



John A. Boris, Chairman
Kimberley Driscoll, Vice Chair
Charity Lezama, Treasurer
Benjamin Shallop, Assistant Treasurer
Sue Kirby, Second Vice Chair
and Tenant Representative

Cathy Hoog, Executive Director

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, OCTOBER 13, 2021
6:00 p.m.**

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

This meeting was held via Zoom.

II. Roll Call

Present

Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Absent

Kimberley Driscoll (arrived at 6:15
p.m.)

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

III. Minutes of Previous Meeting(s)

Charity Lezama moved to accept the Minutes of the Special Meeting held on Friday, August 27, 2021. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Nays

Charity Lezama moved to accept the Minutes of the Special Meeting held on Friday, September 3, 2021. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop

Nays



Charity Lezama
John A. Boris

Cathy Hoog -- Note: There was a typo in the minutes under the Accounting Services Contract. When we approved this, it should read "state and federal programs" and it just says, "state programs". I just want to point that out to all of you. We had to add the word "Federal" to that section because the Accounting Services Contract was bid out for the state and federal programs. We will add "federal" to the final version.

Charity Lezama moved to accept the Minutes of the Regular Meeting held on Wednesday, September 8, 2021. Benjamin Shallop seconded the motion and the vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Nays

IV. Tenant/Public Engagement

Donald Rivard -- 27 Charter Street, Apartment 601, President of the Charter Street Tenant Association.

I have 3 quick it items:

1. The door between the office and community room continues to be locked. We see able bodied, employees passing through the door routinely. However, seniors and people with handicaps are unable to pass through this door to do business. We believe the door should be open. We live here.
2. I think that we should have the opportunity to comment on the Performance Evaluation that you are going to be talking about in a few minutes.
3. We are hosting a candidates coffee hour this Friday in our Community Room and we made an effort to contact all the candidates for Mayor, At-Large and Ward 1 Council. Anyone else is invited to attend. Thank you.

Sue Kirby -- What time is it?

Don Rivard -- It is 10:30 a.m. on Friday.

Cathy Hoog -- As far as the door that you mention, as I mentioned before we are putting a lot of effort into trying to control the traffic to the front of the office because we can only have 2 people in the front lobby which is relatively small. As noted on that door, if there is a resident that needs to be seen they can make an appointment and be let in through that door. It is an option for folks to enter through that door or they can go around and enter through the main entrance if they do not need an appointment.

Don Rivard – Who do we call for the appointment.

Cathy Hoog – It says it on the sign. It says to call Maureen Thomas, the manager of the building. The whole point of that is to try and control traffic of folks that come in on a day-to-day basis. If we have people entering on 2 sides it becomes a little chaotic for the receptionist to manage. This was an effort to keep everybody safe and keep folks social distanced in that small space. It is really about public safety too.

Cathy Hoog – as far as the comment about my performance evaluation, the Board is receiving a copy of the performance evaluation with some goals attached. If you would like to make comments on that, the Board will be submitting those and we will go over them in a public meeting next month ideally if everyone can get it done in time. You will have an opportunity to comment on that.

Sue Kirby – I think he is asking to see a blank copy of the Performance Evaluation so he know what the questions are and what the goals are so the tenants could speak at the meeting.

Cathy Hoog – All of those documents are posted on the Website, but we can email that to you directly.

Sue Kirby – Where is the Board Packet posted?

Cathy Hoog – It should be with the minutes. All the backup supporting documents should be with the minutes.

Sue Kirby – As far as I can see, the minutes aren't posted on line for months so they would not be there.

Cathy Hoog – The minutes are posted every month after they are voted on.

Sue Kirby – That is after the meeting?

Cathy Hoog – Yes.

Kimberly Driscoll – I think it is common practice that you post minutes after they have been approved as opposed to before. I believe the back-up and the agendas are on the website. Are they not on the website or the City of Salem Website?

Cathy Hoog – They should be on the SHA website. If you are not seeing something, let me know and we can make sure that it gets posted there. All of that information is usually posted with the agenda.

Kimberley Driscoll – That is what I thought so I just wanted to clarify so if folks aren't seeing it on the SHA website, let us know.

Sue Kirby – All 185 pages that we received this time should be on the website after this meeting?

Cathy Hoog – It should be. If you don't see something, let us know.

V. Communications

- August/September 2021 NAHRO Newsletter
- Updated Waitlist
- Public Housing Notice 2021-20 – Budget Guidelines for Fiscal Year 2022
- SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report, Resident Service Coordinator Reports and Completed Work Orders for Month of September 2021)
- Performance Evaluation for Cathy Hoog for Board Members to complete
- Cathy Hoog – You all have a blank copy of the performance evaluation. Please complete it and send it to Anne Cameron, she will compile them and put it into one evaluation with average scores and attach each Board Member's comments for Board approval. If you can do that before next board meeting, that would be great. If you need some more time let us know. It is not a huge deal if we push that out.

Kimberley Driscoll arrived at 6:15 p.m.

Cathy Hoog – Any questions on any of those reports or documents?

Sue Kirby – I have been noticing a huge increase on the number of people who have application in and are on the waitlist. It was 9,000 people last year and it is 15,000 people this year for family applications which isn't surprising due to Covid and the economy. I noticed the waiting time for all of the categories is all the same. Where does the waitlist come from? Wouldn't that change dramatically if you had twice as many people waiting? I have people ask me that question all the time. How long is the wait time?

Cathy Hoog – You may have recalled a discussion in the past about the centralized wait list, the state waitlist. There is about a 70 percent non-response rate. Unfortunately, the Housing Authority has to put a lot of effort into what we call "grooming the list" and contacting folks on the list to see if they will respond and provide document necessary to be able to qualify. A large number of folks on the wait list do not qualify or they do not respond. About 70% of them.

Sue Kirby – Was that true last year as well?

Cathy Hoog – Yes, especially now with the centralized waitlist. It doesn't necessary effect the wait time as much as you would think because a large majority of folks just get moved down to a seven or they get removed. A standard application is a seven. Anything else you want to add Maureen, feel free.

Maureen Thomas – That about covers it. A majority don't respond and we have to wait for vacancies to come up and some people reject the units when we offer them and it happens a lot.

Cathy Hoog – The increase doesn't necessarily affect the wait time as you might think it would.

Sue Kirby – I think a few months ago I mentioned that I liked it better when each one of the developments was separated out so you could see what was happening. This report seems like you put a lot more in to that Gary. This looks like a different format than we were using before and I appreciate you taking the effort to do that.

Gary Dean – Sure, no problem.

Sue Kirby – commented on the penalization for having too many vacancies. I noticed there was a big increase in the time for turnover and I am sure it is due to Covid-19. There are 2 Units in Morency Manor that have been vacant. One of the Units for about 1 year and the other for about 6 or 7 months. Just wondering why, it is taking so long.

Cathy Hoog – It is a huge challenge to find qualified applicants so that are sitting longer and there is definitely an effect from the Pandemic on this as well. There was a stretch of time where a lot of folks didn't want to move and we had the opportunity to allow them extra time before they move in so that affected the larger picture. There is an option for Housing Authorities to apply for a waiver request and that is a pretty regular common occurrence amongst housing authorities to apply for waivers for vacancies for various different reasons staff capacity, waitlist challenges, issues related to CHAMP. There are all sorts of reasons we can choose to apply for a waiver and we do so on a regular basis to avoid fees.

Sue Kirby – Do we have any idea as to how much rental income we are losing from that?

Cathy Hoog – We can take a look at that. I don't have that number on the top of my head right now. That would be something I would have to pull a report on,

Sue Kirby – Thank you.

Cathy Hoog – We do have the option to apply for funding through SHERA. It is a Federal Program. As a Housing Authority, we are planning to apply to cover for loss of rental income. That is something that we are going to be doing this year. There has been a loss but there are options to recover some of it. That is worth noting.

VI. Reports of the Committees

There were no reports of the committees.

VII. Report of the Executive Director

See Executive Director's Report for October 2021.

Kimberley Driscoll – I just have a comment. I really want to thank you for providing updates on the projects and initiatives that you are working on. I had asked Cathy last month to give me an update on the number of grants that we were awarded over the last year. It is approximately \$1,600,000.00 in funding that we have brought into the community to help with a myriad of projects that are all tied to improving housing conditions and neighborhoods served by the housing authority from beautification projects to modernization project upgrades to technical assistance just to help us think about how we can improve Leefort Terrace I think that there is a lot of work underway and I wanted to recognize that. Thanks!

John Boris – I also wanted to thank Cathy publicly for bringing in all the grants that we have been awarded. Thank you.

Cathy Hoog – The opportunities are there and you miss 100% of the opportunities you do not take. If we have an opportunity to apply for something and it makes sense that is what we will continue to do for sure.

Sue Kirby – There is a bullet Tenant Engagement on your Executive Director Report. I know that you feel it is a high priority There are things happening that are not being reported in your ED report. I would like to see some of the things that you all are doing that are engaging the tenants in your report. We don't necessarily know about. We need to know what it is.

VIII. Unfinished Business

Community Preservation Act – Discussions/Comments/Suggestions

Cathy Hoog – You should have received a letter to the Committee Preservation Committee. On an annual basis, they ask for our comments regarding their annual plan. I put together a letter as I did last year indicating the Board's desire to continue to work with them, to develop a partnership. If you have any additional comments that you want me to add to this letter or if you are comfortable the way it is written, we would just need a board vote to submit this.

Charity Lezama – Thank you for preparing the letter, Cathy.

Charity Lezama moved to approve letter to Members of the Community Preservation Committee dated October 7, 2021, from Cathy Hoog, Executive Director which includes

the Salem Housing Authority's Board of Directors comments to the request regarding the Annual Plan and feedback from community members. 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

IX. Recommendations of the Chairman

There were no recommendations of the Chairman.

X. Report of the Treasurer

Bills and Transfers

Cathy Hoog presented the Bills and Transfers to the Board of Directors for Approval.

Kimberley Driscoll moved to approve the bills and transfers for the period September 1, 2021, through September 30, 2021, as presented. Charity Lezama seconded the motion and the **roll call** vote is as follows:

Ayes

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

Nays

Balance Sheet and Statements of Revenues and Expenses

Cathy Hoog presented the Balance Sheet and Statements of Revenues and Expenses to the Board of Directors for approval.

Kimberley Driscoll moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Paul Pavia, Fenton, Ewald & Associates, P.C. for eleven (11) months ending August 31, 2021. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop

Nays

Kimberley Driscoll
Charity Lezama
John A. Boris

XI. New Business

Annual Submissions

Cathy Hoog informed the Board that once a year the Salem Housing Authority is required to have each staff member, each Board Member and other individuals considered to be state employees sign the following documents and requests execution and submission at this meeting:

- Conflict of Interest/State Ethics Commission Summary

In addition, every two (2) years the above-mentioned individuals are required to complete a Conflict-of-Interest online training program. This online training last occurred in October of 2019 and will need to be completed again this October.

The Director requested that the Board of Directors and each staff member sign the following document as part of the Annual October Submissions:

- Sexual Harassment Policy

Cathy Hoog – Please sign the Conflict-of-Interest Summary stating that you have received it and return it to Anne. Also, you must take the Ethics on line training. Under separate cover, Anne will send you the link to take the training.

Kimberley Driscoll - I need to hop off for about 5 minutes and then return. I have to do one thing.

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.

Charity Lezama 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. John A. Boris 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 - Repayments Collected 10/01/2020 -9/30/2021

Cathy Hoog presented the Section 8 Repayments Collected 10/01/2020 – 9/30/2021.

The total amount collected is \$189,190.00 SHA retains fifty (50%) percent of \$189,190.00 which equals \$94,595.00.

Cathy Hoog – Kudos to the Section 8 Team for all of their hard work and effort It takes a tremendous amount of effort to stay on top of folks and collect monies owed. Kudos to Jacqui Guzman and the Section 8 Department. The Housing Authority is able to retain 50% of the amount collected.

Sue Kirby – That was not sent to a collection agency?

Cathy Hoog – That was all collected in house.

Public Housing Retro Rents Collected 10/01/2020 – 9/30/2021

Cathy Hoog presented the Public Housing Retro Rents Collected 10/01/2020 – 9/30/2021. The total amount collected is \$18,705.00 SHA retains fifty (50%) percent of \$18,705.88 which equals \$9,352.94.

Cathy Hoog – Thank you to Maureen Thomas and the Public Housing Staff for making these collections happen.

Collection of Losses – Write Offs Through 09/30/21 per Public Housing Notice 2017-17

Cathy Hoog presented the Collection of Losses – Write Offs Through 9/30/21 per Public Housing Notice 2017-17.

Charity Lezama moved to approve write offs through September 30, 2021, for State Development 667 in the amount of \$507.00, State Development 705 in the amount of \$29,186.43 and State Development 200 in the amount of \$29,186.43 for a total amount

of \$32,092.14 pursuant to Public Housing Notice 2017-17. Benjamin Shallop seconded the motion and the roll call vote was as follows:

Ayes

Nays

Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Cathy Hoog - Even though we can write these off, we do send to collections for further action. It is worth noting.

Change Order #1 for DHCD Project 258153 Retaining Wall Replacement at Bertram Terrace (667-1A)

Cathy Hoog presented Change Order #1 for DHCD Project 258153 Retaining Wall Replacement at Bertram Terrace (667-1A) to Board and request approval.

Cathy Hoog - There is a typo in this section. Where you see a 5, it should be a parenthesis.

Benjamin Shallop moved to approve Change Order #1 for DHCD Project 258153 Retaining Wall Replacement at Bertram Terrace (667-1A) in the amount of \$6,000.00. This work is to add crushed stone and to change the fence details at the abutter and increases the contract time by thirty (30) calendar days. Sue Kirby seconded the motion and the roll call vote was as follows:

Ayes

Nays

Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Quotation for Flooring Replacement at all Developments as needed

Cathy Hoog presented to the Board Quotation for Flooring Replacement at all Developments as needed and request approval of the same.

Debbie Tucker - We have very specific pricing and then it is billed based upon that.

Sue Kirby - How is Carpet Liquidators able to do this for 1/10th of the price than the other bidders?

Debbie Tucker - They did make a mistake and we contacted them to tell them that and we also contacted the Attorney General's Office and we gave them the option of getting out of the contract, however, they decided to keep that low price to keep the contract. We used them last year and found them to be very good.

Charity Lezama moved to accept the lowest, responsive, and responsible price quotation of (see attached) from carpet Liquidators for Flooring Replacement as needed for 1 year or the completion of \$50,000.00, whichever occurs first. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Nays

Certificate of Final Completion for DHCD Project #258149 Soffit and Trim Repairs at Colonial Terrace (667-2)

Cathy Hoog presented to the Board Certificate of Final Completion for DHCD Project #258149 Soffit and Trim Repairs at Colonial Terrace (667-2) for approval.

Cathy Hoog – There is a typo in this Section 667-4 should read 667-2.

Charity Lezama moved to approve Certificate of Final Completion for DHCD Project #258149 Soffit and Trim Repairs at Colonial Terrace (667-2) effective October 4, 2021, and approves the final payment to JJS Universal Construction Co. in the amount of \$1,925.00. Benjamin Shallop seconded the motion and the roll call vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Nays

XII. Other Business/Late Communications

Sue Kirby – Is next month going to be the month that we look at the budget?

Cathy Hoog – It depends on the fee Accountants. They may not have it prepared so it could be December 2021. Ideally it would be November.

XIII. Adjournment

Charity Lezama moved that the Board convene into Executive Session at 6:46 p.m. to discuss strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. (Approve

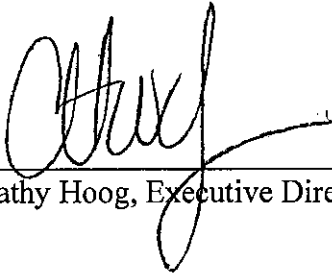
Minutes of the August 27, 2021. Meeting) The Board will not reconvene into Open Session and will adjourn the meeting from Executive Session. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Benjamin Shallop
Charity Lezama
John A. Boris

Nays

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Assistant