



John A. Boris, Chairman
Kimberley Driscoll, Vice Chairman
Charity Lezama, Treasurer
Benjamin Winthrop, Assistant Treasurer
Sue Kirby

Cathy Hoog, Executive Director

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, OCTOBER 9, 2019
6:00 p.m.**

I. Called Meeting to Order at 6:00 p.m.

II. Roll Call

Present

Sue Kirby
Benjamin Winthrop
Charity Lezama
John A. Boris

Absent

Kimberley Driscoll (arrive at 6:07 p.m.)

Also Present: Cathy Hoog, Executive Director, Debra Tucker, Assistant Executive Director, and Anne Cameron

III. Minutes of Previous Meeting(s)

Sue Kirby moved to accept the Minutes of the Special Meeting held on Wednesday, July 10, 2019. Ben Winthrop seconded the motion and the vote was as follows:

Ayes

4

Nays

0

Benjamin Winthrop moved to accept the Minutes of the Regular Meeting held on Wednesday, September 11, 2019. Sue Kirby seconded the motion and the vote was as follows:

Ayes

4

Nays

0

IV. Communications

- June/July 2019 Mass NAHRO Newsletter
- September/October 2019 Mass NAHRO Newsletter



- Correspondence to the Board of Directors from Pamela Schmidt dated October 1, 2019, November 21, 2017 and July 11, 2019. (handed out at Board Meeting)
Cathy Hoog informed the Board that she reached out to Pamela Schmidt and will report back to the Board once she speaks to Pamela Schmidt. The Board said that was fine.

V. Reports of the Committees

There were no reports of the Committees.

VI. Report of the Executive Director

Please see attached report of the Executive Director. Cathy Hoog reviewed said Executive Director Report with Board of Directors.

VII. Unfinished Business

Collection of Losses – Quarterly Write Offs through September 30, 2019 for State Developments 200, 667, 705 and 689

Cathy Hoog, Executive Director, requested quarterly Board approval to write off accounts in accordance with Public Housing Notice 2017-17. Cathy Hoog informed the Board that the write-offs were due to either death, eviction or move out. Kimberley Driscoll inquired if the SHA has payment plans with tenants and collection procedures in place. Cathy Hoog said “yes, we do”.

Charity Lezama moved to approve write offs through September 30, 2019 for State Development 200 in the amount of \$6,049.77, 667 in the amount of \$3,903.11, 705 \$4,903.69 and 689 in the amount of \$115.00 for a grand total of \$14,971.57 in accordance with Public Housing Notice 2017-17. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

VIII. Recommendations of the Chairman

Community Preservation Act – Discuss Board Members’ Ideas
Cathy Hoog informed the Board of Directors that she has a few sites that may be eligible for CIP funds. Those sites are the Phillips School and the Zisson Building. Cathy said that the application is due in early February of 2020. John Boris said that it would be a great idea to speak with Jane Guy as she is the expert on this topic.

Kimberley Driscoll said that the application is a two part process and the SHA should get rolling on it. Ben Winthrop added that the above mentioned sites could use the funding.

IX. Report of the Treasurer

Bills and Transfers

Kimberley Driscoll moved to approve the bills and transfers for the period September 1, 2019 through September 30, 2019 as presented. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Balance Sheet and Statements of Revenues and Expenses

Kimberley Driscoll moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for eleven (11) months ending August 31, 2019. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Section 8 - Repayments Collected 10/01/2018 -9/30/2019

Cathy Hoog presented the Section 8 Repayments Collected 10/01/2018 – 9/30/2019. The total amount collected is \$114,707.00. SHA retains fifty (50%) percent of \$114,707.00 which equals \$57,353.50. Cathy said that the Section 8 staff does a great job collecting monies owed by tenants through repayment agreements. Kimberley Driscoll said that SHA is doing a great job collecting monies owed.

Public Housing Retro Rents Collected 10/01/2018 – 9/30/2019

Cathy Hoog presented the Public Housing Retro Rents Collected 10/01/2018 – 9/30/2019. The total amount collected is \$50,996.50. SHA retains fifty (50%) percent of \$50,996.50 which equals \$25,498.25. Cathy said that the Public Housing staff does a great job collecting monies owed by tenants through repayment agreements. Kimberley Driscoll agreed.

X. New Business

Annual Submissions

Cathy Hoog informed the Board that once a year the Salem Housing Authority is required to have each staff member, each Board Member and other individuals considered to be state employees sign the following documents and requests execution and submission at this meeting:

- Conflict of Interest/State Ethics Commission Summary

In addition, every two (2) years the above mentioned individuals are required to complete a Conflict of Interest online training program. This online training last occurred in October of 2017 and will need to be completed again in October of 2019.

The Director also requested that the Board of Directors and each staff member sign the following document as part of the Annual October Submissions:

- Sexual Harassment Policy

By-Laws of the Salem Housing Authority Tenant Engagement Committee

Cathy Hoog presented the proposed By-Laws of the Salem Housing Authority Tenant Engagement Committee to the Board for approval. The Board had a lengthy discussion on this matter and discussed it in detail. The Board agreed that at this time the proposed By-Laws were not necessary and that a Tenant Engagement Committee can be formed in a less formal manner, could be self-organized with a working tenant group.

The Board agreed to table this matter until the next regularly scheduled Board Meeting.

Sue Kirby moved to table the discussion relative to the By-Laws of the Salem Housing Authority Tenant Engagement Committee until the next regularly scheduled Board Meeting. Charity Lezama seconded the motion and the vote was as follows:

Ayes

Nays

Promotion from within the Salem Housing Authority

Cathy Hoog promoted Maureen R. Thomas from within the Authority to fill the position of Public Housing Manager. Cathy requested the Board to vote to effectuate the

promotion. Cathy said that Maureen has been working at the SHA for 10 years and she is a hard and dedicated worker and very knowledgeable.

Kimberley Driscoll moved to make a conditional offer of employment to Maureen R. Thomas with a six (6) month probationary period for a full time position as Public Housing Administrator/Director of Public Housing at an salary of \$64,000.00 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 and a criminal Offense Record Information (CORI) check. Benjamin Winthrop seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Promotion from within the Salem Housing Authority

Cathy Hoog promoted Massiel Garcia from within the Authority to fill the position of Property Manager. Cathy requested that the Board vote to effectuate the promotion. Cathy said that Massiel has been working at the Authority for approximately 6 years in different positions, most currently in the Section 8 Department. Massiel is very impressive and speaks fluent Spanish.

Kimberley Driscoll moved to make a conditional offer of employment to Massiel Garcia with a six (6) month probationary period for a full time position as Recertification Manager/Property Manager at an annual salary of \$50,000.00 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 and a criminal Offense Record Information (CORI) check. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

DHCD Application for Grant for Resident Service Coordinators Pursuant to Public Housing Notice 2019-19

Cathy Hoog discussed with the Board the Grant Application for Resident Services Coordinators that the SHA will be applying for as per the attached Public Housing Notice 2019-19. The application deadline is October 31, 2019. Cathy said that she will be working with Beverly Housing Authority and submitting a joint application so that they can get a full-time service coordinator and split the hours between SHA and Beverly Housing Authority.

Kimberley Driscoll moved to approve the DHCD Grant Application for Resident Service Coordinators to be submitted by Cathy Hoog, Executive Director to the Department of Housing and Community Development (DHCD) prior to October 31, 2019 for review and approval. Charity Lezama seconded the motion and the vote was as follows:

Ayes

Sue Kirby
Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Salem Housing Authority Employment Release Policy

Cathy Hoog presented the proposed Salem Housing Authority Employment Release Policy to the Board of Directors for discussion. Cathy discussed the purpose for the Employment Release Policy in detail with the Board. It was discussed how FMLA and PFMLA would affect the Employment Release Policy if at all. Cathy said that she has discussion with Legal Counsel regarding the Employment Policy and the policy was drafted by Legal Counsel.

Charity Lezama moved to adopt the Salem Housing Authority Employment Release Policy as presented. Kimberley Driscoll seconded the motion and the vote was as follows:

Ayes

5

Nays

0

Salem Housing Authority Key Policy

Cathy Hoog presented the proposed Salem Housing Authority Key Policy to the Board for discussion and review. Cathy informed the Board that the SHA does not have a Key Policy and she thought it important to implement one.

Sue Kirby moved to adopt the Salem Housing Authority Key Policy as presented. Benjamin Winthrop seconded the motion and the vote was as follows:

Ayes
5

Nays
0

XI. Other Business/Late Communications

Chairman Boris opened the meeting up to the public.

Calvin Young, 27 Charter Street, Apartment #307 commented on the procedure that should be followed when searching for a tenant representative to be a member of the Board of Directors. Mr. Young mentioned Massachusetts General Laws, Chapter 121B.

Richard Greaves, 27 Charter Street, Apartment #703 inquired about the Resident Service Coordinator and what services they would provide.

Maryann MacCabe, 27 Charter Street, Apartment #1207 also commented on the Resident Service Coordinator grant application.

XII. Adjournment

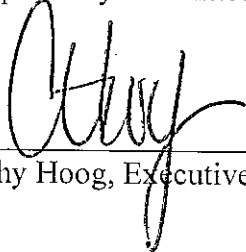
Kimberley Driscoll moved that the Board convene into Executive Session at 7:50 p.m. to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Board will not reconvene into Open Session and will adjourn the meeting from Executive Session. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby
Benjamin Winthrop
Kimberley Driscoll
Charity Lezama
John A. Boris

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Secretary

Executive Director Report

October 2019

Administration/Personnel

Assessment of staffing structure, job descriptions and schedule of salaries continues. Group and individual introductions with SHA staff are near complete.

- Organization of staffing patterns and distribution of work in the Maintenance Department has begun in an effort to improve efficiency and increase resident relations. Resident feedback is positive!
- Interviews for staff vacancies took place including two internal applicants. New hires presented to the Board this month to begin the improved organization of staffing pattern within public housing.
- ED presenting policy to the Board this month in an effort to move forward with outstanding staffing issues/ inactive employees.
- Feedback from each Administrative staff in SHA office is under consideration and in process of review.

Financial

ED will meet with SHA Fee Accountants this month to prepare for FY 2019-2020 Budget.

- SHA Financials remain in good standing.
- ED has alerted DHCD Housing Management Specialist that staffing structure changes will be forth coming with the new budget. DHCD is amenable. DHCD Budget Guidelines also included an addendum for consideration of re-organization.

Property/Modernization

- ED has toured 98% of SHA Properties.
- Potential CPA project application ideas are being reviewed.
- SHA was chosen for a PILOT site study by DHCD to further review vulnerability of certain sites in the portfolio (LeeFort Terrace) and explore methods for improving future design standards. Participation in this study has begun, site visit took place October 1.
- Review of SHA CIP projects are in process.
- ED will continue review of CIP order and priorities determined.

Policy

- ED presenting an SHA Key Policy and SHA Employment Release Policy this month for Board approval. The key policy outlines expectations of employees that hold master keys. The Employment Release Policy outlines procedures for extended absences in Admin staffing

and was recommended by SHA counsel in an effort to address extended absence from key positions in the authority.

Residents and Community

- ED has continued introductory meetings with key community stakeholders. ED met with key staff from North Shore Elder Services, North Shore Community Development Coalition, Mayor Driscoll, Waste Management, Salem Opportunity Zone Intro, Beverly Housing Authority, Hispanic Heritage Celebration, North Shore Community College Career Center Staff and Senator Lovely.
- ED had introductory meeting with potential Tenant Association for Morency Manor and continued meetings with Charter Street Tenant Association.
- Introductory meetings with residents and properties have occurred for most SHA properties and will continue through October. Resident feedback regarding staffing structures and SHA performance is under review.
- ED to address Charter Street residents on 10/4/19 regarding smoking related issues in the building and the SHA plan to address the issues per request of the Charter Street Tenant Association and also based on feedback from residents at Charter Street.
- Board planning session scheduled for October 19, 2019.
- Teresa Ewald in conjunction with MA NAHRO will host a Commissioner Workshop for Budget Fundamentals here at SHA for newly appointed Commissioners on the North Shore. ED will update the Board when the date is set.
- Trolley tour of SHA properties was postponed due to low attendance. Discussion with Board to take place regarding a reschedule in the Spring.
- ED proposing some laundry profit sharing for Tenant Associations per DHCD budget approval.

Funding Opportunities

ED had scheduled a site visit with Mass Housing Partnership for October 1, 2019 to review/assess Pioneer Terrace and Leefort Terrace for potential development opportunities as part of the technical assistance requested as discussed last month. The meeting is postponed to 10/16/19. Further review is in process for the Gateway Cities Grant opportunity as Rainbow Terrace is listed as a feasible property. ED has meeting with John Keenan from Salem University on 10/23/19.

ED presenting grant application for DHCD Grant Resident Services Coordinator funding this month for Board Approval.

ED will be conducting ongoing evaluations of funding opportunities for modernization and development and will closely focus on partnerships/existing opportunities within the City and with agencies in Salem.