

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, MARCH 25, 2020
5:00 p.m.**

I. Called Meeting to Order at 5:30 p.m.

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 Session

III. Minutes of Previous Meeting(s)

Charity Lezama moved to accept the Minutes of the Regular Meeting held on Wednesday, February 12, 2020. Sue Kirby seconded the motion and the vote was as follows:

Ayes
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Nays
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IV. Tenant Engagement

Eugene Collins, Pioneer Terrace stated that he was aware of what was going on with Covid -19 and that he would happy to lend his assistance and support to the Housing Authority anyway he could. Mr. Collins also added that the staff was doing a great job,

Sue Kirby, Tenant Representative, Morency Manor stated that she would like to coordinate more tenant participation, She also mentioned that Mel King was putting on a Training for Annual Plans and Tenants Input and that she has been on some Zoom Conference calls.



Chairman Boris Thanked both Sue Kirby and Gene Collins.

Cathy Hoog also thanked both Sue Kirby and Gene Collins and said that she appreciated everything they were doing for the SHA and the tenants/residents. Cathy said that tenant engagement and tenant participation is one of her main goals. Ms. Hoog stated that she looks forward to having a nice working relationship with them.

V. Communications

- January/February 2020 Mass NAHRO Newsletter
- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report and Completed Work Orders for Month of February 2020)
- Correspondence dated February 26, 2020 from the Department of Housing and Community Development to Cathy Hoog, Executive Director re: Resident Service Coordinator Initiative Funding

VI. Reports of the Committees

There were no reports of the Committees.

VII. Report of the Executive Director

- The Executive Director apologized for not having her written report available due to the circumstances surrounding Covid-19 and the time line for submitting the Gateway Cities Grant.

Cathy Hoog explained in detail as to what steps the SHA has taken in accordance with DHCD regulations and HUD regulations. Cathy informed the Board that the SHA is doing everything it can and is advised to do. Cathy said that she has weekly remote telephone conferences to keep up with current DHCD and HUD guidelines and regulations surrounding Covid-19. The Board had some discussion surrounding Covid-19 and also thanked Cathy for the work she did on the Gateway Cities Grant and work she is currently doing surrounding Covid-19 and keeping things clean, sanitized and safe

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

Sue Kirby questioned the \$83,000.00 payment to the Commonwealth of Massachusetts. Cathy Hoog informed the Board that that payment represented the SHA's portion of the employees Health Insurance.

Charity Lezama moved to approve the bills and transfers for the period February 1, 2020 through February 29, 2020 as presented Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

XI. Balance Sheet and Statements of Revenues and Expenses

Charity Lezama moved to accept the Balance Sheet and Statements of Revenues and Expenses January 31, 2020. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

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

Nays

XII. New Business

Transition From Within – Property Manager

Cathy Hoog will be transitioning Alexandra Rodriguez from within the Authority to fill the position of Property Manager located at 16A Rainbow Terrace.

Amendment #15 to the Contract for Financial Assistance 5001

Cathy Hoog presented, discussed and explained to the Board in detail Amendment #15 to the Contract for Financial Assistance 5001. Sue Kirby asked a few questions and specifically what changed and Cathy explained the change to the Board.

Benjamin Shallop moves to approve Amendment #15 to the Contract for Financial Assistance 5001 between the Salem Housing Authority and the Commonwealth of Massachusetts and to authorize that John A. Boris, Chairman, execute the Commonwealth of Massachusetts Standard Contract Form and the Contractor Authorized Signatory Listing. This Amendment increases the CFA by \$1,535,472.00 to \$9,539,368.46 and extends the expiration date from June 30, 2021 to June 30, 2023. The Amendment represents the following formula funding awards:

\$695,138 for FY2022 DHCD project #258061

\$756,959.00 for FY2023 DHCD project #258061

\$83,375.00 for FY2020 Health and Safety Initiative (trees, dumpster pads)

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

Ayes

Nays

Sue Kirby

Benjamin Shallop

Kimberley Driscoll

Charity Lezama

John A. Boris

Amendment to Contract for Financial Assistance By and Between the Commonwealth of Massachusetts Acting by and through the Department of Housing and Community Development and the Salem Housing Authority Relative to Conversion of c. 689-1 CFA to a c.705 Family Housing CFA – Decrease of 17 Units

Cathy Hoog presented and explained the above mentioned Amendment to Contract for Financial Assistance. The purpose of this amendment is for the conversion of c.689-1 CFA to a c. 705.-5 family housing CFA show that the units will show up in CHAMP and Vacancy Reporting Systems which do not track 689 units. There is no funding involved with this change, no MMARS encumbrance. The 689 development will be classified as c.705 accessible family units.

Charity Lezama moved to approve the Amendment to Contract for Financial Assistance By and Between the Commonwealth of Massachusetts Acting by and through the Department of Housing and Community Development and the Salem Housing Authority

Cathy Hoog said that Alexandra Rodriguez has worked for SHA for approximately 20 years and currently holds the position of Section 8 Manager. Alexandra will be the Property Manager at Rainbow Terrace. Alexandra speaks fluent Spanish and this transition will be a lateral move and her salary will remain the same,

Charity Lezama moved to make a conditional offer of employment to Alexandra Rodriguez for a full time position as Property Manager at a salary of \$53,799.00 with a start date to be determined by the Executive Director. Since this is a transition from within the Authority, the Authority has waived the six (6) month probationary period, the physical examination and a criminal Offense Record Information (CORI) check. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby

Benjamin Shallop

Kimberley Driscoll

Charity Lezama

John A. Boris

New Hire – Property Manager

There were four candidates chosen to be interviewed for the two open positions of Property Manager. Cathy Hoog and Maureen Thomas interviewed the 4 candidates. They narrowed it down to two finalists. Cathy will present her candidate of choice.

Cathy Hoog presented Kimberly Oswald to the Board. Cathy informed the Board that Kim Oswald had outstanding housing experience and knowledge as a property manager. She was the one of the finalists who the SHA and the Tenant's Organization chose. Cathy thanked all of the Tenants Organizations for their feedback and for participating in the interviews.

Sue Kirby moved to make a conditional offer of employment to Kimberly Oswald with a six (6) month probationary period for a full-time position as Property Manager at an annual salary of \$53,400.00 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 and a favorable Criminal Offense Record Information (CORI) check. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby

Benjamin Shallop

Kimberley Driscoll

Charity Lezama

John A. Boris

relative to the conversion of c. 689-1 CFA to a c.705 Family Housing CFA – Decrease of 17 Units. The purpose of this amendment is for the conversion of c.689-1 CFA to a c. 705.-5 family housing CFA show that the units will show up in CHAMP and Vacancy Reporting Systems which do not track 689 units. There is no funding involved with this change, no MMARS encumbrance. The 689 development will be classified as c.705 accessible family units. Sue Kirby seconded the motion and vote was as follows:

Ayes
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Nays
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Revisions to Personnel Policy

Cathy Hoog presented and discussed with the Board of Directors the proposed changes to the personnel policy. The revisions included changes to Pages 20-23 of the Personnel Policy. Sue Kirby asked how the increase in vacation time would impact the service the SHA provided to tenants/public. Cathy said that each department has to have coverage at all times and vacation time has to be approved by the Executive Director.

Benjamin Shallop asked how this administrative change compared to the Union, Cathy said that she couldn't discuss this in the open meeting but that it was comparable to the Union and that they had more time.

Benjamin Shallop moved to approve the revisions to Pages 20-23 of the Personnel Policy as presented. Sue Kirby seconded the motion and the vote was as follows:

Ayes
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Nays
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Capital Fund Program – Five Year Action Plan

Cathy Hoog presented the Capital Fund Program – Five Year Action Plan for approval by the Board of Directors. Cathy discussed and explained how the Five Year Action Plan works and what projects the money is allocated to. The funds are to be used for Federal Properties. Cathy discussed some of the properties and projects the funds could be used for and one of the projects the funds is currently being used for particularly the Zisson Window Project.

Benjamin Shallop moved to approve the Capital Fund Program – Five Year Action Plan for the years 2020, 2021, 2022, 2023 and 2024 for submission to the Department of Housing and Urban Development. Sue Kirby seconded the motion and vote was as follows:

Ayes
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Nays
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Discussions

- Board Meetings during Covid-19 and Open Meeting Law

Benjamin Shallop stated that the SHA and the Board should continue to be as transparent as possible and figure out a way to have the public participate and get their comments. Maybe there is away to have them send their questions to us prior to the Board Meetings. Cathy said that we could advertise how the public could do that on the Website, Sue Kirby asked if we could put the recorded meeting on the Website so those who are not able to attend the meeting could listen to it. Cathy said that the meeting was being recorded but that she would have to look into that possibility. Benjamin Shallop said that we need to plan for future meetings as he thought that we would be meeting remotely until the Covid-19 Pandemic had ceased.

XII. Other Business/Late Communications

XIII. Adjournment

Charity Lezama moved that the Board convene into Executive Session at 6:40 p.m. 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. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

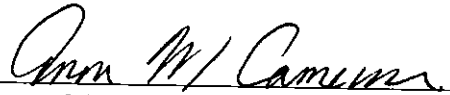
Sue Kirby
Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Secretary