



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

Cathy Hoog, Executive Director

**MINUTES FOR THE
SEVENTY-SECOND (72ND) SPECIAL ANNUAL MEETING
WEDNESDAY, MARCH 25, 2020
AT 5:00 P.M.**

I. Called Meeting to Order at 5:05 p.m. This meeting was held remotely by a Zoom Conference.

II. Roll Call

Present

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

Absent

Also Present: Cathy Hoog, Executive Director and Anne Cameron, Executive Secretary

III Election of Officers

Office of the Chairman

John Boris stated that he wanted to put forward a slate: John Boris, Chairman, Kimberley Kimberley Driscoll, Vice Chair, Charity Lezama, Second Vice Chair, Charity Lezama, Second Vice Chair and Benjamin Shallop, Assistant Treasurer.

Sue Kirby stated that she would like to nominate Kimberley Driscoll as the Chairman of the Board. Kimberley Driscoll thanked Sue for wanting to nominate her as Chairman of the Board, however, Ms. Driscoll said that she must decline as she said that she really didn't have the time as she was dealing with Covid-19 and she stated that she would like to keep John Boris in the Office of Chairman as he has the time to dedicate to this position requires.

Kimberley Driscoll moved to nominate John A. Boris for the Office of Chairman. Charity Lezama seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

Kimberley Driscoll moved that the nominations for the Office of Chairman be closed. Charity Lezama seconded the motion and the vote was as follows:



Ayes
5

Nays
0

Kimberley moved that John A. Boris be elected to the Office of Chairman. Charity Lezama seconded the motion and the vote was as follows:

Ayes
5

Nays
0

Office of the Vice-Chairman

Sue Kirby moved to nominate Kimberley Driscoll for the Office of Vice-Chairman. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes
5

Nays
0

Sue Kirby moved that the nominations for the Office of Vice-Chairman be closed. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes
5

Nays
0

Sue Kirby moved that Kimberley Driscoll be elected to the Office of Vice-Chairman. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes
5

Nays
0

Office of the Second Vice-Chairman

There was discussion amongst the Board Members as to who should be nominated for the position of Second Vice Chairman. Mr. Boris recommended Charity Lezama. The Board's discussion was that it was not necessary for 1 member to hold 2 titles when there were 5 Board Members. They Board agreed to nominate Sue Kirby to that position.

Kimberley Driscoll moved to nominate Sue Kirby for the Office of Second Vice-Chairman. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes
5

Nays
0

Kimberley Driscoll moved that the nominations for the Office of Second Vice-Chairman be closed. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes
5

Nays
0

Kimberley Driscoll moved that Sue Kirby be elected to the Office of Second Vice-Chairman. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes
5

Nays
0

Office of the Treasurer

Kimberley Driscoll moved to nominate Charity Lezama for the Office of Treasurer. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes
5

Nays
0

Kimberley Driscoll moved that the nominations for the Office of Treasurer be closed. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes
5

Nays
0

Kimberley Driscoll moved that Charity Lezama be elected to the Office of Treasurer. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes
5

Nays
0

Office of Assistant Treasurer

Kimberley Driscoll moved to nominate Benjamin Shallop for the Office of Assistant Treasurer. Charity Lezama seconded the motion and the vote was as follows:

Ayes
5

Nays
0

Kimberley Driscoll moved that the nominations for the Office of Assistant Treasurer be closed. Charity Lezama seconded the motion and the vote was as follows:

Ayes
5

Nays
0

Kimberley Driscoll moved that Benjamin Shallop be elected to the Office of Assistant Treasurer. Charity Lezama seconded the motion and the vote was as follows:

Ayes
5

Nays
0

IV. Check Signers with Alternates

Kimberley Driscoll moved that the following are designated as check signers and alternates:

Check Signer: John A. Boris

Alternate: Benjamin Shallop

Counter Signer: Charity Lezama

Alternate: Benjamin Shallop

Sue Kirby seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

V. Manual Check Signers

Kimberley Driscoll moved that the following are designated to manually sign checks in the event that the check signer stamp is out of operation:

John A. Boris
Charity Lezama

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

<u>Ayes</u>	<u>Nays</u>
5	

VI. Voucher Signers

Sue Kirby that the following are designated to sign the vouchers for the checks that are signed through the check signer machine:

Voucher Signer: John Boris
Alternate Voucher Signer: Charity Lezama

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

<u>Ayes</u>	<u>Nays</u>
5	0

VII. Employee Check Signing Security Agreement

Cathy Hoog informed the Board of Directors that she updated the Check Signing Security Agreement and that she had to add herself as Executive Director.

Charity Lezama moved to approve the Employee Check Signing Security Agreement, as presented and authorize Cathy Hoog to implement said agreement. Kimberley Driscoll seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

VIII. Release of Executive Session Minutes

Pursuant to the Attorney General's recommendation, the Salem Housing Authority reviews the Executive Session Meeting Minutes annually. The Executive Session Minutes may be released once the purpose for going into Executive Session no longer exists.

The Executive Director informed the Board that there were no Executive Session Meeting Minutes to be released at this time.

IX. Presentation of By-Laws

The By-Laws of the Salem Housing Authority were distributed for review and will be discussed at the April 2020 Board Meeting.

Sue Kirby said that she would like to make a change to the By-Laws surrounding the term limit of the Chairperson. The Board agreed to discuss it at the April 8, 2020 meeting. In the meantime, the Board Members asked Sue Kirby to submit the proposed language that she would like to add to the By-Laws and it could be discussed amongst the Board at the April 2020 Board Meeting.

X. Order of Voting For Roll Call Votes

Kimberley Driscoll moved that the first member to vote will be Sue Kirby
Kimberley Driscoll moved that the second member to vote will be Benjamin Shallop
Charity Lezama moved that the third member to vote will be the Kimberley Driscoll
Kimberley Driscoll moved that the fourth member to vote will be Charity Lezama
Kimberley Driscoll moved that the fifth member to vote will be John A. Boris

Charity Lezama seconded the motions and the vote was as follows:

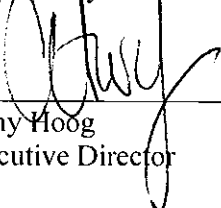
<u>Ayes</u>	<u>Nays</u>
5	0

XI. Adjournment into the Special Meeting of March 25, 2020

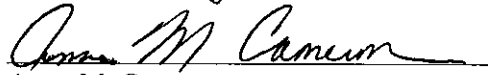
Charity Lezama moves that the Board convene into the Special Meeting of March 25, 2020 at 5:30 p.m. Sue Kirby seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
5	0

Respectfully Submitted,



Cathy Hoog
Executive Director



Anne M. Cameron
Executive Secretary