



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

Cathy Hoog, Executive Director

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, DECEMBER 9, 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
John A. Boris

Absent

Also Present: Cathy Hoog, Executive Director, Debra Tucker, Assistant Executive Director
Gary Dean, Director of Maintenance, Anne Cameron, Executive Assistant, Jacqueline Guzman,
Director of Federal Housing and Maureen Thomas, Director of Public Housing

III. Minutes of Previous Meeting(s)

Kimberley Driscoll moved to accept the Minutes of the Special Meeting held on Thursday, November 19, 2020. 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

IV. Tenant/Public Engagement

Don Rivard – Charter Street – Wished everyone a Happy Holiday.



V. Communications

- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report and Completed Work Orders for Month of November 2020)

Sue Kirby – on the move in move out report – a lot of people ended their participation. It is a lot of people at one time to be leaving. Why are there so many leaving?

Cathy Hoog – We had a large number of tenants who are over housed. We took an opportunity and started addressing those folks and transferring them to appropriate unit sizes. As a result, we are going to experience a large number of vacancies at Rainbow Terrace. It is a great opportunity right now for local Salem Families to apply for family housing.

Sue Kirby – Most of these are “End Participation”. That implies that they are not transfers. Is that correct?

Maureen Thomas – Once they transfer, we would then “end participation”. It could be that they moved out or they transferred.

Cathy Hoog – It is a term that is used in the software system. Once somebody is done with a particular unit, we end participate them from that unit.

Maureen Thomas – We had some tenants move out but most of those are transfers.

VI. Reports of the Committees

There were no reports of the Committees.

VII. Report of the Executive Director

See Report of Executive Director attached hereto.

Sue Kirby – We approved a bid for snow removal last month. I ran in to one of the maintenance men who was salting/sanding the parking lot. I said, “ don’t we have a contract”? The Maintenance man said we are doing Morency. That was news to me. I didn’t see it in the bid that some of the buildings would not be covered by the contract.

Debbie Tucker – In the past we have used All Pro Snow for some of the properties and our men have worked on the rest of the properties. This year with the new contract we split it up a little bit differently but the Salem Housing Authority Maintenance Department has always done a portion of the properties.

Sue Kirby – I didn't see a breakdown in the bidding materials.

Debbie Tucker -- Yes, I believe it was in the bid documents.

Debbie provided Sue Kirby with the breakdown and discussion ensued.

VIII. Unfinished Business

John Boris - I would like to publicly thank Salem State University Police Force for the collection of toys that they are in the process of collecting to give to our tenants at Rainbow Terrace. I think that it is a wonderful idea and wanted to go on record and make sure the Salem Housing understands that.

Cathy Hoog - That is fantastic. We had a wonderful time last year with them distributing those toys so if they need help again let me know.

John Boris – They do. I will let you know.

IX. Recommendations of the Chairman

There were no recommendations of the Chairman.

X. Report of the Treasurer

Bills and Transfers

The Executive Director will present the Bills and Transfers to the Board of Directors.

Kimberley Driscoll moved to approve the bills and transfers for the period November 1, 2020 through November 30, 2020 as presented. Charity Lezama seconded the motion and the roll call vote was as follows:

Ayes

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

Nays

Sue Kirby – A & R Construction – How is something bid? Is it over \$10,000.00?

Debbie Tucker clarified that these were two separate projects that had been combined on the Bills and Transfers summary. Discussion ensued between Debbie, Cathy and Sue

Balance Sheet and Statements of Revenues and Expenses

The Executive Director will present the Balance Sheet and Statements of Revenue and Expenses to the Board of Directors.

Kimberley Driscoll 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) months ending October 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

Kimberley Driscoll – So just any concerns about that 1 month, I saw a few areas that were a little more than we had anticipated or less than we had anticipated on the receipt side. I just want to make sure there isn't anything you want to call out to our attention.

Rick Fenton – I believe I put this in the transmittal that I sent to the office. The first month of the fiscal year is not a very reliable indicator of how the year is going to go. When we get to the end of a year, we scour everything to accrue expenses and activity so that the year end is complete and then when the next month rolls around which is the beginning of the year in this case October, it tends to be missing a lot of activity. If there is activity, it can be distorted looking at 1/12 of the budget because it sticks out more than any other month.

Discussion ensued between Rick and the Board to answer Kim's question.

XI. New Business

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, 2021. Mr. Fenton answered all questions of the Board. See Budget Narrative attached hereto (Budgets F/Y/E 9/30/21).

Kimberley Driscoll - One thing that would be helpful for us to have is the COVID-19 Spending Plan. I would like to get your thoughts on planned expenditures for the COVID-19 Budget in light of the fact that you only have until December 30, 2020. There are real windows on what you can and can't spend so I would love to know more about that.

Cathy Hoog – We can put together an itemized list. We have been tracking and spending all along through out the year because we have gotten some Federal money early on and then we got some State money so we been tracking any possible potential item that we purchased to set that aside to be charged to the Covid Fund. For example, any type of cleaning supplies and equipment, PPE, upgraded cleaning ionization machines and all sorts of things relative to managing the on going sanitizing and things of that nature. We can pull that all together for the Board. It is an extensive list. Then there are some larger projects – modification to the office and upgraded everyone’s ability to communicate remotely so that everyone has upgraded screens that have video and audio capability, laptops, headsets and all sorts of things that we have pulled out to be able to spend this money. We can itemize that for the Board for sure.

Kimberley Driscoll – What is the total amount of funds we received?

Cathy Hoog – For the State we got approximately \$184,000.00

Rick Fenton – We received a total of \$217,582.00. We spent some last year. The remaining balance is \$184,367,00 as of September 30, 2020.

Further discussion ensued amongst the Rick Fenton, Cathy and the Board Members.

Cathy Hoog – Because of our financial condition, we are in good shape we are able to offer increases this year to our staff which is wonderful. They certainly deserve it. What we are proposing in our budget is 3% increase across the Board for our staff. Thankfully, we are able to do that in light of everything that we are managing and the situation that we are in. We are still able to do that so I am thrilled to be able to present that to you.

Rick Fenton – One thing that is brought to everyone’s attention with regard to the Covid money is that is that the covid money is available to pay staff above what they would normally get for additional time or hazard pay or any other extenuating circumstances that arose from the covid. That would be part of the covid money plan. It is something available to the authority operations.

Cathy Hoog – I do have an item on the agenda tonight to propose to the Board for Hazard Pay for Staff and we can talk about that when we reach it. That will be an opportunity for us to utilize some of that money as well and offer staff hazard pay. I plan to talk about it later on in the agenda.

Charity Lezama – Cathy, when you share that detailed report of the covid funds could you also include the Guidelines around those funds where and how they can be spent and also the timeline. You said some could be spent up until June of 2021.

Cathy Hoog – Yes, absolutely. It is a relatively thick package so we may have to deliver them instead of scanning them. Particularly the Federal Package. We are happy to do that.

Jerry Halberstadt – commented on the use of the SHA Covid funds. What could you do to assist tenants with the covid funds? For example: communications, internet, masks, personal protection equipment, and education on people keeping themselves safe and their communities safe and

issues of compliance. If you have these resources, if appropriate to use it, it may be worth your consideration. I would be available to Cathy and others if I can be of any help. Thank you.

John Boris and Cathy Hoog – thank you Jerry.

Cathy Hoog – We are just getting ready to distribute another round of masks to our residents. We are working together with the Council on Aging to deliver a package to folks that includes some goodies, some information about how to stay safe, some masks, some file of life magnets for folks to use in case there is an emergency. We will be distributing those in the next few weeks. Thank you for those suggestions Jerry. They are all very good ones.

Benjamin Shallop moved to approve the **MRVP/DMH** Budget for fiscal year ending September 30, 2021. 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

Charity Lezama moves to approve the **Program 4001** Budget for fiscal year ending September 30, 2021. 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

Executive Director Salary Calculation Sheet

Cathy Hoog presented the Executive Director’s Salary Calculation Sheet to the Board of Directors.

John Boris – Is that going to go into Executive Session?

Cathy Hoog - Anytime my salary changes the state requires the worksheet to be completed and submitted with the budget and it does require a separate Board Vote. Included in your package is the Executive Director Worksheet that shows how we come up with my salary and the different program factors and how it is all worked out to come out with the number. My salary cannot change on an annual basis despite whether or not we increase other staff. It can only change when DHCD issues new guidelines. They issued new guidelines and they usually come out every

3 years approximately. They issued new guidelines last year. We are presenting my newly calculated salary and it is spelled out in the worksheet for you.

Benjamin Shallop – I just want to make sure that we keep the public comments allocated to the time allotted on the agenda. Thank you.

Kimberley Driscoll moved to approve the Executive Director’s Salary Calculation Sheet as presented. 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

Hazard Compensation

Cathy Hoog presented and requested Board Approval to compensate all SHA staff One (1) week of Hazard Pay.

Cathy Hoog – Tonight I wanted to present to the Board the idea of offering our staff an extra week’s hazard compensation pay and the reason I am doing that is because our staff have been amazing. I have spoke about this on a number of difference occasions about how proud I am of our team. Salem has been present since the start of the pandemic and we have been fully operational from day one. We had a small stretch of time where we were remote partially but the staff have been in the office since day 1 and I can’t speak enough at how proud I am of everything we have been able to accomplish through all of these challenging times. Maintenance are continuously on the frontlines cleaning, sanitizing, handling emergencies, work orders, inspections, fire alarms, tragic situations where trees are down, the day-to-day trash removal and cleaning. Our administrative staff has been incredible in that they are meeting people where they are at, working together with applicants and residents and socially distancing fashions, showing units, leasing people up, pulling people from our waitlists, holding private conferences, providing program updates, issuing new parking stickers and massive application processing. I could go on and on and on of how proud I am of the staff and every8ing they are doing under the present conditions. I feel that to offer them a week of hazard pay is something I support wholeheartedly. I think that they deserve more but I think that this is a good place for us to start and I am looking for support tonight in doing so. It is without a doubt an allowable expense and it will provide us with an opportunity to use up some of the covid funds and I think that the staff 100% deserve it.

Kimberley Driscoll – Where are you proposing the funds would come from?

Cathy Hoog – The Covid funds.

Kimberley Driscoll – Is this an eligible expense? We have restrictions on our Covid funds so that is why I am asking.

Cathy Hoog – Yes, it is. Hazard pay is listed as one of the eligible expenses for both pools of money. Right on the front page of DHCD's notice. Hazard pay is listed as one of the top five things that is an eligible expense for use of the funding.

Rick Fenton – I would affirm that. I think it is one of the basic elements of the Covid Funding. To continue to operate the business of the Housing Authority requires that a lot of things take place but most importantly that the people show up to perform the functions and do the job. Of course, it is a social service so you are dealing with the people all the time. You are on the frontline. I think the Covid funds is intended for that use. Obviously, PPE and other costs to keep people healthy and safe is the other part of it. They allow a great deal of creativity there.

Cathy Hoog – If you want to take a quick look at the Public Housing Notice 2020-29 Kim. We can also include this in the detailed account for Covid spending so that you can see the guidelines we are using to expend that money. This public housing notice lays out the allocations of funds and eligible expenses. We feel confident that it is an eligible expense but again I need the Board's support on this and I would need a majority vote to be able to offer it.

Kimberley Driscoll – I certainly appreciate the additional work that everyone has taken on during this pandemic, especially our employees. I wish we had a little more context of what we are planning on spending with the Cares Act dollars on. We don't have the full funding plan so it took me by surprise, I guess. I certainly want to recognize the hard-working staff. Additional information would also be great on this.

Sue Kirby – Will this come out of the money that we might lose at the end of the year?

Cathy Hoog and Rick Fenton – Yes, it can.

Charity Lezama – I want to echo what Kim said. We are certainly appreciative of all the work that the staff is doing. When I tried to look this up prior to not having all the information. The only thing I saw was the maintenance qualified for Hazard Pay. I did not see all staff. If you could forward that notice it would be great just for us to have.

Cathy Hoog – Yes, I can do that.

Kimberley Driscoll – Is there a total on what this one week will cost the Authority?

Cathy Hoog – The gross total without taxes is \$36,113.59.

Benjamin Shallop – How much do we have to spend before December 30, 2020?

Cathy Hoog – we have approximately \$184,000.00.

Benjamin Shallop – We would have approximately \$100,000.00 left to spend by December 30, 2020 if we paid out the Hazard Pay.

Cathy Hoog – Approximately, yes.

Sue Kirby – I think this is a good way to spend that money. Coming into work everyday in situations like this and knowing that you are going to have to be in contact with people to do your job. This is frontline and I think it would be a good thing.

Benjamin Shallop – I completely agree with Sue. I think this is needed. I think this is an extremely difficult time for anyone to be working. I think you people have done an excellent job. We need ways to show appreciation. We have a very limited window to do this. I am in favor of it.

Cathy Hoog – The language on the State PHN particularly says “hazard for staff whose work puts them at risk of exposure to Covid-19”. That is everybody. That is all our people.

John Boris – So beyond the office staff, the maintenance folks as well. Is that what you are saying Cathy? Everybody?

Sue Kirby – That will be before the end of the year?

Cathy Hoog – Yes.

Kimberley Driscoll – I will support this but I really wish had a full spending plan. I feel like it is a carve out. Staff is working hard and we want to be supportive of staff who are doing that but there may be other options for testing for lots of things related to Covid. It would be great to see a summary of that and frankly not put us in the position of feeling like we are not supporting staff without understanding the full plate of resources and how we are going to spend it.

John Boris – we could make a motion to table it until the next meeting or special meeting or whatever you would like to do. That would be the wish of the Board.

Kimberley Driscoll – There are folks on the Board who said they support it and I certainly want to make sure our staff know that we appreciate what they have done. This is tough with a virus on the uprise and we need extra time and extra attention being made to everything we are doing and we still need to serve the public and we have been doing that. I certainly don't want to diminish the gratitude for that work but I also know that there are costs. I just wish we had the full plate and so I know it is all happening quickly and everything else but I want to see a spending plan and better understand what we are going to use those resources for and appreciate the work that staff is doing.

Sue Kirby – In preparing for the budget, it doesn't include the Covid money?

Rick Fenton – the only thing in this budget related to the covid money is in the subsidy calculation the amount we haven't used is being identified and then on the expense side on the

non-routine expenses we are identifying that same amount as being a non-routine expense. That is the only thing that is shown in the operating budget.

Cathy Hoog – I appreciate all your comments, Kim. I have no problem at all with providing you all with details on what we have spent so far and what we are planning on spending. It is an unusual position for us to be in and the end of the year is fast approaching. It is a little bit concerning for me to think about not acknowledging staff in some way for everything that they have been through and everything they have accomplished this year during this opportunity that we have to show support to them just felt like a no brainer. It is eligible. We are nearing our deadline. We have been able to accomplish a lot with the funds we got. It was great to get that support because it has been extremely expensive to maintain and to handle everything that we are handling this year. I think you will be pleased to see everything we have charged to this Covid money. It will make sense and what we still have left are a few more modifications that would provide a safe environment for staff to work in to and our strongly encouraged by DHCD with our main office setting.

Discussion ensued between Cathy and the Board Members.

Cathy Hoog – I really appreciate the support on this. It means a lot to us. Thank you.

Sue Kirby moved to authorize Cathy Hoog to compensate all Salem Housing Authority Staff One (1) week of Hazard Pay. Charity Lezama seconded the motion and **roll call** vote was as follows:

Ayes

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

Nays

Revision to Instructions and Fees For Copies of Public and Tenant Records Policy

Cathy Hoog presented the Instructions and Fees For Copies of Public and Tenant Records Policy to the Board of Directors with the revision of designating Cathy Hoog as the Chief Executive Officer and Records Access Officer.

Cathy Hoog – The policy has not changed except for naming me as the designated CEO as the Records Access Officer and removing the former ED.

Kimberley Driscoll moved to appoint Cathy Hoog, Executive Director and Chief Executive Officer as the Records Access Officer for the Salem Housing Authority.

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

Ayes

Nays

Sue Kirby

Benjamin Shallop

Kimberley Driscoll

Charity Lezama

John A. Boris

Kimberley Driscoll – the last item on the agenda is not something I can participate on and I have a conflict and I have to jump on to another discussion. Do you mind if I part a few minutes early?

John Boris – Thank you very much. I don't think anyone minds.

Kimberley Driscoll left the meeting at 7:23 p.m.

Revisions to the SHA Parking Policy

Cathy Hoog presented the revised SHA Parking Policy to the Board of Directors for approval.

Cathy Hoog – the Parking Policy needed to be updated because we made some changes to our Parking Program. Salem was in a position where we received a decent amount of feedback from our residents that our parking program was problematic on a number of levels. We made some evaluations and issued some parking permits and changed the way we monitor parking and we stopped issuing visitor passes and we began working with a new tow company. All of that is reflected in the Paring Policy. It is pretty much the same except the language about visitor passes has been removed and there is an addition of the towing company that we are working with. People have the opportunity of call the towing company themselves if there is a situation where someone has taken their assigned parking space. They have an opportunity to call and report it. This new parking program has been incredibly successful. I want to give a special thank you to the Tenant Association who have worked together with us. As a result of the changes, we have implemented we had to incorporate those changes into our Parking Policy.

Benjamin Shallop moved to approve the revised SHA Parking Policy as presented. Sue Kirby seconded the motion and the vote was as follows:

Ayes

Nays

Sue Kirby

Benjamin Shallop

Charity Lezama

John A. Boris

Release of Easement Across 5 Broad Street and Relocation of an Easement for Vehicular Travel Benefitting 1 Broad Street

Beth Rennard, City Solicitor, City of Salem presented and discussed before the Board of Directors at the Special Meeting of the Board of Directors held on November 19, 2020. Beth answered all of the questions that the Board inquired of her relative to the easement.

Cathy Hoog – We had a discussion about this last month. It as an item that we added late to the agenda so we didn't feel comfortable taking a vote on this last month. We wanted to make sure that it got posted on the agenda and that people had an opportunity to see that. You may remember from last month that Beth Rennard, the City Solicitor did a presentation of what they looking to accomplish and essentially, they are removing that easement so people can't drive behind the new building that is under construction because they are looking to build a handicap ramp there. It would not be safe for people to drive behind there. They wanted to recreate the easement so that it would exist between the first and second building.

Sue Kirby – has there been any discussion with the people in the building with how this is going to impact them.

Cathy Hoog – our folks? It doesn't impact them at all.

Debbie Tucker – we never really go behind that building or use that as an access. We have a driveway in and out. My recollection of the easement was for the Council on Aging so that they could come up our driveway and go around the building. It doesn't really affect us.

Charity Lezama moved to approve the Release of Easement Across 5 Broad Street and Relocation of an Easement for Vehicular Travel Benefitting 1 Broad Street. Benjamin Shallop seconded the motion and the roll call vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Sue Kirby	
Benjamin Shallop	
Charity Lezama	
John A. Boris	

The regularly scheduled meetings of the Board of Directors for 2021 are as follows:

Wednesday, January 13, 2021	Wednesday, July 14, 2021
Wednesday, February 10, 2021	Wednesday, August 11, 2021
Wednesday, March 10, 2021	Wednesday, September 8, 2021
Wednesday, April 14, 2021	Wednesday, October 13, 2021

Wednesday, May 12, 2021

Wednesday, November 10, 2021

Wednesday, June 9, 2021

Wednesday, December 8, 2021

All Regular Board Meetings are held at 6:00 p.m. All Board Meetings will be held via Zoom until further notice.

XII. Other Business/Late Communications

XIII. Adjournment

Charity Lezama moved that the Board convene into Executive Session at 7:32 p.m. to discuss strategy sessions in preparation with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel. 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:

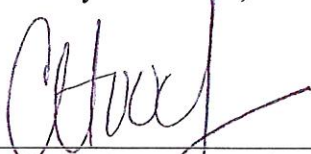
Ayes

Sue Kirby
Charity Lezama
John Boris

Nays

Note: Benjamin Shallop was having audio issues and therefore the Chairman could not hear his response

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Assistant