



John A. Boris, Chairman
Frank J. Milo, Vice Chairman
Peter K. Strout, Second Vice Chairman
Maureen Call, Treasurer
William E. Luster, Assistant Treasurer
Carol A. MacGown, Executive Director

**MINUTES OF THE
SPECIAL MEETING
TUESDAY, DECEMBER 22, 2015
8:00 a.m.**

I. Called Meeting to Order at 8:00 a.m.

II. Roll Call

Present

Maureen Call
Frank J. Milo
William E. Luster
Peter K. Strout
John A. Boris

Absent

Also Present: Carol A. MacGown and Anne M. Cameron

III. New Business

New Hire – Federal Housing Assistant

Twelve (12) Applications for the Federal Housing Assistant's position were received. Carol A. MacGown and Jacqueline Guzman interviewed 5 applicants on December 1, 2015. Carol narrowed it down to one (1) candidate and Carol presented that candidate to the Board to interview.

The Director introduced Judi Marraffa to the Board of Directors. She stated that she thought that Judi Marraffa was the best candidate qualified for the position. She has a background in customer service, has advanced computer skills and has many years of office experience. The Director thought she would be an asset to the SHA Team. The Director informed the Board that Judi Marraffa is the daughter of Dominic Marraffa who in the past has served on the Salem Housing Authority Board of Directors.

Peter K. Strout moved to make a conditional offer of employment to Judi D. Marraffa with a six (6) month probationary period for a full time position as Federal Housing Assistant at an hourly wage of Twenty Dollars (\$20.00) with a start date to be determined by the Executive Director. 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

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Nays

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Promotion from within the Salem Housing Authority

Carol A. MacGown recommended that the Board of Directors promote Maureen R. Thomas from Public Housing Office Assistant to the the position of Recertification Manager. Carol introduced Maureen Thomas to the Board of Directors to interview. The Board had no questions for Maureen.

William E. Luster moved to promote Maureen R. Thomas from Public Housing Office Assistant to the position of Recertification Manager at an hourly wage of Twenty-Four and 72/100 (\$24.72) with a start date to be determined by the Executive Director. Since this is a promotion from within the Authority, the Authority has waived the physical examination, the need for a new driving record and a criminal Offense Record Information (CORI) check. Maureen Call seconded the motion and the **roll call** vote was as follows:

Ayes

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Nays

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IV. Other Business/Late Communications

V. Adjournment

Peter K. Strout moved to adjourn the Special Meeting of Tuesday, December 22, 2015 at 8:12 a.m. William E. Luster seconded the motion and the vote was as follows:

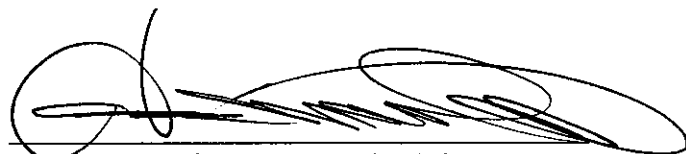
Ayes

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Nays

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Respectfully Submitted,



Carol A. MacGown, Executive Director



Anne M. Cameron, Executive Secretary