



Wage Match Guidelines for State Housing Programs

The Salem Housing Authority will comply with all applicable laws and regulations relating to confidentiality and privacy, including but not limited to M.G.L.c.62E and c.66A and 760 C.M.R. 6.00 and 801 CMR 3.00 when requesting and receiving information through the wage match system.

The following set of guidelines will be used when handling wage match information:

1. Employees who will be authorized to request and receive information provided through the Wage Match system will be Maureen R. Thomas, Director of Public Housing, Massiel H. Garcia, Property Manager, Kim Oswald, Property Manager and Alexandra Rodriguez, Property Manager.
2. The Salem Housing Authority assures protection of privacy and confidentiality including but not limited to access to computer by the Director of Public Housing and Property Managers via private password and maintaining printed materials and storing of information in separate filing cabinets.
3. Information received from the Wage Match system will be used solely to verify income and assets of households in the Salem Housing Authority state housing programs.
4. The Salem Housing Authority will notify DHCD immediately both orally and in writing if any personal data is improperly used or accessed and cooperate with DHCD to enjoin or prevent misuse of, regain possession of, and otherwise protect the data.

Adopted by the Salem Housing Authority Board of Directors on: September 9, 2020

File: ac-wagematchguidelines



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

Cathy Hoog, Executive Director

EXTRACT FROM THE MINUTES OF THE
REGULAR MEETING OF THE BOARD MEMBERS OF THE
SALEM HOUSING AUTHORITY HELD ON
WEDNESDAY, SEPTEMBER 9, 2020 AT 6:00 P.M.

The BOARD MEMBERS of the SALEM HOUSING AUTHORITY met in a REGULAR MEETING at the office of the Authority, 27 Charter Street in the City of Salem, Massachusetts on WEDNESDAY, SEPTEMBER 9, 2020 at 6:00 p.m., the place, hour, and date duly established for the holding of such meeting.

This meeting was held via Zoom Meeting.

The meeting was called to order at 6:00 p.m. by John A. Boris, Chairman and upon a roll call, the following answered present:

Present

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

Absent

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

The Chairman declared a quorum present.

MOTION

The following resolution was introduced by John A. Boris, Chairman, read in full, and considered:

Benjamin Shallop moved to approve the Wage Match Guidelines, Wage Acknowledgement Regarding Confidentiality of Information and DOR Disclosure and Security Training for SafeGuarding Information as per Public Housing Notice 2019-16 and to authorize Cathy Hoog, Executive Director and Chairman John A. Boris to execute the same. Charity Lezama seconded the motion and the vote was as follows:

Ayes

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

Nays

The Chairman thereupon declared the motion carried.

| Board Extracts of Special Meeting of 9/09/20

