



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

Cathy Hoog, Executive Director

**MINUTES OF THE
SPECIAL MEETING
WEDNESDAY, DECEMBER 11, 2019
4:00 p.m.**

I. Called Meeting to Order at 4:00 p.m.

II. Roll Call

Present

Sue Kirby
Charity Lezama
John A. Boris

Absent

Benjamin Winthrop
Kimberley Driscoll (arrived at 4:06
p.m.)

Also Present: Cathy Hoog, Executive Director, Anne Cameron, Executive Secretary, Rick Fenton, CPA and Karen O'Leary, Fenton, Ewald, Debra Tucker, Assistant Executive Director, Jaqueline Guzman, Director of Leased Housing, Maureen Thomas, Director of Public Housing

III. Minutes of Previous Meeting(s)

Sue Kirby moved to accept the Minutes of the Special Meeting held on Saturday, October 19, 2019. Charity Lezama seconded the motion and the vote was as follows:

Ayes

3

Nays

0

Charity Lezama moved to accept the Minutes of the Special Meeting held on Wednesday, November 20, 2019. Sue Kirby seconded the motion and the vote was as follows:

Ayes

Nays

IV. Communications

- December 2019 Mass NAHRO Newsletter – The SHA did not receive by Board
1 | Page Special Board Meeting of December 11, 2019



Meeting date. The Executive Director said that Anne would email to the Board upon receipt by SHA.

- Correspondence from Sean Cronin, Associate General Counsel
- AFSCME 93 dated November 20, 2019 to Cathy Hoog, Executive Director re: Entering into Negotiations
- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report and Completed Work Orders for Month of November 2019)

The Chairman informed the Board Members that Rick Fenton would present the Budget for fiscal year ending September 30, 2020 before other items on the agenda. The Chairman introduced Rick Fenton of Fenton, Ewald. Karen O’Leary of Fenton, Ewald was also in attendance.

Budget Presentation

Rick Fenton, Certified Public Accountant, from Fenton, Ewald & Associates, P.C. presented and discussed in detail together with graphic charts, the State 4001 and MRVP/DMH budgets for fiscal year ending September 30, 2020. Mr. Fenton and Ms. O’Leary answered all questions of the Board. See Budget Narrative attached hereto (Budgets F/Y/E 9/30/20).

Sue Kirby moved to approve the **MRVP/DMH** Budget for fiscal year ending September 30, 2020. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Charity Lezama moved to approve the **Program 4001** Budget for fiscal year ending September 30, 2020. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

V. Reports of the Committees

There were no reports of the Committees.

VI. Report of the Executive Director

The Executive Director presented and discussed her Executive Director's Report with the Board Members. See Report of Executive Director attached hereto.

Kimberley Driscoll said that the updated Website Design looks good. Cathy said that the website is a work in process and the SHA will continue to improve the site.

VII. Unfinished Business

Continuation of discussion relative to Salem Housing Authority
Tenant Engagement Committee

Cathy informed the Board of Directors that an initial tenant engagement meeting had been scheduled for December 18, 2019 at 6:00 p.m.

Sue Kirby discussed with the Board Members the purpose of having each development self-organize into LTOs and form an Umbrella. (See attached correspondence dated December 11, 2019 from Calvin Young, Gene Collins and Sue Kirby)

Kimberley Driscoll said to connect with Cathy Hoog and Ben Winthrop for Ideas on ways to engage the tenants.

VIII. Recommendations of the Chairman

There were no recommendations of the Chairman.

IX. Report of the Treasurer

Bills and Transfers

Cathy Hoog presented the Bills and Transfers to the Board. Sue Kirby had a question on payment of \$9,000.00 to Casey & Lundregan. Cathy Hoog said that it was a total of charges for several evictions but that she would look into and email the Board with an answer.

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

Ayes

Sue Kirby

Nays

Kimberley Driscoll
Charity Lezama
John A. Boris

X. New Business

Promotion from within the Salem Housing Authority

Cathy Hoog will be promoting Maria Quinones-Ufret from within the Authority to fill the position of Section 8 Housing Coordinator. Cathy informed that Board that Maria is motivated, strong, fluent in Spanish, willing to learn and a team player.

Kimberley Driscoll 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 Section 8 Housing Coordinator at a salary of \$46,628.40 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
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Appointment of Chief Procurement Officer

Cathy Hoog appointed a Chief Procurement Officer.

Kimberley Driscoll moved to approve the appointment of Cathy Hoog, Executive Director as Chief Procurement Officer for the Salem Housing Authority. Charity Lezama seconded the motion and the vote was as follows:

Ayes

4

Nays

0

Annual Holiday Employee Luncheon

Cathy Hoog requested the Board of Directors for approval to hold the Annual Holiday Employee Luncheon on Wednesday, December 18, 2019 from 12:00 noon to 3:00 p.m.

Charity Lezama moved to authorize Cathy Hoog, Executive Director to hold the Annual Holiday Employee Luncheon on Wednesday, December 18, 2019 from 12:00 noon to 3:00 p.m. at the cost of approximately Nine Hundred Fifty Dollars (\$950.00). Kimberley Driscoll seconded the motion and the vote was as follows:

Ayes
4

Nays
0

The regularly scheduled meetings of the Board of Directors for 2020 are as follows:

Wednesday, January 8, 2020
(Location of Meeting: Charter St.)

Wednesday, July 8, 2020
(Location of Meeting: Morency Manor)

Wednesday, February 12, 2020
(Location of Meeting: Charter St.)

Wednesday, August 12, 2020
(Location of Meeting: Pioneer Terr.)

Wednesday, March 11, 2020
(Location of Meeting: Colonial Terr.)

Wednesday, September 9, 2020
(Location of Meeting: Colonial Terr.)

Wednesday, April 8, 2020
(Location of Meeting: Pioneer Terr.)

Wednesday, October 14, 2020
(Location of Meeting: Charter St.)

Wednesday, May 13, 2019
(Location of Meeting: Colonial Terr.)

Wednesday, November 11, 2020
(Location of Meeting: Morency Manor)

Wednesday, June 10, 2019
(Location of Meeting: Charter St.)

Wednesday, December 9, 2020
(Location of Meeting: Pioneer Terr.)

All Regular Board Meetings are held at 6:00 p.m.

Chairman John Boris opened the meeting up to the public for comment.

XI. Other Business/Late Communications

Suzanne Barnes, 27 Charter Street commented as follows:

The Council on Aging is short on drivers. Ms. Barnes asked Ms. Driscoll if she had any suggestions. Ms. Driscoll said there is a shortage of driver's and those in need of rides to medical appointments are first priority. Ms. Driscoll said that she would look into the matter.

Kathleen Burke, 205 Bridge Street commented as follows;

Is it possible to request a waiver of monthly stipend?

Billie McGregor, 205 Bridge Street commented as follows:

Ms. McGregor said that she was unhappy with the fact the letters of interest had to be mailed to the Charter Street Tenant's Association. The Executive Director said that the SHA sought the advice of DHCD's legal counsel and legal counsel advised that it was the appropriate way for the SHA to proceed.

Calvin Young, 27 Charter Street commented as follows:

Mr. Young said that the way to proceed is spelled out in the Regulations which was in the CSTA's October Newsletter. This can be worked out together. The CSTA will gather, collect and review the letters, make some recommendations and forward the recommendations to the Mayor.

Nancy Foley, 27 Charter Street commented as follows:

Frank Tower when distributing the CSTA Newsletters is skipping her apartment. Cathy Hoog thanked her for her comment.

Carol Lemieux, 27 Charter Street commented as follows:

Donna Twohig distributes the CSTA Newsletters to every tenant's door. It was Carol's understanding that Nancy did not want the CSTA Newsletter. Carol said that she would be happy to leave a newsletter under Nancy Foley's door.

Kathy Burke, 205 Bridge Street commented as follows:

Ms. Burke said that she was getting negative feedback on the CSTA.

Billie McGregor, 205 Bridge Street commented as follows:

Ms. McGregor said that she was constantly hearing negative feedback with reference to the CSTA's behavior and doing things inappropriately.

Calvin Young, 27 Charter Street commented as follows:

Mr. Young said that the CSTA follows the Regulations for LTOs.

Gene Collins, Pioneer Terrace commented as follows:

It has always been the tenants main goal to work together with LTOs and the SHA Board. It is not advantageous to work against one another. Let's move forward and work together.

XII. Adjournment

Charity Lezama moved that the Board convene into Executive Session at 5:21 p.m. 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 at the conclusion of Executive Session and will adjourn the meeting from Executive Session. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby
Kimberley Driscoll
Charity Lezama
John A. Boris

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Secretary

Executive Director Report

December 2019

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 has begun.
- Interviews for section 8 staff vacancy took place and one internal applicant offered position pending Board Approval. New hire presented to the Board in December.
- 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 live version is online with on-going updates into December. Check it out! ED to plan a photo opportunity of SHA Board for the website.
- 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.
- Cell phone services improvement moving forward with Verizon wireless business account services for more efficient supportive experience.
- Ongoing training opportunities presented and attended by staff for CHAMP users and Go Section 8.
- SHA to participate in a PILOT study in conjunction with MaNahro for state-wide wait list grooming services in an effort to improve efficiency for housing authorities across the state managing high volumes of state applications.
- ED continues participation in DHCD Champ Steering Committee, MaNahro Housing Committee, NercNahro Professional Development Committee and National Nahro Development Committee.
- ED joined the Leadership Committee for Salem for All Ages

Financial

ED met with SHA Fee Accountants in November and December to prepare FY 2019-2020 Budget. The new budget will be presented to the Board at this December Board Meeting.

- 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. Budget Guidelines also included an addendum for consideration of re-organization.
- Additional funding will be requested by SHA for safety and security measures. ED developing plans for security cameras at various sites that present need.

Property/Modernization

- ED has toured 98% of SHA Properties.
- CPA preliminary applications are in process for building envelope work at Phillips and Zisson.
- 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.

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. ED to work together with residents at these two sites to initiate a PILOT program for managing the parking challenges. Stay tuned for results and further planning.
- ED continues ongoing meetings with potential Tenant Association for Morency Manor and Charter Street Tenant Association.

- Introductory meetings with residents and properties have occurred for most SHA properties and will continue through December. Resident feedback regarding staffing structures and SHA performance is under review.
- ED addressed Charter Street residents regarding relational issues in the 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 is organized and set for December 18 at 6pm. ED to work with potential volunteers to move toward increasing resident engagement at SHA.

Funding Opportunities

ED is working with DHCD and MHP to move forward with and RFP for developers interested in ED set up preliminary conference call with specialized legal consultant for development/procurement in December in an effort to plan for RFP.

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 in process of preparing CPA preliminary grant 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 working on a supplemental funding application offered by DHCD for one time small projects.

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.