

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, JANUARY 13, 2021  
6:00 p.m.**

**I. Called Meeting to Order at 6:00 p.m.**

**II. Roll Call**

Present

Sue Kirby  
Benjamin Shallop  
John A. Boris

Absent

Kimberley Driscoll (arrived at 6:08 pm)  
Charity Lezama (arrived at 6:03 pm)

Also Present: Cathy Hoog, Anne Cameron, Debra Tucker, Gary Dean, Jacqueline Guzman and Maureen Thomas

**III. Minutes of Previous Meeting(s)**

Benjamin Shallop moved to accept the Minutes of the Regular Meeting held on Wednesday, December 9, 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

**IV. Tenant/Public Engagement**

**V. Communications**

- December 2020 Mass NAHRO Newsletter
- Waitlist
- Correspondence from DHCD to John A. Boris, Chair – Formula Funding Award in the amount of \$795,464 for Fiscal Year 2024
- Sue Kirby – Am I right in saying that the Formula Funding Award is our Capital Improvement monies?



- Cathy Hoog - They are doing it a little bit differently. They are going to keep the same amount for five (5) years now unless they get more money in the budget then it may go up. That is for the State properties.
- Email dated January 5, 2021 from Jennifer Polito at Massachusetts NAHRO re: Trainings Board Member Certification (Page 2)
- SHA Department Reports ( Move In, Move Out, State and Federal, Modernization Report, Voucher Report and Completed Work Orders for Month of December 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.
- Charity Lezama – What are you doing in conjunction with the City to support City Residents with rent? I am wondering how that is going and what kind of volume you are taking in.
- Cathy Hoog – It is going really well. I was talking with Commissioner Driscoll about this. In hinc sight I wish I would have had a way to find out if the folks who applied actually got approve. We are going to review the emails and circle back to them to find out what happened and if they were approved. Ms. Driscoll and I talked with the Lynn Housing Authority and asked them if we could get some information on how many residents from Salem actually got approved for the funding, how many applied, how many were denied. I think it would be helpful and useful data for everyone. I can say with confidence there is a fair amount of inquiries coming through. We feel pretty solid about it. Maureen, would you like to add anything.
- Maureen Thomas - You are referring to RAFT, correct?
- Cathy Hoog – Yes, the emails that are coming through to Lilly about how to go there and what documents you need.
- Maureen Thomas – I have had about half a dozen that I have filled out and then I email them back.
- Cathy Hoog – In that case, they would come to the Housing Authority because they are residents of the Housing Authority and we would have to fill in information on certain particulars as their landlord.
- Maureen Thomas – I have filled out about 6 applications and the properties manager at Rainbow Terrace has done some also.

- Cathy Hoog – We have also directed a lot of folks who are not our residents to the site and given them help with that process. If that were the case, then they would contact their own individual landlord or mortgage company whatever the situation may be and they would have to fill out those documents.
- Sue Kirby – Do you find that the Section 8 individuals are having this problem or is it maybe people living in the buildings or is it Section 8 as well?
- Maureen Thomas – I only handle the Public Housing inquiries about RAFT. I am sure that if there have been Section 8 inquiries they would have to go to their landlords and have them fill out the paperwork.
- Cathy Hoog – Jacqui have you received any requests from any voucher holders?
- Jacqui Guzman – I have not received any requests and anyone that does approach me, I forward the emails to Lilly to follow-up.
- Cathy Hoog – So they would then have to follow up with their own individual landlord and have them complete the paperwork.
- Kim Driscoll – One of the things that we could help better illicit of the folks that have reached out of the requests. I think folks know that the Housing Authority has been working great in conjunction with the City and NASCAP to really understand people need assistance and we know there are resources out there. The State has increased their funding for both RAFT and URMA the 2 programs that provide temporary rental assistance to folks who qualify. The City also received some grant dollars from the Federal Government that we use and NASCAP is our agency to help get those dollars out. There is almost 3 buckets of money and one is with NASCAP which you can get to quicker and then other 2 there is a little bit of a process that you have to go through and the Lynn Housing Authority is responsible for the entire region submitting all of these applications into DHCD. The thing that I spoke to Cathy about is how do we know if those resources actually got out the door and I think that is what you were getting at too Charity. We set up an email (thanks to Cathy and the staff's help) and I think Lilly has been the one most likely getting those emails. It would be great if we had those emails and we could go back to those folks and ask them to tell us where they are in the process. Were you denied, rejected, still waiting to hear or were you actually helped and received services? I think the other thing we were hoping to do with that entry way in is were we asking people the same questions about their needs. We have been keeping track of that Q & A. We can try to parlay all of that information together to better understand where the needs are. The next big one is really understanding from both the folks that have reached out to us (and most of those folks may have been able to go directly to LHAND with those applications) where are we on the red, yellow, green track? We are hearing that there may be some delays in those dollars actually getting to where they need to go which is the landlord to pay those back rents. We would like to better understand that. I think the last piece I will raise is that we are also trying to reach out to Housing Court and

to District Court to get the Summary Process Complaints and find out if we can do some targeted intervention and reach out to the Plaintiffs or Defendants and let them know that there are resources which they can apply for. It can be really hard, if you find yourself in a bad spot and you have never been in that spot to reach out and get resources. There is an intervention there and it is well worth it for us to continue that collaboration and try and work on it and get that information and hopefully share that information back out at the next board meeting if we are able to pull it together Cathy from our own back tracking of the emails or what we can get from Charlie from LHAND.

- Cathy Hoog – That would certainly be valuable to look at for sure.
- Sue Kirby – If tenants that we know of that are needing assistance, who do we direct them to?
- Kimberley Driscoll – Sue, I would say direct people to NASCAP because what I think NASCAP can do is help decipher what is the tool that might fit. You do have to have a COVID impact. This is not just randomized. It is really tied to the Pandemic and ultimately if the need URMA or RAFT they will end up going to LHAND. They Lynn Housing Authority. They are the only ones who can submit those applications to DHCD through their portal. If some folks have questions as to what they need, I think that they certainly can speak to Lilly at the Housing Authority or NASCAP. Those would be my too suggestions. Hopefully, both of those folks are aware of the lanes as to what is available.
- Cathy Hoog – We are. We also have a pool of money that we were awarded from CPA for local residents from Salem. When somebody reaches out to Lilly (and all the other player in the City know about this too) if they are a local person and they qualify for that particular program, the guidelines are very similar to what LHAND has set up but it doesn't necessarily have to be Covid impacted. It could be a situation where your rent was raised and you can't afford it anymore. We do have some monies available in that pool as well that we have been helping people with but not as many as I expected. I think it is probably because a majority of the people are going for the LHAND money. That could change. We have helped a few folks with that money so far. They money will go fairly quickly as it is only \$120,000. 00 but it is something and it is helping people. It is positive.
- Sue Kirby – I have a question about the Summary of the Award for 2021 in the amount of \$1,701,238.00. Is that for Section 8's vouchers?
- Cathy Hoog – No, that was additional monies we applied for Housing Assistance Payments. We did get some additional monies. That money goes to the landlords.
- Sue Kirby – It is the subsidy for what the tenants are paying? The Voucher holder pays a portion of the rent and the rest is paid for by the Housing Authority.
- Sue Kirby – Will there be more slots for the Section 8 people?

- Cathy Hoog – Not necessarily. We are not awarded more vouchers but it is an opportunity for more funding. So, if someone finds a unit a little above the payment standard, we have an opportunity to go a little bit higher without going over. We have extra funds to do that. There is extra housing assistant payments in that case scenario. Is there anything you would like to add to this explanation?
- Jacqui Guzman – It is basically that we have the extra money because our HAP Payments have gone up since we are paying more than we were before the Pandemic. A lot of people have lost their jobs. Just our regular program has increased substantially due to the Pandemic.
- Cathy Hoog – That is a good point Jacqui. So, when the voucher holders’ payments go down and they pay less in because they are protected in our program. When the voucher holder’s income goes down so does their rent and what that ultimately means is that the Housing Assistant Payment goes up so that would use up more of our funds and with this extra money, we have a lot more cushion. It is positive over all for people that are struggling.
- Sue Kirby – It seems like a hefty amount in terms of how much we spend overall. What is the timeframe for spending that?
- Cathy Hoog – We may not need it all. HUD is interesting when it comes to this. The money that is set aside for us they like to see us use it. The goal is always to get people leased up and use the vouchers and use up the money. If it is sitting there for a while, they will take it.
- Sue Kirby – Can we speed up our voucher process with more staff time?
- Cathy Hoog – Yes, we can. We are going to be putting out an ad to hire temporary, part-time help to help us go through our waitlist and try to issue more vouchers. It is pretty time consuming and we need some help with it so we will be looking for some temporary, part-time folks to help us with this process.

#### **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 – We have a payment to Pablo Espinal. It is for 3 months of rent for a particular person. I have never seen an entry like that where it is going to a particular person. What is that?

Cathy Hoog – What page is that on Sue?

Sue Kirby – It is my third page but I have one empty page.

Cathy Hoog – That is a payment to a Landlord for an applicant who applied for the rental assistance program. The local one that we were awarded. She applied a few months back and it took some time for her to get all her documentation in so we may three payments to her landlord through the grant money that we received from CPA.

Sue Kirby – So, we may be seeing more of these?

Cathy Hoog – Yes.

Sue Kirby – Under the analysis of non-routine expenditures – it is extraordinary maintenance – it is for program 4001. I am wondering about a difference in what it seems to be reporting. Under extraordinary maintenance there are 2 entries one is \$186,000.00 for numerous and various unplanned expenses and there is a Covid allowance for \$184,387 so that comes out to almost \$381,000.00 but there are only 2 specific things that are listed. A \$2,000.00 item and a \$10,000.00 item. I am used to seeing a list of things when we buy something and it goes on to actual costs and it says what it is that we are paying for and it doesn't do that. Under unplanned expenditures it lists \$6600.00 and you can't tell what was bought.

Cathy Hoog – There is a page in our budget where we list out the extraordinary expenses and non-routine purchases. I don't think it is spelled out in the monthly balance sheets that you get but it is spelled out on our budget because we had planned for 2 vehicles and a snow removal machine.

Sue Kirby – Those are listed further down on the page. Those are listed out very specifically under replacement of non-expendable equipment. This is at the very top under extraordinary maintenance.

Cathy Hoog – We always put in a dollar amount for unplanned things if we have emergency situations that come up.

Sue Kirby – What I am saying is and what I remember seeing before is when you did something then it would be listed under the actual amount. It would be listed below under the actual amount.

Cathy Hoog – We have not done anything yet. We are only into the 3<sup>rd</sup> month of the fiscal year.

Sue Kirby – The \$6,600 that is on here – it is just a flat \$6600.00.

Cathy Hoog – I am not sure what you are asking.

Sue Kirby – I am asking what did we spend \$6,600.00 on and why isn't it itemized?

Cathy Hoog – I am not sure of the answer of what that \$6,600.00 is for. I will have to circle back to that and get an answer for you Sue.

John Boris – Sue, you will hear back from Cathy via email.

Charity Lezama moved to approve the bills and transfers for the period December 1, 2020 through December 31, 2020 as presented. 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

Balance Sheet and Statements of Revenues and Expenses

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 three (3) months ending December 31, 2021. 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

**XI. New Business**

Pre-2004 Section 8 Reserve Money

On August 8, 2012, the Board of Directors authorized the former Executive Director spend Pre-2004 Section 8 Reserve Monies up to Five Thousand (\$5,000.00) Dollars without further Board approval. Cathy Hoog, Executive Director requested the Board to restore the Five Thousand (\$5,000.00) Dollars using the same guidelines as the Board authorized on August 8, 2012.

Pre-2004 Section 8

Cathy Hoog – The Board put together a policy back in 2012 in order to spend the Section 8, Pre-2004 monies. The Board agreed that they would authorize \$5,000.00 at a time and then once the pool got down, we would approach the Board to authorize an additional \$5,000.00 to come back to the pool for spending. We are at the point now where you have a summary in your packet of where we are at and we are looking to increase that back to \$5,000.00. There is a summary in

your packet as to what has been spent since February of 2019. That was the last time we replenished it.

Sue Kirby – Why do we have a separate reserve for monies in a Pre-2004 and what are the guidelines for the use of this money?

Cathy Hoog – It is older reserve money that had a very different set of regulations way back when and HUD revamped the regulations and the way that they are going to handle reserve money going forward from 2004 on but if anyone had Pre-2004 reserves. They were allowed to keep it. They just had to develop a policy around how they were going to spend it. We have a lot of freedom in what we use it for but the Housing Authority decided on a policy back in 2012 where they could spend it in increments of \$5,000.00. We use it for various expenditures related to sending flowers for funeral arrangements and that is where we pull the money for Christmas luncheons or employee appreciation luncheons. The Board has also voted to spend some of that money down on a Federal Project at the Zisson Building for new windows. I believe on two different occasions the Board voted for a total of \$350,000.00 to go toward the window replacement at the Zisson Building. We are allowed to use that money for Federal Program upgrades as well.

Sue Kirby – How much is in that reserve?

Cathy Hoog – I don't have that figure in front of me. I will have to get back to you on that.

Sue Kirby – When we see the graph of the reserves while we are doing the annual budget is this money included in the graph?

Cathy Hoog – You mean for the annual plan or the budget presentation?

Sue Kirby – The budget.

Kimberley Driscoll – I am missing that page in my pile of the accounting of what it was spent for over the last year. I don't have any problem replenishing it but I would like to see the accounting of that. This is the most flexible dollars that the Housing Authority has and it can be used, for instance, for sending flowers. It can also be used for tenant amenities as well. I think we want to think about plans for how we use those dollars. The request before us is to just replenish the \$5,000.00 so it is available to use it so I think it is helpful and flexibility if there are some needs that we have. It wouldn't be bad for us to think about how to strategically target those resources knowing that there are flexibilities and may be some things for us to invest in overall that would be more beneficial to residents not just the sundries and not to say that we shouldn't be supporting staff an appreciation luncheon and things like that. I also want to make sure it is married to other amenities that benefit the residents.

Cathy Hoog – I think that the \$350,000.00 to the windows project is a great example of that for sure. We agree with you. We are going to be doing some security camera upgrades and that cost can come out of this fund for that for the Federal Program Buildings and capital planning it is on the forefront of our minds that we have this money available if needed. We also get Federal



Capital Improvement money that we can use toward those programs as well so we have simultaneously going for Federal Programs for that money as well. It is nice to have the cushion there if we need it. Agreed. We are being thoughtful about that.

Kimberley Driscoll – Just the fact that we have it squirreled away throughout the years is a good thing. I think that shows that the administration both this one and the prior one were cognizant of the fact that we don't have to spend every single dollar available to us and we want to have a bit of a flexibility of a savings account whether it is for security cameras or the windows over at Zisson which came in over bid or staff appreciation luncheons. I think those are all things that make sense for us to invest in. We just want to make sure we are moderating that. Thank you.

Cathy Hoog – 100% - I will presenting a Change Order next month on the window project because the painting of all the trim is a significant of money. We were hoping to get some CPA dollars for that and unfortunately it didn't qualify. We will be tapping into some more federal dollars to finish off that project and make it look as nice as it should look right downtown there.

Sue Kirby – The thing that I noticed about this is all the staff which is one of the reasons I wanted to know what the guideline were and how it is described on how we spend it. I would like to see a tenant appreciation day once a year or something like that to build unity and build spirit. I know these things happen once a year. How do we insert them some way, I mean beyond the buildings? I think fixing up the buildings and making it a great place to live is important but these are social events and that is what is good about this fund. We just need to figure out a way to have awards or something.

Cathy Hoog – Absolutely, I am willing to explore all of that.

Sue Kirby – We will get a report as to how much is in that fund.

Cathy Hoog – Yes.

Benjamin Shallop – When you do that Cathy, can you also include a brief summary of what the funds can be used for.

Cathy Hoog – Yes, absolutely. It is the only pool of money that we have a lot of flexibility with.

Kimberley Driscoll – If you have any ideas or thoughts on potential expenditures, I would love to hear them. I love community meals. I think they are great ways to bring people together.

Kimberley Driscoll moved to authorize Cathy Hoog to restore the Five Thousand (\$5,000.00 Dollars from the Section 8 Reserve Monies using the same guidelines as authorized by the Board on August 8, 2012. Charity Lezama seconded the motion and the roll call vote is as follows:

Ayes

Sue Kirby

Benjamin Shallop

Nays

Kimberley Driscoll  
Charity Lezama  
John A. Boris

Cell Phone Access

In accordance with budget Guidelines the Director requested that the Board Approve certain administrative and maintenance employees for cell phone access. Please see attached list.

Cathy Hoog – On an annual basis we are obligated to request that the Board approve staff that have access to use of a company cell phone. Included in your board packet is a list of employees that carry a cell phone.

Sue Kirby moved to approve certain administrative and maintenance employees for cell phone access as per the attached list. 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

Certificate of Substantial Completion – DHCD Project 258148 Roof Replacement at Norton Terrace (667-3) and Bates Terrace (667-3B)

Cathy Hoog presented the Certificate of Substantial Completion for DHCD Project #258148 Roof Replacement at Norton Terrace (667-3) and Bates Terrace (667-3B).

Cathy Hoog – We got a few roofs replaced during Covid. We completed a project which is great at 2 sites. Anything you want to add Debbie, please feel free.

Debbie Tucker – The job went relatively smoothly. We had a nice stretch of good weather and replaced 5 roofs at Bates and Norton Terrace. It looks great!

Cathy Hoog – What a great Contractor. They were so organized and handled it so well with all the restrictions and everything and with the Pandemic. They were fantastic.

Benjamin Shallop moved to approve the Certificate of Substantial Completion of DHCD Project #258148 Roof Replacement at Norton Terrace (667-3) and Bates Terrace (667-3B) effective as of noon on January 5, 2021 and authorize Cathy Hoog, Contract Officer

to execute the same. 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

Certificate of Final Completion – DHCD Project 258148 Roof Replacement at Norton Terrace (667-3) and Bates Terrace (667-3B)

Cathy Hoog presented the Certificate of Final Completion for DHCD Project #258148 Roof Replacement at Norton Terrace (667-3) and Bates Terrace (667-3B).

Debbie Tucker – We hold the final 5% and it is a separate Certificate so we need to have one more vote.

Sue Kirby moved to approve the Certificate of Final Completion of DHCD Project #258148 Roof Replacement at Norton Terrace (667-3) and Bates Terrace (667-3B) effective as of noon on January 5, 2021 and authorize Cathy Hoog, Contract Officer to execute the same. 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

Collection of Losses – Quarterly Write Offs through December 31, 2020 for State Developments 705, 667 and 200

Cathy Hoog, Executive Director will request quarterly Board approval to write off accounts in accordance with Public Housing Notice 2017-17.

Cathy Hoog – We have included in your packet a summary of those write-offs in your packet tonight.

Sue Kirby – When I see abandoned units, does that mean people move out in the middle of the night?

Cathy Hoog – Yes.

Maureen Thomas – Without notice.

Sue Kirby – The biggest thing I see on this is 7 deaths. It is a little scary. I haven't seen that in a year. This is a quarter but they didn't necessarily die in this quarter.

Kimberley Driscoll moved to approve write offs through December 31, 2020 for State Development 705 in the amount of \$1,542.00, 667 in the amount of \$7,893.28 and 200 in the amount of \$8,373.20 in accordance with Public Housing Notice 2017-17. Charity Lezama seconded the motion and the **roll call** vote is as follows:

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

## **XII. Other Business/Late Communications**

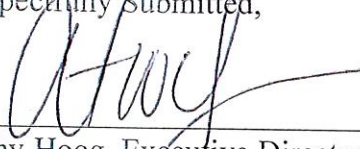
There was no other business/late communications.

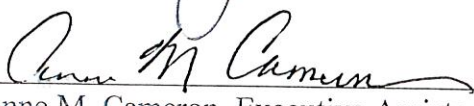
## **XIII. Adjournment**

Kimberley Driscoll moved that the Board convene into Executive Session at 6:45 p.m. 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 and to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the 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. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

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

Respectfully Submitted,

  
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Cathy Hoog, Executive Director

  
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Anne M. Cameron, Executive Assistant