



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, JANUARY 8, 2020
6:00 p.m.**

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

II. Roll Call

Present

Sue Kirby
Benjamin Shallop
Kimberley Driscoll
Charity Lezama

Absent

John A. Boris

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

III. Minutes of Previous Meeting(s)

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

Ayes

4

Nays

0

IV. Resident Engagement

Acting Chair Kimberley Driscoll opened the meeting up to the residents to speak.

Gene Collins, Pioneer Terrace commented that he is happy that the SHA has added a new item to the agenda "Resident Engagement". Mr. Collins said that he would like to see it called "Tenant Engagement". Mr. Collins thanked Cathy.

Cathy Hoog said "thanks for the feedback." "It gives the tenants the opportunity at the beginning of the meeting to express his/her comments."



V. Communications

- January 2020 Mass NAHRO Newsletter
- Updated Waitlist
- Correspondence dated December 18, 2019 to Cathy Hoog, Executive Director and John Boris, Chair re: Morency Tenants Organization
- SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report and Completed Work Orders for Month of December 2019)

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

Benjamin Shallop moved to approve the bills and transfers for the period December 1, 2019 through December 31, 2019 as presented. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Kimberley Driscoll
Charity Lezama

Nays

Balance Sheet and Statements of Revenues and Expenses

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 (1) month ending October 31, 2019. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Kimberley Driscoll
Charity Lezama

Nays

Balance Sheet and Statements of Revenues and Expenses

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 two (2) months ending November 30, 2019. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Kimberley Driscoll
Charity Lezama

Nays

XI. New Business

Cell Phone Access

In accordance with Budget Guidelines the Executive Director requested that the Board Approve certain administrative and maintenance employees for cell phone access. Please see attached list.

Sue Kirby asked the Director if the SHA had a parking officer. Cathy Hoog said “yes” we do at the present time. Ms. Hoog said that she is working on putting new parking policies into effect at all SHA Developments and the SHA will no longer designate a direct line for a parking officer.

Benjamin Shallop moved to approve certain administrative and maintenance employees for cell phone access as per the attached list. Sue Kirby seconded the motion and the vote was as follows:

Ayes

4

Nays

0

Collection of Losses – Write Offs through December 31, 2019

The Executive Director presented the Collection of Losses – Write Offs through December 31, 2019.

Charity Lezama moved to approve the Collection of Losses – Quarterly Write Offs through December 31, 2019 for State Developments 667-1A in the amount of \$269.00, 667-2 in the amount of \$249.00, 667-4 in the amount of \$320 for a total of \$838.00 and 705-2A in the amount of \$2,517.00 for a grand total in the amount of \$3,355.09 seconds the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Kimberley Driscoll
Charity Lezama

Nays

Engagement Letter for Legal Services between Salem Housing Authority and Attorney Teresa M. Santalucia, Klein Hornig, LLP

Cathy Hoog presented an Engagement Letter for Legal Services between Salem Housing Authority and Attorney Teresa M. Santalucia, Klein Hornig, LLP to provide legal services in connection with the redevelopment of Leefort Terrace.

Cathy explained to the Board that the RFP is very complicated and complex and that she would like to use the firm Klein Hornig, LLP to assist her with the completion of the RFP. Ms. Driscoll was happy that she was taking the opportunity that DHCD had created and she thanked Cathy for her work. Cathy said that the RFP is due at the end of January 2020.

Cathy also said that the Authority would be hearing from DHCD regarding the Social Services Coordinator Award by the end of January 2020.

Cathy also informed the Board that she was in the process of working on an energy contract with Tradition Energy.

Sue Kirby moved to approve the Engagement Letter for Legal Services between Salem Housing Authority and Attorney Teresa M. Santalucia, Klein Hornig, LLP to provide legal services in connection with the redevelopment of Leefort Terrace as presented and authorize John A. Boris, Chairman to execute said contract. Charity Lezama seconded the Motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Kimberley Driscoll
Charity Lezama

Nays

XII. Other Business/Late Communications

Cathy Hoog said that she was very impressed with the Morency Tenant Organization News Letter. She said that she is excited to develop tenant relations and a great way to accomplish this is through tenant organizations.

Calvin Young, 27 Charter Street commented as follows:

If DHCD approved the Social Services Coordinator Award, will it be added to Charter Street’s Portfolio? Ms. Driscoll said that DHCD will instruct the Authority how to best use the award money and which portfolio it will benefit the most.

Calvin Young, 27 Charter Street asked if SEDAC was a Non-Profit.

XIII. Adjournment

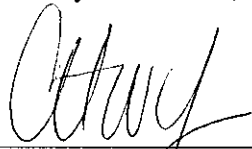
Charity Lezama moved that the Board convene into Executive Session at 5:40 p.m. to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares and to discuss the discipline or dismissal of, or complaints or charges brought against a public officer, employee, staff member or individual. The Board will not reconvene into Open Session and will adjourn the meeting from Executive Session. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby
Benjamin Shallop
Kimberley Driscoll
Charity Lezama

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Secretary

Executive Director Report

January 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 will continue.
- Receptionist ad posted and interviews to begin first week of January.
- ED in process of coordinating with the Career Center in an effort to bring reception interns to SHA for more assistance with the front desk and to give back to a valuable training program.
- SHA website re-development continues.
- Upon approval of the budget, further organization of the public housing management team will take place. Public housing staff to play an integral role in resident engagement.
- Ongoing training opportunities presented and attended by staff for CHAMP users and staff scheduled for section 8 termination training.
- SHA participation in PILOT study with Mass Nahro for state-wide wait list grooming services to begin this month.
- ED continues participation in DHCD Champ Steering Committee, Mass Nahro Housing Committee, Nerc Nahro Professional Development Committee, Leadership Committee for Salem for All Ages and National Nahro Development Committee.
- ED participated in Salem documentary regarding bullying in public housing.
- ED completed certification courses for MCPPO. Recertification submitted to the Inspector General.

Financial

The 2-19-2020 budget and narrative has been submitted to DHCD.

- SHA Financials remain in good standing.
- Additional funding was requested by SHA for safety and security measures with this budget submission.

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 continues.
- ED begins 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.
- 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

- No new Policy presented to the Board this month.
- Collective Bargaining Unit negotiations will begin in January 2020, tentative dates for meetings are in process.

Residents and Community

- ED met with residents of Morency Manor and Dalton development communities in an effort to gain feedback relative to SHA Parking Policy in December. ED to work together with residents at these two sites to initiate PILOT parking program for managing the parking challenges. If results are favorable, the next site will involve Charter Street.
- ED continues ongoing meetings with Charter Street Tenant Association and now the new Morency Manor Tenant Association. ED to plan for regular monthly meetings with both groups 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.
- Smoking private conferences for repeat offenders are ongoing.
- ED and Assistant ED working with Public Housing to address repeated lease violations.
- 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.
- Initial meeting for Tenant Engagement Committee took place December 18 at 6pm. Residents in the community participated in a discussion about engaging residents in the

community through tenant association involvement, resident surveys and including a resident engagement item on the Board Meeting Agenda.

- Implemented comprehensive pest treatment at Rainbow Terrace based on resident feedback and inspection reports. ED to implement community engagement regarding pest management and housekeeping for healthy living.

Funding Opportunities

ED presenting engagement letter for Board at January Board Meeting for specialized legal consultant for development/procurement in an effort to have comprehensive review of the RFP for LeeFort Terrace re-development. ED to complete draft RFP in January 2020.

ED continues planning with key staff at Salem State University to review 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. ED to submit the full grant applications in January upon approval of the preliminary applications.

ED to partner with Community Development Coalition to write grant application for DHCD Creative Place Making grant. In process of reviewing potential project ideas for this opportunity which will include a significant component of resident engagement.

ED submitted a supplemental funding application offered by DHCD for Health and Safety Initiative one time small projects in the amount of \$94,500.00 which will include the following health and safety work items: concrete dumpster pads, parking lot paving/repair and removal of overgrown trees/shrubs.