



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

Cathy Hoog, Executive Director

**MINUTES OF THE
SEVENTY-THIRD (73ND) REGULAR ANNUAL MEETING
WEDNESDAY, FEBRUARY 10, 2021
AT 6:00 P.M.**

I. Called Meeting to Order at 6:00 p.m. This meeting was held remotely by a Zoom Conference.

II. Roll Call

Present

Sue Kirby
Benjamin Shallop
Kimberley Driscoll
John A. Boris

Absent

Charity Lezama

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

III Election of Officers

Office of the Chairman

There was discussion at the last annual meeting amongst the Board as to possibly nominating another member of the Board for the Position of Chairman. The Board agreed that due to Covid and how busy other members of the Board are that they would keep John Boris in that position due to his experience and address this at the next annual meeting

Kimberley Driscoll moved to nominate John A. Boris for the Office of Chairman. Sue Kirby seconded the motion and the vote was as follows:

Ayes
4

Nays
0

Kimberley Driscoll moved that the nominations for the Office of Chairman be closed. Sue Kirby seconded the motion and the vote was as follows:

Ayes
4

Nays
0

Kimberley moved that John A. Boris be elected to the Office of Chairman. Sue Kirby seconded the motion and the vote was as follows:



Ayes
4

Nays
0

Office of the Vice-Chairman

John A. Boris moved to nominate Kimberley Driscoll for the Office of Vice-Chairman. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes
4

Nays
0

Kimberley Driscoll moved that the nominations for the Office of Vice-Chairman be closed. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes
4

Nays
0

John A. Boris moved that Kimberley Driscoll be elected to the Office of Vice-Chairman. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes
4

Nays
0

Office of the Second Vice-Chairman

Kimberley Driscoll moved to nominate Sue Kirby for the Office of Second Vice-Chairman. John A. Boris seconded the motion and the vote was as follows:

Ayes
4

Nays
0

Kimberley Driscoll moved that the nominations for the Office of Second Vice-Chairman be closed. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes
4

Nays
0

Kimberley Driscoll moved that Sue Kirby be elected to the Office of Second Vice-Chairman. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes
4

Nays
0

Sue Kirby asked Cathy Hoog if the Salem Housing Authority would update its letterhead and add her title of Second Vice Chairman and Tenant Representative next to her name.

Cathy said "yes" she would have the staff do that.

Office of the Treasurer

Kimberley Driscoll moved to nominate Charity Lezama for the Office of Treasurer. Sue Kirby seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Kimberley Driscoll moved that the nominations for the Office of Treasurer be closed. Benjamin Shallop seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Benjamin Shallop moved that Charity Lezama be elected to the Office of Treasurer. Sue Kirby seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Office of Assistant Treasurer

Sue Kirby moved to nominate Benjamin Shallop for the Office of Assistant Treasurer. John A. Boris seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Benjamin Shallop moved that the nominations for the Office of Assistant Treasurer be closed. Sue Kirby seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Kimberley Driscoll moved that Benjamin Shallop be elected to the Office of Assistant Treasurer. Sue Kirby seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

IV. Check Signers with Alternates

Kimberley Driscoll moved that the following are designated as check signers and alternates:

Check Signer: John A. Boris
Alternate: Benjamin Shallop
Counter Signer: Charity Lezama
Alternate: Benjamin Shallop

Benjamin Shallop seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
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4

0

V. Manual Check Signers

Sue Kirby moved that the following are designated to manually sign checks in the event that the check signer stamp is out of operation:

John A. Boris
Charity Lezama

Kimberley Driscoll seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

VI. Voucher Signers

Kimberley Driscoll that the following are designated to sign the vouchers for the checks that are signed through the check signer machine:

Voucher Signer: John Boris
Alternate Voucher Signer: Charity Lezama

Sue Kirby seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

VII. Employee Check Signing Security Agreement

Cathy Hoog informed the Board of Directors that there were no changes to the Employee Check signing Security Agreement and it is the same as last year.

Kimberley Driscoll moved to approve the Employee Check Signing Security Agreement, as presented and authorize Cathy Hoog to implement said agreement. Benjamin Shallop seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

VIII. Release of Executive Session Minutes

Cathy Hoog informed the Board that pursuant to the Attorney General's recommendation, the Salem Housing Authority reviews the Executive Session Meeting Minutes annually. The Executive Session Minutes may be released once the purpose for going into Executive Session no longer exists.

The Executive Director informed the Board that there were no Executive Session Meeting Minutes to be released at this time.

IX. Presentation of By-Laws

The By-Laws of the Salem Housing Authority were distributed for review and will be discussed at the April 2021 Board Meeting.

X. Order of Voting For Roll Call Votes

Kimberley Driscoll I moved that the first member to vote will be Sue Kirby
Kimberley Driscoll moved that the second member to vote will be Benjamin Shallop
Sue Kirby moved that the third member to vote will be the Kimberley Driscoll
Kimberley DriscollII moved that the fourth member to vote will be Charity Lezama
Kimberley Driscoll moved that the fifth member to vote will be John A. Boris

Benjamin Shallop seconded the motions and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

XI. Adjournment into the Regular Meeting of February 10, 2021.

Kimberley Driscoll moved that the Board convene into the Regular Meeting of February 10, 2021 at 6:29 p.m. Sue Kirby seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
4	0

Respectfully Submitted,



Cathy Hoog
Executive Director



Anne M. Cameron
Executive Assistant