



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, MAY 13, 2020
2:00 p.m.**

I. Called Meeting to Order at 2:00 p.m.

II. Roll Call

Present

Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Absent

Kimberley Driscoll (joined the meeting
at 2:07 p.m.)

Also Present: Cathy Hoog, Executive Director, Gary Dean, Director of Maintenance and
Anne Cameron , Executive Secretary

III. Minutes of Previous Meeting(s)

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

Ayes
4

Nays
0

Charity Lezama moved to accept the Minutes of the Special Meeting held on Friday,
April 24, 2020. Benjamin Shallop seconds the motion and the vote was as follows:

Ayes
4

Nays
0

IV. Tenant Engagement

Calvin Young, 27 Charter Street made the following comment:

Mr. Young requested support in having tenant testing done for Corona Virus. There was



a request made for one or more buildings with community rooms to provide testing. Cathy Hoog -At this point in time the SHA has reached out in a request from HUD. They were requesting to hear from Housing Authorities who would be willing to host a testing site and I did respond that the SHA was willing to explore that idea. Where It has gone from there, we really haven't made much progress other than we are on a list to be considered.

Calvin Young – Would it make sense to contact Seth Moulton?

Cathy Hoog – It would not hurt. I have reached out to State Rep. Paul Tucker and Senator Joan Lovely. We are working together. There are some efforts going on at the City level as well to try and get some testing sites up and running. A lot of people are working towards this effort. It would not hurt to advocate.

Kimberley Driscoll – We are interested in setting up a community testing model our denser, senior housing complexes in the city. We are working on the nuts and bolts of what might work with both the Community Health Center, MEMA and our EMS provider. I don't have a date or a time right now but hoping we can put something in place very quickly. We think it is necessary to test the high-risk population. We do not think that the State can do it alone. Given the size of all of the Housing Authority properties, it is hard to take it on all by themselves so that is why we are working on a partnership model.

We also know that some private parties in the community are doing some testing Walmart will be doing some testing. There are also private vendors setting up drive in testing sites. I would expect in the next 7-14 days that this will be worked out or a date in Place. We are working hard on this. There are a lot of logistical pieces. We are looking at this two fold, 1) to test the high risk population and 2) to provide the community with information about what to do and what symptoms to look for and what to do if you have any symptoms.

John Boris – Thank you.

Sue Kirby – I would like to speak a little bit about tenant engagement. We are currently in a spot where it is very hard to get tenants to come out and voice their opinions or figure out ways to collect that information about how people feel or to ensure that people feel as though they have a voice. The current situation is making it harder. We have trained the people on our Board at Morency to use Zoom. We have got 3 local tenants organizations that are functioning more or less. We are in a good position to go into the annual plan even though we cannot hold a community meeting in our community room to

get people together which as we know is a better way to do it. The point I am want to make is that the other 2/3 of the tenants who are not in any one of the 3 local tenant organizations and it will be a challenge to get word to them to explain what it is we are trying to accomplish and get the information we need. We need to be rreally creative about how we do that. We need to find some way reach out to some of the other people.

Calvin Young, 27 Charter Street – There is a similar issue with the Capital Improvement Plan. If someone could address how they are going reach out to the other tenants to get their input.

Cathy Hoog – The Annual Plan is a new process that the State rolled out to mirror the process of the Federal Plan. My plan is to host a few meetings and invite folks to participate via Zoom and do this the best we can to reach out to people to give us feedback and to extend to folks the importance of folks participating in this. I would then like to meet with the Tenant Organizations again and see if they were able to reach out to people. I will then hold a Public Hearing in July and hopefully more folks will come forward and attend. I don't think it is impossible, but it will be a challenge to accomplish this. The current situation is not ideal. At this time the state is requiring us to move forward with the process. The Tenant Associations will be an integral part of this for me because you have the ability to connect with folks at your sites.

John Boris- any other questions or comments? There were none.

V. Communications

- March/April 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 April 2020)

Sue Kirby – There are 11 pages to the move in – move out report. I believe it was photocopied 11 time. The report is only 2 pages.

Cathy Hoog – That is an error. Apologies.

Sue Kirby – It the work order report in a new format? Why is it difference from what we have been getting.

Cathy Hoog – We are exploring a little bit with the type of report we want to use to capture the information in the most effective and useful way.

Sue Kirby – is the report saying that we have 11 empty apartments that are open?

Gary Dean- We have 11 apartments that maintenance is working on to turn over so that they can be occupied. We have already turned over quite a few apartments.

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

- Salem Housing Authority – By Laws

John Boris – The By-Laws are normally discussed and reviewed at the Annual Meeting. This is historically the way it has been. I will open it up the floor to Board Member Sue Kirby who would like to propose a change to the By-Laws.

Sue Kirby – Being a new commissioner, I spent a lot of time reading all the training information and ideas on why things are done. I was stuck under the governance on how clear they are and the very first thing they talk about is the role of the chair. Particularly the fact that they talk about a healthy Board of Commissioners that has a turnover in the Board Chair and that it can be a problem if the same person is a Chair for a long time. So as great of a job that John Boris has done keeping all of this going, I want the Board to start thinking about this and how we can institute some reform around making this Board a group that deeply understands what their role is and what the issues are about and taking good positions and being proactive. I propose that we insert a section in the By-Laws which is Section 13 from the Training Manual for Housing Authorities under Role of Chair. There are several, good, difference reasons around why this is a compelling argument and why this should be. I would like the Board to consider this.

John Boris – Any questions or comments?

John Boris - I think that this is appropriate with other items to discuss and to see if the support is there. I would like to hear from Board Members on their thoughts. Are we looking for a motion today?

Ben Shallop – I generally, genuinely dislike term limits but I can see Sue’s arguments and I would really like to hear what other Board Members think. As far as putting it off, we have already put it off a month. I am open to that, but I would like to hear what other Board Members have to say.

Charity Lezama – I would be supportive of term limits. I think term limits are important and clearly it is recommended. I would be okay in voting for this at any time during the year.

Kimberley Driscoll – I feel the same. I am happy to support this. I would also make the point that the Board Guidelines and By-Laws are set by the Board so if somewhere down the road if some people wanted consistency we could always revise these guidelines if that was something we felt strongly about. It makes good sense. Let’s give everyone a chance to make a term for leadership. These are appointments that last for a number of years. It can be a lot of work. John, thank you for being our Chair for so long. It does take on heightened responsibility when it comes to getting agendas set and the timing of processing the work and if this change allows us the opportunity to share in taking on the responsibility of that heightened work load, I am fine with that.

John Boris – Any other questions or comments?

John Boris - I truly agree. I would like to request that this revision become effective at the Annual Meeting in February 2021 so as to give time for transition. I can accept whatever the Board wishes.

Sue Kirby – At the next Annual Meeting would be the first time to implement the change.

Cathy Hoog – February of 2021 would be first time the term limits would change.

Charity Lezama – John, it would not impact your current term.

John Boris – Yes.

Ben Shallop – It would impact next year’s term after Annual Meeting.

The following motion was made:

Kimberley Driscoll moved to revise the Salem Housing Authority By-Law to add language from Section 13, Paragraph 3 as it relates to Term Limits of the Chair as stated in the Training Manual for Housing Authorities. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby

Benjamin Shallop

Nays

Kimberley Driscoll
Charity Lezama
John A. Boris

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 Transfer to the Board for approval.

Sue Kirby had the following questions on the Bills and Transfers.

Ms. Kirby asked about the \$18,000.00 monthly payment for Snow Removal. Cathy said that the payment was for one month and it was last payment under the snow removal contract. Cathy said that the SHA can now explore other options for snow removal for the 2020-2021 winter season.

Ms. Kirby also said that the bills and transfers were longer than usual, and she said that it was probably because of all of the craziness of last month. She also asked how all of the extra spending due to the Corona Virus would impact the budget. Cathy said that she was having the finance department keep track of all of the expenses surrounding the Corona Virus as the SHA will be reimbursed up to a certain dollar amount by funds that will be allocated to Housing Authorities per Governor Baker's legislature.

Sue Kirby moved to approve the bills and transfers for the period April 1, 2020 through April 30, 2020 as presented. Charity Lezama seconded the motion and the **roll call** vote is as follows:

Ayes

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

Nays

Balance Sheet and Statements of Revenues and Expenses

Cathy Hoog presented the Balance Sheet and Statement of Revenue and Expenses prepared by Fenton Ewald & Associates to the Board for approval.

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 six (6) months ending March 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

XI. New Business

New Hire – Receptionist

There were three (3) candidates chosen to be interviewed for the open position of Receptionist. Cathy Hoog and Maureen Thomas interviewed the 3 candidates. They narrowed it down to one finalist. Cathy presented Julio Moto as the candidate of her choice. Cathy said that Julio has great experience as he works part-time for the City of Salem. She said that Julio is very ambitious, knowledgeable and his skills are good. Julio is bilingual which is a huge plus for the SHA. Cathy said that he will be an asset to the SHA team. Cathy also said that Julio will be working Tuesdays and Thursdays at the SHA.

Sue Kirby asked what Julio will be doing since the SHA is closed to the public. Cathy said d that even though we are closed to the public, the SHA must continue serving their Tenants/Residents. We have installed drop boxes for tenants to drop off information requested by the SHA. He will answer the telephones, handle all of the incoming mail,

check the drop box twice per day, photocopy and all other duties that Maureen Thomas, Director of Public Housing and Jacqueline Guzman, Director of Federal Housing deems appropriate.

Kimberley Driscoll moved to make a conditional offer of employment to Julio Moto with

a six (6) month probationary period for a part-time position as Receptionist at an hourly wage of \$16.48 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. Benjamin Shallop second 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 – Maintenance Laborer

There were four (4) candidates chosen to be interviewed for the open position of Maintenance Laborer. Gary Dean, Director of Maintenance and Cathy Hoog, Executive Director the four (4) candidates. They narrowed it down to one finalist. Cathy presented Joes W. Ramirez-Hernandez to the Board.

Cathy stated that she and Gary Dean chose Jose for the position of the Maintenance Laborer as he was very experienced. Jose is bi-lingual which is very important to the SHA because there are no Spanish speaking individuals who hold maintenance positions. Jose is a team player; hard worker and his communication skills are very good. Cathy also stated that Gary check his references and they were all excellent.

Kimberley Driscoll moved to make a conditional offer of employment to Jose W. Ramirez-Hernandez with a six (6) month probationary period for a full-time position as Maintenance Laborer at an hourly wage of \$27.71 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. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

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

Approval of Legal Consultant to Represent the Salem Housing Authority in Developing a Contract Regarding Solar Massachusetts Renewable Energy

Cathy received two proposals from interested legal firms to provide legal consultation relative to developing a Contract Regarding Solar Massachusetts Renewable Energy. The Department of Housing and Community Development has asked the SHA to procure a Legal Consultant and will pay the Legal Consultant's fee for services in connection

therewith. Cathy has reviewed and rated both legal firms and presented the firm with the highest rating for Board Approval.

Cathy Hoog – I reached out to DHCD for assistance with a solar contract and lo behold DHCD was looking for the same thing. We decided together that the Salem Housing Authority would act as the Housing Authority that would host an RFP for this type of specialized attorney and so the Authority issued an RFP and we received two responses. Both firms were equally as experienced and qualified, and their references were both excellent. It was a tough choice. I am choosing BCK Law because the Attorneys they are assigning to work on this contract have more work experience specific to what we are looking for.

There was further discussion amongst the Board and after discussion the following motion was made:

Charity Lezama moved to approve the Law Firm of BCK Law, P.C. to provide legal services to the Salem Housing Authority in developing a contract regarding Solar Massachusetts Renewable Energy pending approval of the Department of Housing and Community Development (DHCD). DHCD has asked the SHA to procure a Legal Consultant and will pay the Legal Consultant's fee for services in connection therewith. seconds options and the vote was as follows:

Ayes

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

Nays

Grant Submission to Department of Housing and Community Development (DHCD) with Beacon Communities for the Partnership to Expand Housing Opportunities Round 2 (PEHO 2) grant.

Cathy discussed with the Board the grant submission to the Department of Housing and Community Development (DHCD) with Beacon Communities for the Partnership to

Expand Housing Opportunities Round 2 (PEHO 2) grant.

Cathy Hoog – This is conceptual. I have included in your Board Packets a summary of the purpose of the grant. This grant is to get approval to obtain monies for planning to further explore the position of this property.

Sue Kirby – What is the probability that we will get this grant? How complicated is this?

Cathy Hoog – This is a very complicated Grant. I don't expect many folks to apply for it. The rumor that I heard that there were only 3 Housing Authorities in Massachusetts considering it. I am not sure if they are moving forward or not. We would be 1 of 3 Housing Authorities within the State.

Kimberley Driscoll – There is also a crushing affordable housing demand in our community, so I think the State is trying to find ways to support to provide more affordable housing and more mixed income projects. This just allows us to plan for it and figure out what it would look like. This is really important.

Cathy Hoog – It is a complicated program. For many folks it seems too much. It has a lot of components to it and it required a lot of planning and creativity. It is very complex but it is worth exploring.

Lengthy discussion ensued amongst the Board Members and upon completion of the discussion the following motion was made:

Benjamin Shallop moved to approve the Grant Submission to Department of Housing and Community Development (DHCD) with Beacon Communities for the Partnership to Expand Housing Opportunities Round 2 (PEHO 2) grant. Kimberley Driscoll 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. Other Business/Late Communications

The Executive Director presented to the Board the revised Minutes of the Special Annual Meeting which was held on March 25, 2020.

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

Ayes
5

Nays
0

XIII. Adjournment

Charity Lezama moved that the Board adjourn the Special Meeting of Wednesday, May 13, 2020 at 3:00 p.m. Benjamin Shallop second the motion and the vote was as follows:

Ayes
5

Nays
0

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Secretary