



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, FEBRUARY 12, 2020
6:00 p.m.**

I. Called Meeting to Order at 6:00

II. Roll Call

Present

Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Absent

Kimberley Driscoll

Also Present: Cathy Hoog, Executive Director, Debra Tucker, Assistant Executive Director, Maureen Thomas, Director of Public Housing and Anne Cameron, Executive Secretary

III. Minutes of Previous Meeting(s)

Charity Lezama moved to accept the Minutes of the Regular Meeting held on Wednesday, January 8, 2020. Sue Kirby seconded the motion and the vote was as follows:

Ayes

4

Nays

0

IV. Tenant Engagement

John Boris, Chairman introduced Conrad Prosnewski,, Councilor At Large and Patricia Morsillo, Ward 3 Councilor and welcomed them to the meeting.

Don Rivard, 27 Charter Street commented on the homeless sleeping in the building at 27

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Charter Street. He also commented about the lighting issue in the parking lot and stairwells. Cathy said that she will put a work order in for those items and stated that these kinds of issues should be reported to maintenance.

Cathy stated that tenants/residents cannot buzz unknown individuals into the building unless they know who it is and/or are expecting a visitor.

Kathleen Burke, 205 Bridge Street said that Massiel Garcia was doing a great job and wanted to thank her for that. Ms. Burke also said that the parking situation was going well. Cathy Hoog thanked Ms. Burke.

Billie McGregor, 205 Bridge Street said that she was interested in being a part of the tenant engagement working group but that she had no interest in working with the CSTA directly. Ms. McGregor said that the tenants/resident need to work on getting people involved and volunteering. She said there needs to be a formal working group to advocate for the tenants/residents.

Margaret LeBlanc, 27 Charter Street, said that she was getting water in her unit again from the rain. Cathy Hoog informed Ms. LeBlanc that she is aware of the water issue and that she would like Ms. LeBlanc to report it to the maintenance department when it happens. Cathy said that this has been an ongoing issue and the SHA is diligently performing a thorough investigation to figure out how the water is getting in her unit.

Kathleen Burke, 205 Bridge Street said that the Dalton tenants would not be interested in joining in an Umbrella Tenants Organization. Dalton tenants would prefer to be separate. Cathy Hoog said that tenants can form their own individual tenants organization if they choose to do so.

V. Communications

- February 2020 Mass NAHRO Newsletter to be emailed upon receipt by SHA
- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report and Completed Work Orders for Month of January 2020)

- Correspondence dated January 15, 2020 to the Executive Director and the Chairman of the Board from the Department of Housing and Community Development relative to Performance Management Review (PMR). Cathy Hoog said that the staff did an excellent job and thanked them. Cathy specifically thanked Debbie Tucker.
- Correspondence to the Executive Director dated January 23, 2020 from the U.S. Department of Housing and Urban Development RE: Section 8 Management Assessment Program (SEMAP) – The SHA’s overall SEMAP score for the fiscal year ending 9/30/19 is 100%. Cathy Hoog said that Jacqui Guzman did a fantastic job.

VI. Reports of the Committees

There were no reports of the Committees.

VII. Report of the Executive Director

See attached report of the Executive Director

VIII. Unfinished Business

There was no unfinished business.

IX. Recommendations of the Chairman

There were no recommendations of the Chairman.

X. Report of the Treasurer

Bills and Transfers

Cathy Hoog presented the Bills and Transfers to the Board of Directors.

Sue Kirby asked why the Worker’s Compensation Premium was so high and who the insurer was. Cathy explained to the Board that there have been a few more claims in 2018 – 2019. She informed the Board that Mass NAHRO is the insurer.

Sue Kirby moved to approve the bills and transfers for the period January 1, 2020 through January 31, 2020 as presented. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Nays

Balance Sheet and Statements of Revenues and Expenses

Cathy Hoog presented the Balance Sheet and Statements of Revenues and Expenses to the Board of Directors.

Charity Lezama moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for one (3) months ending December 31, 2019. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Nays

XI. New Business

Price Quotation of Lowest, Responsive and Responsible Quoter to provide Computer System Hosting and Managed Services

The Director presented to the Board of Directors the price quotation of the lowest, responsive and responsible quoter to provide computer system hosting and managed services.

Charity Lezama moved to accept the price quotation from Intellibeam to provide computer system hosting and managed services for one (1) year in the amount of \$1,249.00 per month with the option to renew for 1- 1 year options at the sole discretion of the Salem Housing Authority as follows: 2020: \$1,249.00 per month and 2021: \$1,249.00 per month. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Nays

New-Hire Director of Maintenance

Numerous applications for the Director of Maintenance position were received by Cathy Hoog. Cathy Hoog and Debbie Tucker interviewed six (6) candidates. Two finalists were interviewed by a representative of the Charter Street Tenants Association, Morency

Tenants Association and the Pioneer Terrace Tenants Association at the Rainbow Terrace Shop. The Maintenance Personnel were able to take part in the interview as well. Cathy Hoog introduced the candidate of her choice for Board Approval.

Sue Kirby moved to make a conditional offer of employment to Gary Dean with a six (6) month probationary period for a full-time position as Maintenance Operations and Facilities Manager at an annual salary of \$105,000.00 with a start date to be determined by the Executive Director. Employment is also conditioned upon receipt of a passed SHA paid physical examination including drug test, a favorable Criminal Offense Record Information (CORI) check, and a favorable driving record prior to employment. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Nays

Amendment to the Salem Housing Authority's Disposition Policy

The Executive Director presented the Disposition Policy to the Board of Director with proposed changes. Cathy stated that she revised the Disposition Policy as the existing language was vague. Cathy informed the Board that she added the following language:

“The SHA may dispose of surplus supplies with a nominal value established **at less than \$5,000.00** using the methods of sound business practice to negotiate a sale or donation to charitable causes.”

Cathy also deleted the words “as established by the SHA’s Procurement Policy” and replaced them with “by Massachusetts General Laws Chapter 30B” in “Paragraph 3 under Disposition of Surplus Supplies

Charity Lezama moves to approve the SHA’s Disposition Policy as presented. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes

4

Nays

0

Correction to Payment Standards

Cathy Hoog, Executive Director, presented the correction to Payment Standards effective October 1, 2019 prepared by Jacqueline Guzman. Cathy stated that the Salem Housing

Authority did not round up and therefore was off on Payment Standards. The SHA had to amend the Payment Standards to make them 100% correct.

Benjamin Shallop asked Cathy to explain to the City Councilors in attendance how the SHA arrives at the existing Fair Market Rents. Cathy explained to the City Councilors how payment standards and FMR's are determined.

Charity Lezama moved to approve the following Corrected Payment Standards, as submitted, effective for fiscal year beginning October 1, 2019:

The following are the payment standards adopted on 10-1-19:

0-Bedroom: \$1,543.00
1-Bedroom: \$1,710.00
2-Bedroom: \$2,079.00
3-Bedroom: \$2,592.00
4-Bedroom: \$2,817.00

The corrected payment standards for the 0-bedroom, 2 bedroom and 4 bedrooms should have been:

0-Bedroom: \$1,544.00
2-Bedroom: \$2,080.00
4-Bedroom: \$2,818.00

Benjamin Shallop seconded the motion and the vote was as follows:

Ayes
4

Nays
0

XII. Other Business/Late Communications

There was none.

XIII. Adjournment

Benjamin Shallop moved that the Board convene into Executive Session at 6:40 p.m. to discuss the discipline or dismissal of, or complaints or charges brought against a public officer, employee, staff member or individual and to discuss strategy with respect to collective 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

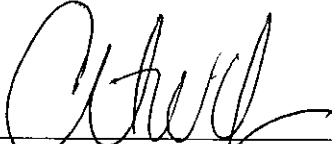
Executive Session. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Nays

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Secretary

Executive Director Report

February 2020

Administration/Personnel

Ongoing review of day to day work flow continues.

- Organization of staffing patterns and distribution of work in the Maintenance Department continues in an effort to improve efficiency and increase resident relations. Comprehensive review of vacancy turn overs and need for various systems continue.
- Meeting structures for Department heads are in place and expectations for monthly reporting and Board meeting participation continued.
- Receptionist ad re-posted and interviews to begin next week. The first round of interviews did not produce a viable candidate.
- ED received verbal approval from DHCD for the two new positions in the budget, positions were advertised, further organization of the public housing management team will take place following Property Manager Interviews mid February. Public housing staff to play an integral role in resident engagement.
- SHA participation in PILOT study with Mass Nahro for state-wide wait list grooming services in motion but has yet to begin.
- ED continues participation in DHCD Champ Steering Committee, Mass Nahro Housing Committee, Nerc Nahro Professional Development Committee, Leadership Committee for Salem for All Ages, Salem Homeless Task Force and National Nahro Development Committee.
- Director of Maintenance position was posted and interviews took place in January and early February. ED to present a hire in this month Board Meeting.

Financial

The 2-19-2020 budget and narrative has been submitted to DHCD and we are awaiting approval.

- SHA Financials remain in good standing.
- Additional funding was requested by SHA for safety and security measures with this budget submission.
- SHA was awarded a grant for \$84,500.00 for supplemental safety items applied for in January 2020.

Property/Modernization

- SHA was chosen for a PILOT site study to further review vulnerability of certain sites in the portfolio and the explore methods for improving future design standards. Participation in this study is complete and design standards for property subject to environmental conditions are in process as a result.
- ED continues the development in conjunction with Maintenance for a more comprehensive pest management program to ensure the systems are solid from beginning to end.
- Modernization reports now included in monthly Board Packets completed by Assistant Executive Director to provide Board members with key information summaries on the status of SHA modernization projects to date.
- Maintenance reports now included in monthly Board Packets to provide Board members with key information on work flow of Maintenance Department.
- Move in/Move Out reports now included in monthly Board Packets completed by Director of Public Housing to provide Board members with key information on the work flow of Public Housing Leasing.

Policy

- An update to the SHA Disposition Policy is presented to the Board this month.
- Collective Bargaining Unit negotiations began in January 2020, dates for future negotiation meetings are in place for February 2020.

Residents and Community

- The PILOT parking program for managing the parking challenges at Morency and Dalton continue. ED to meet with the Tenant Association to gather further data on the success/needs.
- ED continues ongoing meetings with Charter Street Tenant Association, Morency Manor Tenant Association and the newly formed Pioneer Tenant's Association. ED will hold regular monthly meetings with groups on the second Monday of each month and continue to support further development of additional tenant engagement.
- ED continues to address relational issues in the Charter Street building and the role SHA can play to help build a cohesive community. ED plans to provide ongoing meetings to facilitate continued discussion on the subject of building a healthy community through a partnership with JFCS.
- Smoking private conferences for repeat offenders are ongoing.
- ED and Assistant ED working with Public Housing to address repeated lease violations.
- Tenant Engagement remains a high priority and continues through increased participation and encouragement as an item on the Board meeting agendas for SHA.

- Sha will be seeking further involvement through resident surveys and continuing engagement as the Property Manager model begins.

Funding Opportunities

ED has advertised the RFP for LeeFort Terrace re-development. ED to will execute an incredibly aggressive timeline to submit the PEHO grant if favorable results come in from the RFP.

ED continues planning with key staff at Salem State University to submit grant for the Gateway Cities as Rainbow Terrace is listed as a feasible property.

ED submitted CPA preliminary grant applications to Salem Community Preservation Committee. The preliminary application for Phillips Restoration was approved. The preliminary application for the Zisson Building restoration was rejected due to the committee disqualifying the application. The Committee reported that the restoration was painting and considered maintenance so it did not qualify. ED to submit the full grant application for the Philips Restoration Project by the deadline in April.

ED met with Salem Council on Aging and the Salem Planning Board to discuss submitting a joint application to the CPA for a housing subsidy program that gives a priority to seniors at risk of eviction due to rent increases.

ED and Community Development Coalition in process of grant application for DHCD Creative Place Making grant. Grant is due April 2020.

ED submitted a supplemental funding application offered by DHCD for Health and Safety Initiative one time small projects in the amount of \$84,500.00 which will include the following health and safety work items: concrete dumpster pads, parking lot paving/repair and removal of overgrown trees/shrubs. SHA was awarded the grant.