



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, FEBRUARY 10, 2021  
6:00 p.m.**

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**I. Called Meeting to Order at 6:29 p.m.**

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

Benjamin Shallop moved to accept the Minutes of the Regular Meeting held on Wednesday, January 13, 2021. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby  
Benjamin Shallop  
Kimberley Driscoll  
John A. Boris

Nays

**IV. Tenant/Public Engagement**

There was no tenant/public engagement.

**V. Communications**



- Waitlist
- SHA Department Reports ( Move In, Move Out, State and Federal, Modernization Report, Voucher Report and Completed Work Orders for Month of January 2021)

Sue Kirby asked if the waiting list was staying the same or was there any movement.

Cathy Hoog said that the transfers were all settled in and the staff is now pulling applicants from the waiting list.

Benjamin Shallop said that the Board and the SHA should be thinking about ways to engage more tenants/residents interest in attending the Board Meetings as they are all Zoom Meetings and probably will be for quite a while. Some of the tenants/residents may not have the technology that they need to attend board meetings via zoom. We should be thinking about this.

#### **VI. Reports of the Committees**

There were no reports of the Committees.

#### **VII. Report of the Executive Director**

See Executive Director Report attached hereto.

Benjamin Shallop asked Cathy if the tenants/residents, neighbors and abutters would be getting a separate invitation.

Cathy Hoog said “yes” a separate invitation to the Virtual Community Meeting will be composed by Beacon Communities and will be mailed out to the tenants/residents, neighbors and abutters. The notice will be in English and Spanish.

Cathy also said that we must be mindful of having only 2 Board Member to attend so as to not form a quorum of the Board Members.

#### **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

Benjamin Shallop moved to approve the bills and transfers for the period January 1, 2021 through January 31, 2021 as presented. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby  
Benjamin Shallop  
Kimberley Driscoll  
John A. Boris

Sue Kirby commented on the Pre-2004 Section 8 Reserve Account. She thought it would be a good idea to strategically come up with a plan as to how to use the balance of the funds. She realizes that some of the funds are used to hold Employee Appreciation Luncheons, etc. and she would like to see the Board come up with a plan to use the balance of the funds on some projects that may not be covered under the CIP Plan.

Cathy Hoog said that the operation funds and the Pre-2004 Section 8 (Federal Funds) are very different in how you can spend the money. Cathy said that she is open to thoughts and ideas from the Board and that it is a good idea to be planful for the balance of the funds which is approximately \$90,000.00.

Sue Kirby asked about rent grants.

Cathy Hoog said that the Rent Grant is a grant from the CPA that she applied for and is for the residents in the City of Salem. The SHA received \$120,000.00 from the CPA to use to help residents of the City of Salem pay their rent if they qualify. There are guidelines that the applicants must follow and meet. Once the applications are received, they are then reviewed and if approved the SHA will mail their rent payments to their landlords.

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. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby  
Benjamin Shallop  
Kimberley Driscoll  
John A. Boris

**XI. New Business**

There was no new business to present to the Board of Directors.

**XII. Other Business/Late Communications**

There was no other business or late communications.

**XIII. Adjournment**

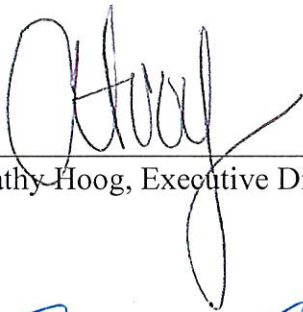
Benjamin Shallop moved that the Board convene into Executive Session at 6:45 p.m. to discuss strategy sessions in preparation with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel and to discuss strategy with respect to collective bargaining 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. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes


Sue Kirby  
Benjamin Shallop  
Kimberley Driscoll  
John A. Boris

Nays

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Assistant