ms. Corrado explained that the fees are used to pay operating costs and are earmarked for future projects. <sup>3</sup>
  - Ms. Dowd inquired about the banking relationship with M&T Bank. Ms. Corrado clarified that the relationship stemmed from bank acquisitions over the years. <sup>4</sup>

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#### **Report: HCV/FSS Program Update**

- **FSS Program Update:** Ms. Acevedo provided an update on the FSS program, including community outreach efforts and participant engagement. <sup>5</sup>
- **Questions Raised:**
  - Ms. Dowd asked about the sentiment of prospective clients. Ms. Acevedo noted that participants are increasingly asking about employment opportunities and resources. <sup>6</sup>
- **Voucher Programs Update:** Ms. Mora reported on the current status of the HCV program, including participant numbers and financials. <sup>7</sup>
- **Questions Raised:**
  - Ms. McGrath asked about the trend of port-outs. Ms. Mora mentioned that some participants are moving to other towns in Connecticut, while others are relocating to states like Texas. <sup>8</sup>

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- **Report: Operations Update**

- Mr. Mable discussed property occupancy rates, the LIHTC waiting list, and new hires. <sup>9</sup>
- **Questions Raised:**
  - Ms. Dowd inquired about the strategies used to boost occupancy rates. Mr. Mable explained that consistent follow-up on the waiting list and fewer move-outs contributed to the improvement. <sup>10</sup>

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#### **IV. Committee Reports**

None at this meeting

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**V. Executive Director's Report:** Ms. Corrado provided updates on various topics, including the PHA plan, MTW supplement, FSS grant, and staffing levels. <sup>11</sup>

○ **Questions Raised:**

- Mr. Dorchester asked about the different waitlists for the Elle project. Ms. Corrado clarified the distinction between the LIHTC waitlist and the project-based voucher waitlist. <sup>12</sup>

• **Additional Notes:**

- Ms. Corrado mentioned the upcoming economic development update in town and invited commissioners to attend. <sup>14</sup>

Ms. Dowd planned to attend the luncheon for the economic development update

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#### **IX. Executive Session:**

- Motion to enter Executive Session to discuss a personnel matter by Ms. Reynolds, seconded by Ms. Acosta, and approved unanimously. <sup>13</sup> The Executive Session was called at 6:19 PM. All of the Commissioners were to remain in the meeting, as well as Jill Corrado and Barbara McGrath.
  - Motion to come out of Executive Session by Ms. Reynolds, seconded by Ms. Acosta, and approved unanimously, at 6:30 PM.
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#### **X. Meeting Adjournment**

- Motion to adjourn the meeting by Ms. Reynolds, seconded by Ms. Acosta, and approved unanimously. Meeting adjourned at 6:31 PM.