



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

Cathy Hoog, Executive Director

**MINUTES FOR THE
SPECIAL MEETING
THURSDAY, NOVEMBER 19, 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)

Benjamin Shallop moved to accept the Minutes of the Regular Meeting held on
Wednesday, October 14, 2020. 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

IV. Tenant/Public Engagement

Don Rivard, 27 Charter Street and Pat Bresnahan, 27 Charter Street and we are currently
the newly elected President and Vice President, respectively of the Charter Street
Tenants Association. We have 13 members to our newly elected Board.

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Cathy Hoog – Congratulations!

John Boris – Congratulations!

Benjamin Shallop – Congratulations!

John Boris – any other comments?

Gene Collins – 4 Pioneer Terrace, Salem

1. I want to thank Cathy for the Office that she had set up for us, it gives us a space to work from.
2. I also want to inquire about the door and the conference table for the 6 members to sit around.

Thank you and thank you Gary for helping me today.

Cathy Hoog – Gary got you set up with the internet?

Gene Collins – yes, that was nice.

Gene Collins – Now that I am getting healthier, we will be having a lot more activities and I hope the Board will be proud of them. One of the things I would really like to pass along and get some feedback on is that the residents are talking about a parking lot here behind buildings 1 and 2. The rumor is that there is so much pollution back there that they will not be able to do any gardening or anything in that area. I know it is partly on City land but we have the City on the Board so we should be able to try and mediate something and it would give us 40 to 50 spaces. That can be done without affecting any trees in terms of location. It is something that would alleviate a lot of pressure. We have been trying to work with the City for years and years, however it has not come to fruition. We have asked the City Council for help in getting it plowed. With of those things happening, I would like the Board to give us some feedback on our parking lot off Salem Street for those reasons. I would like to say that under the present conditions that we all stay safe and we can all chip in with wearing your mask when going outside. The last thing that I am going to ask is that the grants and proposals for the area that directly affect us be communicated to us in a timely way so that we can react to the plans and try to help in any way. I will wait for some feedback. Thank you.

John Boris – Any other comments or questions?

Jerry Halberstadt – Peabody, MA- The Anti-Bully Coalition has been trying to get a better response on the COVID-19 Crisis and with very high rate of infection in the community, I think all of the housing situations become vulnerable. We are petitioning the legislature and the Governor to do a few things which we think are very urgent and very crucial. I don't know very much about what is going on in Salem but this is a general concern and basically to have knowledge at the local level whether there are infections in a particular facility so that management and tenants can double down on efforts to keep it from spreading and to get the local public health departments to be more proactive and follow through and make sure Housing Authorities and landlords as well as tenants are doing everything that will help to prevent infection. If people reach out to me, I will share our petition with them. Thank you.

John Boris – Thank you very much.

Lorelee Stewart – 7 Barnes Road, Salem, MA with the League of Women Voters Salem Affordable Housing Working Group. If you are going to be updating your Website, I was wondering if you could investigate having a live link to the Zoom Meeting on the Website instead of having to request it from Anne Cameron each time.

Cathy Hoog – We are in the process of redesigning our entire Website and our plan is to have a table that shows links to the meeting, the notice, the agenda, the minutes so that it will be easier for people to connect. I agree with you. We are almost there and we should be rolling it out in a few weeks.

John Boris – any other questions Lorelee?

Lorelee Stewart – no

Sue Kirby – Mel King is going to do a training for tenants about forming and creating vibrant, knowledgeable local tenant organizations and it is for Salem. There will be 4 sessions that are an hour and a half long. It gives the tenants a chance to dialog. I think the training will go a long way to strengthen the LTOs we have and maybe encourage a few other people to stick their toe in the water and start thinking about their other places.

John Boris – Thank you Sue.

Cathy Hoog – Feel free to let us know if you have any questions on any of the monthly department reports. All our department heads are joining us this evening.

John Boris – hearing no questions, I will move on

V. Communications

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

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

Cathy Hoog – This month I sent my report in 2 parts. The Leefort Terrace Development Project is its own report in and of itself. I decided to do it that way because we are pulling that together monthly anyway for DHCD so I am hopeful that that is understandable for you and the format is okay. In my Executive Director's report, I am saying just refer to that report. Any other questions or comments about my report, I would be happy to answer any questions you may have or expand on anything.

Sue Kirby – Inquired about the Resident Service Coordinator Position. She said that Kelley Annese contacted Sue and said that she would be providing services to them a few days a week for a few hours.

Cathy Hoog – We have two positions for Resident Service Coordinators. Cate O'Hara was formerly in the position of RSC and she took a full-time job with the Danvers Housing Authority. Last month we presented Kelley Annese for Cate's position and tonight we are presenting Deb Moy. Deb Moy is the candidate that we would like to hire for the shared RSC position with the Beverly Housing Authority and Salem Housing Authority.

Sue Kirby – I understand.

Cathy Hoog – I understand the confusion. I am excited to have her. Kelley is doing some really great work in the City. As you know, all our residents already know her through some of the work she was doing through Jewish Family Services. It is a nice benefit to us to have her on Board.

Sue Kirby – How many hours a week is she working?

Cathy Hoog – Kelley is working 15 hours per week. The new position we have on the agenda tonight is 18 hours.

Sue Kirby – What are the challenges for Section 8 in terms of COVID-19?

Cathy Hoog – The Housing Authority is still fully operational even though we are closed to the public. The expectations for Housing Authority are that we remain fully operationally and to operate at the same level prior to COVID-19. Specifically, during the Pandemic are the extra mailing because we cannot see people in person, we cannot do Section 8 Intakes. There is a tremendous amount of work that goes into the selection process. It is about 20 different steps from start to finish and because of the Pandemic is has been particularly challenging to communicate with people via email, scans and phone and fax and through virtual meetings. There has been some extra added challenges for people as well to find apartments during the Pandemic. There was an opportunity to apply for additional funds and we did and we were awarded those monies. I may have missed a ton of things Jacqui. I am sure you could talk for about an hour about how difficult it is. Feel free to chime in Jacqui if I have missed anything.

Sue Kirby- There were a few new staff members which makes it hard as well.

Cathy Hoog – We do have a Section 8 Manager who is newer. She is learning her role. She manages the case load in addition to all the repayment agreements that we have in place for fraudulent collection. There has been a little bit of a learning curve there. The challenges around the Pandemic have really been about helping people understand how the program works virtually, over the phone through email instead of in person briefings and tracking all of the paperwork virtually through mail, scans and email and communicating with people what is missing, how to get it back, what we still need to issue a voucher has just complicated by the fact that we cannot see people in person. It is already difficult to find a unit that is affordable. That is a challenge. The rents have been higher than normal and some folks are struggling and they are asking for more rents. It is helpful to have that additional Housing Assistance payment money to push it forward more towards the top of the payment standard if we needed to.

Sue Kirby – So, the additional \$170,000.00 when towards paying more for apartments or paying staff to get all that work done.

Cathy Hoog – For Housing Assistance Payments so that money goes to the Landlords.

VIII. Unfinished Business

There was no unfinished business.

IX. Recommendations of the Chairman

John Boris – I would like to share my feelings about Cathy and the job that she is doing. I want to make sure the Board is aware of all the grants that she is getting for the SHA and the great job that she is doing. I want to publicly share that and make sure the Board is aware of that.

Cathy Hoog – Thank you John.

X. Report of the Treasurer

Bills and Transfers

Sue Kirby moved to approve the bills and transfers for the period October 1, 2020 through October 31, 2020 as presented. 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

Sue Kirby – Police Detail for one of the Terraces. Why would have a police detail at one of the developments.

Cathy Hoog – The police detail was for one of our Modernization Jobs and we were paving the parking lot at Garden Terrace. The Contractor had a preference to have a police detail to help in the way of from preventing people from driving on while the paving was going on. It is very helpful to have police detail present so folks know that you cannot drive on the pavement

Balance Sheet and Statements of Revenues and Expenses

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 twelve (12) months ending September 30, 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

XI. New Business

Cathy Hoog – I would like to request that we move the agenda item 5 Broad Street Proposed Easement Plan to the top of the list under New Business. Beth Rennard the City Solicitor of the City of Salem is here to explain in detail.

Kimberley Driscoll – In light of the fact that this is a City request before the Housing Authority Board, I am going to recuse myself from participation. I will put my video on off and mute I will wait for you to finish this discussion.

Cathy Hoog – Thank you Kim.

John Boris – Thank you Kim.

Beth Rennard – Do the Board Members have both plans?

Cathy Hoog – Yes, we emailed them the plan.

Beth Rennard – So basically what exists now and has existed since we sold the property to Charing Cross is that we have cross easements and these are easements for pedestrians and for vehicles. It runs along 3 Broad and behind 5 Broad Street along the fence. As you probably know in 2019 the City put out an RFP to sell 5 Broad Street when the Senior Center vacated. We have a proposal that we accepted and we are working on a Land Disposition Agreement with the Developer which happens to be Charing Cross. The same entity that bought 1 Broad Street. What the plan is looking at is that because that building needs to be wheelchair accessible, they are looking at putting a gradual sloped ramp in the rear which takes up a little bit more space than your traditional ramp. The ramp there is not up to code. They are looking to put some units in the basement level. To do that they will need to extinguish the easement that runs behind 5 Broad. So,

to put a dozen units in 5 Broad Street Building, right now that building has easement rights behind 1 Broad Street and on to Summer Street and vice versa. They have come up with a design to extinguish the easement for the majority of 5 Broad Street so that you would go through the parking lot anymore. You cannot access the back under the plan. They would just have 2 parking spaces. So, the proposed plan, at a subsequent meeting, we can come on and look at the plan in detail because it was not on your agenda. I wanted to bring the concept to you about having the easement go through the property a 3 and 5 Broad Street so that it would exist out on to either Summer or on to Broad Street.

Any questions?

Benjamin Shallop – I am sorry to interrupt but we have something going on in our chat box that I think needs to be addressed.

Beth Rennard– So this is an initial discussion that we wanted to have to talk about relocating the easement and discontinuing the easement behind 5 Broad Street,

Does anybody have any questions or if anybody wants me to share any video or screens with them or pictures of the sites from google maps.

Cathy Hoog – One of the things that is nice about this Beth is, if I am not mistaken, folks were already exiting behind 1 Broad Street and it was not technically legal.

Beth Rennard – yes, it still is not so we are going to have to do some work on that. Right now, there is a sidewalk there. We are going to have to work on that.

Cathy Hoog – Are we looking to add this item to the agenda next month or are we looking for a vote on this today.

Beth Rennard – You do not officially have it on the agenda so we should wait until next month.

Cathy Hoog – Yes, so I think we will have to wait until next month. I am glad you were able to join us and present this because it gives people a little time to think about it. If anyone has any questions for Beth while she is here it is a good opportunity to ask them.

Sue Kirby- So it is 1,3 and 5 Broad – is the new easement between middle building and the left building.

Beth Rennard – the easement would be between 3 and 5 Broad Street.

Cathy Hoog – Thank you for joining us Beth and we will plan on putting this item on the December Agenda.

Beth Rennard – I want to let you know that I had my first meeting with the 1 Broad Street folks last night and they have some concern that I am trying to work out. Just wanted to let you know that I have been in touch with them as well and it is an ongoing discussion.

Cathy Hoog and the Board – thanked Beth for joining the meeting last night.

New Hire – Resident Service Coordinator Shared Position between Salem Housing Authority and Beverly Housing Authority

Cathy Hoog – We have presented to the Board tonight a vote to hire Deborah Moy as our new Resident Services Coordinator. You may remember that we have presented someone in the past but unfortunately, she ended up taking another job offer last minute so we had to re-advertise the position. We did find a great candidate, Deborah Moy that we interviewed jointly with the Beverly Housing Authority. We will be sharing this position with the Beverly Housing Authority and we are looking for a Board Vote to move forward with hiring Deborah Moy. The funding for this position was a grant opportunity through DHCD. It is a great program.

Sue Kirby moved to make a conditional offer of employment to Deborah Moy with a six (6) month probationary period for a part-time position (18 hours per week) as Resident Service Coordinator at an annual salary of \$30,000.00 with a start date of . This position is a shared position between the Salem Housing Authority and the Beverly Housing Authority. 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

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

Nays

Year End Submissions

Quarterly Operating Statements (Quarter Ending 9/30/20) and Year End Financial Statements (FYE 9/30/20) for Programs 4001 and MRVP

Cathy Hoog presented and explained to the Board the Quarterly Operating Statements (Quarter Ending 9/30/19) and Year End Financial Statements (FYE 9/30/20) for Programs 4001 and MRVP and request signatures for same.

Cathy Hoog – Are there any questions or comments.

Sue Kirby - I really appreciated the detailed explanation from Rick Fenton. That was helpful to me to sort through what he was pointing out and explaining it. It is true and it looks like the SHA is in very good condition.

Sue Kirby – I do not quite understand uncompensated absences and why they would be under an expense. Could you elaborate on that a bit?

Cathy Hoog – The state does not allow us to budget for that and Rick tried to explain that in his summary. Uncompensated absences are, for example, if someone retires, they would be an individual who would be able to receive 90 days of sick pay upon retirement. That is a financial compensation piece that we must account for even though we are not spending it yet. That would fall into that category. Folks that have vacation time that they have not used and they end up leaving their position we have an obligation to pay them their vacation time. That also falls into that category. It is a number that is constant for the most part but it does change a little bit and we do have to plan for it because it is something we must pay for.

Sue Kirby – Why will not DHCD let you put it in the budget.

Cathy Hoog – that is a good question but I do not know the answer to that. I think Rick Fenton would have more thoughts on that and be able to expand on it. It may be because it is an abstract number and it varies so much from housing authority to housing authority. That may be part of the explanation. I can ask Rick to provide us with a more detailed description. I think he would do a better job at that than I would. Further discussion ensued between Cathy and Sue Kirby.

Benjamin Shallop move to accept the Quarterly Operating Statements (Quarter Ending 9/30/20) and Year End Financial Statements for Fiscal Year Ending 9/30/20 for Programs 4001 and MRVP. 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

Fiscal Year End 9/30/2020 Certification of Top 5 Compensation Form

In accordance with the request of DHCD Cathy Hoog submitted to the Board the Fiscal Year End 9/30/2020 Certification of Top 5 Compensation Form. Cathy Hoog will submit the Top 5 Compensation Form to DHCD together with said Certification. Cathy explained to the Board in detail the Top 5 Compensation Form.

Charity Lezama moved to certify and execute Fiscal Year End 9/30/2020 Top 5 Compensation Form as submitted by Cathy Hoog for the Salem Housing Authority to be submitted with year-end documentation. 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

Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws

The Executive Director presented and explained to the Board in detail the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.

Benjamin Shallop moved to certify and execute the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws as submitted by Cathy Hoog, Executive Director for the Salem Housing Authority to be submitted with yearend documentation. 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

The Executive Director answered all the Board's questions relative to the Year End Submissions to DHCD.

Quote for Snow Removal at 10 Locations from December 1, 2020 through April 30, 2020

Cathy Hoog presented the Quote for Snow Removal at 10 Locations from December 1, 2020 through April 30, 2020. Debbie Tucker explained in detail to the Board the one quote that the Salem Housing Authority received for Snow Removal and Cathy and Debbie answered the questions of the Board relative to snow removal.

Cathy Hoog – We did this a little bit different this year and obtained a per storm quote. It may be an opportunity for us to save some money. You may remember a discussion we had last year about this. The way that we have been doing this in the past is that we have had a blanket contract with one-dollar amount regardless of how much snow we got. This year we obtained quotes a little bit differently and I think it may be in our favor.

Debbie Tucker: Sorry to interrupt you Kim but I would like to amend the vote. We do a little bit of a false total to compare. If we could change the 68,694 to read “as per the pricing list” which you did receive. The SHA will be invoiced per storm.

Cathy Hoog – I am glad you pointed that out Debbie. That is not what we will be invoiced but it is an addition of all the pricing per storm. They will bill us per storm depending upon how much snow we get.

Kim Driscoll- That is just the estimate.

Cathy Hoog – Yes.

Ben Shallop – So the \$68,694 is an estimated number for the season?

Debbie Tucker – What it is, is just a comparison. We have tried to estimate difference size storms. It was a way for us to do a comparison. Gary sent out 5 packages to local snow removal companies. We did get the one response but they had excellent references. It was just a way to try to compare them if we had received multiple quotes.

Ben Shallop – Okay, thank you for clarifying that.

Kimberley Driscoll moved to accept the lowest responsive and responsible quote from DeStefano Landscape Co. LLC as per the pricing sheet for snow removal at 10 Locations from December 1, 2020 through April 30, 2020. Work will be billed per storm in accordance with quote pricing. Benjamin Shallop seconded the motion and the **roll call** vote is as follows:

Ayes

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

Nays

Bid for the Installation of Security Camera Systems at Various Locations

Cathy Hoog presented to the Board the bid for the installation of security camera systems at various locations.

Cathy Hoog – We put out a very complex bid for a security camera system at various properties. We received one return bid and this is who we are presenting to you tonight. Intellibeam, LLC. They work with the Housing Authority now as our IT consulting group. They also are also familiar with and installing security systems. Their references are excellent. We feel solid about moving forward with this much anticipated project.

Debbie Tucker – We did a big out reach for this bid. We had a very healthy site visit with many companies and I think that the estimated amount they could not do the work for. Luckily, we have this bid from Intellibeam. They are good and have great references and we use them currently. There was some competition there.

Sue Kirby moved to accept the lowest, responsive, and responsible bid from Intellibeam LLC in the amount of \$75,000.00 for the installation of security camera systems at various locations. 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

Section 8 Management Assessment Plan (SEMAP)

The Executive Director explained the Section 8 Management Assessment Plan (SEMAP) to the Board.

Cathy Hoog- We must submit this annually to the Federal Government. This is essentially an internal audit that requires the SHA to do a number of indicators and provide back-up data to support the scoring on how we are doing on various indicators, for example: the wait list and inspections and many other components of the Section 8 Program. I want to hi-light how many applicants have been selected over the course of the last fiscal year. I want to give a shout out to Jacqueline Guzman for all the hard work

the Section 8 Department is doing. They selected about 950 folks from the waitlist this past year for Section 8. It is a tremendous amount of work to send all the paperwork out and to get everything back into the office. I just wanted to point out how much effort we are making to try and get people assistance through the Section 8 Program. I am proud of that.

Kimberley Driscoll moved to approve the Section 8 Management Assessment Plan (SEMAP) as submitted and to authorize Cathy Hoog to submit said report to the Department of Housing and Urban Development (HUD). 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. Other Business/Late Communications

Cathy Hoog – We did have an issue that came up. There was an item inadvertently left off the agenda and I want to present it to the Board and see how you felt about discussing this and or vote on this tonight. It is a relatively simple item. It is a change order in the amount of \$2,863.00. Would you like to say a few words about it and see how the Board feels about it?

Debbie Tucker – This is our Sprinkler, Cradle Pump Replacement Project at Charter Street. Something had come up due to engineering. There were unforeseen conditions which making the pump compatible with the cradle. It caused some extra work and wiring. It seems to be reasonable. CA Crowley Engineering agrees and submitted it. I believe Bob Watt our DHCD Construction Advisor also said that it seemed reasonable. The work has been done as it had to be. We were looking for approval on the Change Order.

Cathy Hoog – It requires a Board Vote because it is a slight increase above the contract that we agreed upon in the amount of \$2,863.00. We had to bring it up to code. It was an issue between the wiring and the conduit. We had no choice but to bring it up to code. This was inadvertently left off the agenda so it is up to you whether you would like to

vote on it tonight given the description we have provided. It would help us to move this along. This project was stalled for several very frustrating reasons and we are finally getting to the point where it is almost closing out.

Debbie Tucker – It is a \$132,000.00 job so it is a minor change order.

Cathy Hoog – We apologize for leaving that out. Thank you for understanding.

Kimberley Driscoll moved to approve Change Order #1 in the amount of \$2,863.00 as submitted by Rustic Fire Protection, Inc. and approved by C.A. Crowley Engineering, Inc. for DHCD Project #258118 Sprinkler Cradle and Pump System Replacement This change order represents additional work for alterations to the power feed for the pump controller. 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

Sue Kirby – During the week myself and Kim Driscoll received an email from a tenant over at Garden Terrace to say they were having a problem with their trash and I think she got some good advice from Kim. I was surprised that had not called in a work order and they had not called into the office to try and get it fixed. And the first thing they did was go to the City. Is that moving forward. Did that get resolved? The tenant was going to call you Cathy.

Gary Dean – Yes, we had a very long email chain on that and the picture that we got was a picture from earlier in the year.

Cathy Hoog – That was a neighbor of Garden Terrace with the dumpster issue.

Gary Dean – Yes, it was a neighbor of Garden Terrace.

Sue Kirby – I am sorry. I thought it was a tenant from Garden Terrace.

Cathy Hoog – We have made some great progress on that. Gary Dean and the Housing Authority has been working together with the City for quite some time to address the trash issues at Garden Terrace. We feel solid about the progress we have made. Unfortunately, the photo that was sent was old. It was not a recent photo. Gary sent along a photo that is quite a different looking photo. For sure there have been challenges there 100%. We have increased the trash pick to three days a week made some strong improvements. We are educating the residents around the importance of closing the lids and ensure that the trash is secured inside the dumpster. Pest Management Control has

been a part of the picture. We have explored the concept of changing to a totter system so people must be compliant with their own trash and manage their own trash. It would also cut out some of the illegal dumping that goes on. Security Cameras will help us in that regard. I think overall the team has put a lot of effort into trying to manage that situation at Garden Terrace and I do feel like we have made some significant progress. Because the dumpster is backed up to the darker areas, it is an ongoing challenge. Gary and I have discussed using a different product to deter some of the animals.

Kim Driscoll – Folks when we adjourn, I will not be able to join you in Executive Session I have a conflict for something else. I am happy to catch up later with either John or Cathy.

Kimberley Driscoll left the meeting at 7:04 p.m.

XIII. Adjournment

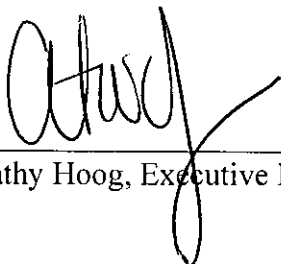
Sue Kirby moved that the Board convene into Executive Session at 7:05 p.m. to discuss strategy sessions in preparation with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel. The Board will not reconvene into Open Session at the conclusion of Executive Session and will adjourn the meeting from Executive Session. Benjamin Shallop seconded the motion and the **roll call** vote is as follows:

Ayes

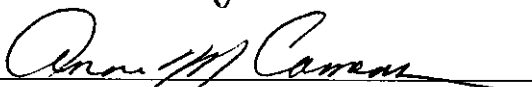
Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Nays

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Assistant