



John A. Boris, Chairman
Frank J. Milo, Vice Chairman
Maureen Call, Treasurer
Kimberley Driscoll
Claudia F. Chuber

Carol A. MacGown, Executive Director

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, FEBRUARY 13, 2019
6:00 p.m.**

I. Called Meeting to Order at 6:10 p.m.

II. Roll Call

Present

Maureen Call
Frank J. Milo
Kimberley Driscoll
John A. Boris

Absent

(Vacant)

Also Present: Debra A. Tucker, Acting Executive Director, Carol MacGown, and Anne Cameron

III. Minutes of Previous Meeting(s)

Maureen Call moved to accept the Minutes of the Regular Meeting held on Wednesday, January 9, 2019. Frank J. Milo seconded the motion and the vote was as follows:

Ayes
4

Nays
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Maureen Call moved to accept the Minutes of the Special Meeting held on Wednesday, January 30, 2019. Kimberley Driscoll seconded the motion and the vote was as follows:

Ayes
4

Nays
0

IV. Communications

- February 2019 MassNAHRO Newsletter
- Correspondence from Department of Housing and Community Development dated December 31, 2018 to John A. Boris, Chair relative to Salem Housing Authority's Award in the amount of \$695,138 in Formula Funding for Fiscal Year 2022 (FY22)
- Wait List



V. Reports of the Committees

There were no reports of the Committees.

VI. Report of the Acting Executive Director

Debra Tucker, Acting Executive Director, informed the Board of the following:

- The Independent Audit by Guyder Hurley has been completed and there were no findings.
- Performance Management Review (PMR) was conducted on February 11, 2019 by the Department of Housing and Community Development (DHCD). The work orders were reviewed at the Maintenance Shop and DHCD inspected units in various developments.
- Kelley Annese, Coordinator for Aging Well at Home, which is supported by North Shore Elder Services will be starting a meals program at the Morency and Dalton Buildings. Kim Driscoll said that she thought this was a great idea.

VII. Unfinished Business

- Search Committee

Leo Dauwer, Consultant for the Executive Director Search was conferenced into the Board Meeting to discuss his duties and responsibilities and the procedure that must be followed and to answer any and all questions that the Board of Directors had relative thereto. Leo Dauwer stated that he had 45 years of experience in searching for Executive Directors for Housing Authorities across the Commonwealth.

The main points of the telephone conference were as follows:

- The process in searching for an Executive Director would take approximately 3 to 6 months.
- The Department of Housing and Community Development has guidelines that must be followed when searching for an Executive Director.
- There may be an appointment of an Advisory Committee which should consist of 5 Board Members and other non-board members if the Board so

chooses. It should be noted, however, that only the Board Members are allowed to vote when choosing a candidate. The non-board members may contribute their input, however, they will not be able to vote in selecting the candidate. The Non-Board Members should be made aware of that upfront.

- The results of the Executive Director Search must be approved by DHCD and if they do not like the results/procedure that was followed, then DHCD has the authority to have the SHA commence the process all over again.

Main concerns of the Board:

- Kimberley Driscoll recommended that having only two members of the Board of Directors and other non-board members from the community so there would not be a majority of Board Members. She stated that if there is a majority of Board Members on the Advisory Committee, then the process of searching for an Executive Director would have to be in open session and that may prevent candidates from applying for the position.

Kimberley Driscoll said that she did feel as though Carol MacGown, former Executive Director, should not be on the Advisory Committee or involved in the selection process of a new Executive Director for the Authority.

Kimberley Driscoll stated that the Board needs to move forward as soon as possible in the search for a new Executive Director.

- Carol MacGown, former Executive Director stated that the Board should review copy of the job description of the Executive Director. The job description was handed out.

Carol MacGown stated that the preliminary screening committee did not have to be held in Open Session and that it could be held in Executive Session. Carol said that she had conversation with Dan Kulak, Esq. and he informed her that the preliminary screening committee could be held in Executive Session.

Leo Dauwer strongly suggested that the board seek a legal opinion regarding the above discussion.

After lengthy discussion between the Board and Leo Dauwer, Consultant, it was agreed that:

1. The matter be tabled until the March 13, 2019 meeting; and
2. The Authority would seek a legal opinion from Attorney Daniel Kulak.

VIII. Recommendations of the Chairman

There were no recommendations of the Chairman.

IX. Report of the Treasurer

Bills and Transfers

Maureen Call moved to approve the bills and transfers for the period January 6, 2019 through February 7, 2019 as presented. Frank J. Milo seconded the motion and the roll call vote was as follows:

Ayes

- Maureen Call
- Frank J. Milo
- Kimberley Driscoll
- John A. Boris

Nays

Balance Sheet and Statements of Revenues and Expenses

Maureen Call moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Fenton, Ewald & Associates, P.C. for three (3) months ending December 31, 2018. Frank J. Milo seconded the motion and the roll call vote was as follows:

Ayes

- Maureen Call
- Frank J. Milo
- Kimberley Driscoll
- John A. Boris

Nays

X. New Business

New Hire- Receptionist

Interviews for the vacant position at the Salem Housing Authority were conducted by Debra Tucker, Acting Executive Director, and Lorri DeFrancesco on February 6, 2019. Debra presented the candidate of her choice to the Board of Directors for final interview.

Maureen Call moved to make a conditional offer of employment to Maria Quinones-Ufret with a six (6) month probationary period for a full time position as Receptionist at an hourly wage of \$16.00 with a start date to be determined. Employment is also conditioned upon receipt of a passed SHA paid physical examination, a favorable

Criminal Offense Record Information (CORI) check, and a favorable driving record prior to employment. Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
Kimberley Driscoll
John A. Boris

Nays

Section Eight Management Assessment Program (SEMAP)

Carol MacGown, Former Executive Director, informed the Board that she received correspondence on February 4, 2019 from Robert P. Cwicka, Deputy Director of the U.S. Department of Housing and Urban Development which states that the Salem Housing Authority's overall SEMAP score for the fiscal year ended 9/30/18 is 100%. The Salem Housing Authority is designated as a High Performer. Carol congratulated the Section 8 Staff for their excellent performance.

Retirement Party for Carol MacGown

Debra Tucker, Acting Executive Director, discussed with the Board Carol MacGown's retirement party.

Kimberley Driscoll requested that the matter be tabled until further research could be completed to verify that the Section 8 Operating Reserve Account (Pre-2004) could, in fact, be used to pay for the expenses of Carol MacGown's Retirement Party. Kim Driscoll did not agree that the Section 8 Operating Reserve Account (Pre-2004) should be used to pay for Carol's Retirement Party. The Board of Directors proceeded to vote on the matter.

Maureen Call moved to approve the costs related to Carol MacGown's retirement party be charged to the Section 8 Operating Reserve Account (Pre-2004). Frank J. Milo seconded the motion and the **roll call** vote was as follows:

Ayes

Maureen Call
Frank J. Milo
John A. Boris

Nays

Kimberley Driscoll

XI. Other Business/Late Communications

Kimberley Driscoll stated that the SHA should think about posting on the SHA Website all of the documents relating to the agenda. Debra Tucker said that the SHA will explore that idea.

Frank Milo asked if there were any snow complaints. Debra Tucker said that there were none that she was aware of.

Calvin Young, President, Charter Street Tenants Association, 27 Charter Street, Apartment #307 made the following comment:

Mr. Young handed out a copy of the Charter Street Tenants Association News Letter to the Board Members.

Mr. Young asked if the Tenant Members were allowed to vote on the Executive Director Candidate and the Chairman said that they that will not be allowed to vote.

Mr. Young handed a letter to Kimberley Driscoll regarding the appointment of Maureen Call as the Tenant Representative serving on the SHA Board of Directors. The CSTA is questioning Ms. Call's appointment to serve as a Board Member. The CSTA does not believe that the appropriate procedure was followed to appoint Ms. Call to the Board of Directors. The Chairman said that the matter would be referred to Ms. Driscoll.

Frank Milo commented that Ms. Call was appointed to the SHA Board by Mayor Driscoll.

Gary Gill, Salem Heights, Salem, MA made the following comments:

Mr. Gill advised the SHA Board that 1 out of 5 boilers were working at Salem Heights and that the SHA should be concerned. Mr. Gill also said that there was no robo call from the City of Salem regarding the carbon-monoxide issue. Chairman Boris acknowledged Mr. Gill's comments..

Kathleen Burke, 205 Bridge Street, Apartment # 305 made the following comment:

Ms. Burke stated that the issue of only one (1) boiler working at the Salem Heights Development should be a concern of the SHA as the SHA holds Section 8 Vouchers in that development.

Ms. Burke stated that there is still an ongoing bullying issue. Ms. Burke offered no further explanation.

XII. Adjournment

Frank J. Milo moved that the Board adjourn the Regular Meeting of February 13, 2019 at 7:02 p.m. Maureen Call seconded the motion and the vote was as follows:

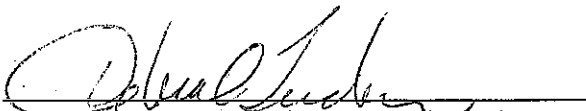
Ayes

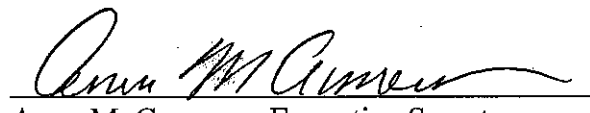
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Nays

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Respectfully Submitted,


Debra A. Tucker, Acting Executive Director


Anne M. Cameron, Executive Secretary