



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
SPECIAL MEETING
WEDNESDAY, NOVEMBER 17, 2021
6:00 p.m.**

I. Called Meeting to Order at 6:00 P.M.

II. Roll Call

Present

Sue Kirby
Charity Lezama
John A. Boris

Absent

Benjamin Shallop
Kimberley Driscoll

Also Present: Cathy Hoog, Executive Director, Debra Tucker, Assistant Executive Director, Gary Dean, Maintenance Director, 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 Regular Meeting held on Wednesday, October 13, 2021. Sue Kirby seconded the motion and the vote was as follows:

Ayes

Sue Kirby
Charity Lezama
John A. Boris

Nays

IV. Tenant/Public Engagement

There was no tenant/public engagement.

V. Communications



- Updated Waitlist
- 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 October 2021)

Sue Kirby – Questions on the Modernization Report – Project 258166, Phillips waterproofing and brick replacement. I was adding up different amounts that have been budgeted from CPA. It is talking about construction for \$151,000.00 and design for \$25,400.00 but the original budget is \$500,000.00. What is missing? There is quite a bit missing from the \$500,000.00 that was awarded to this project.

Debbie Tucker: The construction budget was established awhile ago and we have combined some leaking problems at the Phillips School Building along with Charter Street. So that will catch up with it once we go out to bid and get actual numbers on that. Right now we are in the work order stage with the Architect who is still studying the issue. He will put together a scope of work to go out to bid but he will have to come up with an estimate at that time.

Cathy Hoog - We had 1 project which was the Phillips Project which received the CPA Award and then the Housing Authority submitted an application for HILAP money. We were awarded that so we decided to combine the project with Charter Street in order to get better pricing because Charter Street also has water issues and leaking.

Sue Kirby – Is there another number here for the Charter Street Project or are they being combined?

Cathy Hoog – They are being combined.

Sue Kirby – A project number has already been assigned?

Cathy Hoog – Yes. When we received the award, we asked if the 2 projects could be combined for better pricing so the Architect that was already assigned is modifying the scope of work as a result of the projects being combined. What you see in the report is the original budget. That is why it is much lower.

Sue Kirby – Thank you.

Cathy Hoog – There are several reports but the last few months we have added the Resident Service Coordinator Reports.

Charity Lezama – I wanted to comment that I noticed it more this month than last month and it is great to have.

Cathy Hoog – Yes, absolutely. Thank you.

VI. Reports of the Committees

There were no reports of the committees.

VII. Report of the Executive Director

- See Executive Director's Report Attached – October 2021

Sue Kirby – I did not get an E.D. Report.

Cathy Hoog – I am wondering if the email did not get sent by mistake. We will send that along to all of you again or for the first time since it didn't get sent out. Apologies. I will make sure that I send it along to you.

Charity Lezama – No worries.

John Boris – When you get the E.D. Report feel free to call the Director.

Sue Kirby – Is there anything that stands out that would be good for us to know that is new?

Cathy Hoog – The newest item is probably the Leefort Terrace update. I talk about how we are working together with the Regenes Group which is a group that works with developers in Cities and Towns to help coordinate with key stakeholders in communities to develop a story and place to assist with the design process so the group has made some substantial process in meeting with some key stakeholders in the Community and we are getting ready to gear up the story that has come out of this. We are looking to do another large community meeting in December 2021. At this point, the tentative date is December 16, 2021.

Charity Lezama – what was the name of the organization?

Cathy Hoog – The Regenes Group. They have done some work recently in the Dorchester area but they work all over the country.

Charity Lezama – Sounds great!

Cathy Hoog – It has been a pretty wonderful process and I am looking forward to sharing the data with you. December 16, 2021 is the tentative community meeting.

Everything else in my report is referencing the department reports. There is nothing major to speak of this month.

VIII. Unfinished Business

- Executive Director's Performance Evaluation

Charity Lezama - I just want to back up and acknowledge that we did not get Cathy's evaluation done.

Cathy Hoog – I did receive evaluations from 2 of the Board Members. We just want to give a friendly reminder to those who have not had a chance to submit it yet and we can hopefully go over that in December 2021.

IX. Recommendations of the Chairman

There were no reports of the committees.

X. Report of the Treasurer

Bills and Transfers

Sue Kirby – the only question that I have is under the non-routine expenditure and this maybe something I just don't get. The total budgeting cost was \$381,637.00 and under that there was \$184,387.00 that was under the Covid allowance. It looks like all of the things that were purchased over the course of the month add up to \$184,387.00 but we did not spend any of that money on anything that was considered a Covid allowance?

Cathy Hoog – Yes, we have.

Sue Kirby - so this is saying that we did spend \$184,387. Do we have a list of what that was spent on?

Cathy Hoog – so we had an opportunity to assign expenditures to Covid expenses. Anything that was related to the Pandemic such as supplies, cleaning supplies, equipment... it is not all listed

out here in detail but we do have that itemized if that is something that the Board is interested in seeing. They are not requiring us to itemize it so we have done so on the statements but we have to show that we have expended it and when we are audited the auditors will require the itemized list.

Sue Kirby – I think this happened last year. I would like to see the list and get an idea of how that money was spent.

Cathy Hoog – We can do that.

Sue Kirby – Thank you.

Sue Kirby moved to approve the bills and transfers for the period October 1, 2021

through October 31, 2021 as presented. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Charity Lezama
John A. Boris

Nays

XI. New Business

Year End Submissions

Quarterly Operating Statements (Quarter Ending 9/30/21) and Year End Financial Statements (FYE 9/30/21) for Programs 4001 and MRVP

Cathy Hoog presented the Quarterly Operating Statements (Quarter Ending 9/30/21) and Year End Financial Statements (FYE 9/30/21) for Programs 4001 and MRVP and request signatures for same.

Charity Lezama moved to accept the Quarterly Operating Statements (Quarter Ending 9/30/21) and Year End Financial Statements for Fiscal Year Ending 9/30/19 for Programs 4001 and MRVP. Sue Kirby seconded the motion, and the **roll call** vote was as follows:

Ayes

Sue Kirby
Charity Lezama
John A. Boris

Nays

Fiscal Year End 9/30/2021 Certification of Top 5 Compensation Form

In accordance with the request of DHCD Cathy Hoog submitted to the Board the Fiscal Year End 9/30/2021 Certification of Top 5 Compensation Form. Cathy Hoog will submit the Top 5 Compensation Form to DHCD together with said Certification.

Charity Lezama – Do we all need to come down and sign the document?

Cathy Hoog – They are accepting signatures from me at this time due to the pandemic as long as there is a Board Vote attached.

Charity Lezama – Great!

Sue Kirby – My questions comes up under the other compensation. There was a small amount of this last year but this seems to be quite a lot that is being added to people's salaries from that and I am wondering what that money is and it is unclear by the way it is described to me. It looks like it all came from federal.

Cathy Hoog – I believe the fee accountant is charging some of the operational cost to the covid money which we are allowed to do. in order to expend it. I want to double check with the accountant on that but I am pretty certain that that is what this is here.

Sue Kirby -- the next 2 columns, one is total compensation and the other is composite amount from budget so it was added into the other compensation not subtracted.

Cathy Hoog - It is charging a portion of the salary to the federal money. That is the portion that you see on the form. It is not additional compensation being added to the salary. It is a portion of the salary being charged to the federal money.

Sue Kirby – It says that it includes bonuses, longevity payments, the value and use of vehicles, laptops, cell phones and other equipment, etc. It certainly doesn't describe what you're describing. just said. t makes the form extremely unclear. If that is what they were trying to do, they would not be adding it to the amount.

Cathy Hoog – These forms are required by the State and they are not always user friendly or reader friendly. I think the best thing for me to do would be to have the accountant compile an explanation for us because the way they have to do this is very specific and that is why we hire him. The breakdown is not something I would personally do. It would be something our fee accountant would do. If you want to table it, we can table it and I can have our fee accountant provide and explanation.

Sue Kirby – Yes, I would like to propose we table it.

Cathy Hoog – If we table until next meeting it may cause an issue because of the deadline. Anne, do you recall what the deadline is?

Anne Cameron – We have to submit all year end documents by November 29, 2021.

Cathy Hoog – We will get dinged on our Performance Management Review if we do not submit it. The other thing we could do is create a special meeting just for this item once we get the explanation.

Sue Kirby – I would appreciate that. We have got 11 or 12 days.

Cathy Hoog -Hopefully people can make that otherwise we will get dinged on our Performance Management Review.

John Boris – Charity, any thoughts on this before we get into the motion?

Charity Lezama – I understand what Sue is calling to attention. It is misleading but I have concern whether we will be able to get a quorum together before the holiday. I am away Friday and then all of next week. That makes it very challenging because the 29th is a Monday and next week is the holiday week.

John Boris – I agree with you also.

Charity Lezama – We still have to have everyone vote for it. Am I correct in that everyone has to vote on to sign this?

Cathy Hoog – This is another form that they are allowing the Director to sign as long as a Board Vote is attached.

Charity Lezama – Do you see what she is referencing?

Cathy Hoog – Yes, I do. To be honest the way they pull out the charges and the value they put on things like computers, laptops, and cell phones and all of that, it is a complicated formula. It would be a little difficult to explain that well but because we have a licensed fee accountant, I rely on them to break this down the way it is supposed to be broken down. I can tell you that the total numbers are correct. I would rely on our fee accountant to explain that more thoroughly.

Charity Lezama – I am comfortable voting on it. I hear you Sue but I am comfortable voting on it given the timing. I just have a concern about whether we will be able to get quorum together.

Sue Kirby - I want to say that I am not going to vote for it.

Charity Lezama moved to certify and execute Fiscal Year End 9/30/2021 Top 5 Compensation Form as submitted by Cathy Hoog for the Salem Housing Authority to be submitted with year end documentation. John A. Boris seconded the motion and the vote was as follows:

Ayes

Charity Lezama

John A. Boris

Nays

Sue Kirby

Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws

The Executive Director presented the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws.

Cathy Hoog – This is a required annual form. The State likes to see that we are in compliance with Federal and State Lead Paint Laws.

Sue Kirby – It is asking us to certify that the maintenance department keeps proper records for the 4 things listed on the form. I have not seen any of these things for this record keeping. I am nervous about signing my name to a form that says the record keeping is in order when I am just not clear on what the record keeping is or where it is kept. I have no idea. I did go ahead and looked up 2 or 3 of these regulations but it did not help me to understand what I am signing for.

Cathy Hoog – The Housing Authority has an obligation to provide folks with information about lead compliance to make sure that we are in compliance with any properties that may have had lead in the past and if that was remediated which it has to be we would maintain records of the remediation This is certifying that the Housing Authority is properly maintaining those records and notifying folks if they were in a property with lead paint we are certifying that it has been remediated. Am I leaving anything out of this Debbie?

Debbie Tucker – No, that is exactly it. Each time we lease up a tenant in public housing we give them specific forms and those are signed and kept in the files. We go a step beyond that and have those files audited by an outside firm just to make sure we are in compliance.

Sue Kirby – Does that also include the inspections for Section 8?

Debbie Tucker – No, Section 8 Landlords have to provide proof that they have a de-leading certificate especially with anyone under a certain age.

Sue Kirby moved to certify and execute the Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws as submitted by Cathy Hoog, Executive Director for the Salem Housing Authority to be submitted with year end documentation. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Charity Lezama
John A. Boris

Nays

Amended Rent Collection Policy

Cathy Hoog presented to the Board of Directors the Amended Rent Collection Policy.

Cathy Hoog – The Housing Authority has contracted with an agency so that we can better Manage folks who take off. and have a balance. We needed to modify the language in the policy. To reflect that.

Charity Lezama moved to approve the amended Rent Collection Policy as presented. Sue Kirby seconded the motion and the **role call** vote was as follows:

Ayes

Sue Kirby
Charity Lezama
John A. Boris

Nays

Illegal Dumping Policy

Cathy Hoog presented and discussed the Illegal Dumping Policy with the Board of Directors for approval.

Cathy Hoog – This is a new policy that we are presenting to the Board Members tonight. We previously did not have a policy. That references illegal dumping. It is a big problem that the Housing Authority manages and now that we are beginning to access our security cameras, we have caught some folks illegally dumping which is great on one level but not so great on another. We would like to be able to charge them a large fine.

Sue Kirby – This is for people who do not live in a development who put things in the dumpster?

Cathy Hoog – yes.

Charity Lezama moved to approve the Salem Housing Authority Illegal Dumping Policy as presented. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby

Charity Lezama

John A. Boris

Controlled Non-Profit Corporation or Affiliate (Non-Controlled) Non-Profit Corporation

Cathy Hoog presented the Summary from the special Board of Directors Meeting on July 14, 2021 relative to a Controlled Non-Profit Corporation or Affiliate (Non-Controlled Non-Profit Corporation and request that the Board Vote on which type of Non-Profit Corporation they would like to create.

Cathy Hoog – Board Members you may recall that we had a presentation in July from Attorney Theresa Santalucia and she presented to us the different types of non-Profit options the Housing Authority may take if they choose to develop a non-profit and the two types she presented to us were the Instrumentality non-profit which would be the controlled or the Affiliate Non-Profit which is the non-controlled and a separate entity from the Housing Authority. We are looking to move forward and get that paperwork started so I was hoping to gather a vote from the Board on which type of non-profit that you would like to move forward with. It is a bit of a process. We have to file paperwork and be recognized by the IRS. There are a few different steps but it would be advantageous for us to get going on that. If we need a little more time, we can take it. It isn't urgent but it would be advantageous for us to move forward.

Sue Kirby – I would like to have this discussion with Kim and Ben.

John Boris – would you like to table this for the next meeting?

() moves to authorize Cathy Hoog, Executive Director to hire Attorney Teresa Santalucia of the law firm of Klein Hornig to create a) a Controlled Non-Profit Corporation or b) an Affiliate (Non-Controlled) Non-Profit Corporation as per the attached summary from the Special Board Meeting on July 14, 2021. () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

The Board Members agreed to make the following motion:

Sue Kirby moved to table the above matter to the next regular meeting so that it could be discussed amongst all Board Members. Charity Lezama seconded the motion and the **roll call** was as follows:

Ayes

Sue Kirby
Charity Lezama
John A. Boris

Nays

Section 8 Management Assessment Plan (SEMAP)

The Executive Director explained the Section 8 Management Assessment Plan (SEMAP) to the Board.

Cathy Hoog – On an annual basis, Board Members you may recall we have to submit SEMAP which is a Section 8 Assessment Program to ensure that we are following protocol and procedures and essentially running the program the way we are supposed to be and that requires a Board Vote to submit that certification.

Sue Kirby – Does someone else over look this or is just a matter of going online and answering questions.

Cathy Hoog - It is a lot of data that has to be compiled and put together as a back-up and when the auditors come out they look at it very closely. We certify that the data is true and correct.

Submit it on line and the auditor will go through all of that and make sure everything is there that we said was there.

Charity Lezama moved to approve the Section 8 Management Assessment Plan (SEMAP) as submitted and to authorize Cathy Hoog to submit said report to the Department of Housing and Urban Development (HUD). Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Charity Lezama
John A. Boris

Nays

Section 8 Utility Allowance Study

Cathy Hoog presented to the Board the results of the Section 8 Utility Allowance Study

to become effective October 1, 2021 prepared by Jacqueline Guzman.

Sue Kirby – The price of oil has decreased 12% in the allowance for oil? Is oil actually going down or does that mean people are just going to have to pay more out of their pocket.

Jacqui Guzman – Happy Software provides us with back-up and it did go down 12%. I just heard on the news last week that it is supposed to be increasing.

Cathy Hoog – We utilize a software program that does an analysis of utility consumption in the area and they average out Utility rates and consumption and they create a report for us based on all of that. We pay for that and this is what has resulted from that report.

Sue Kirby – If there is an unusual jump in oil, would there be an opportunity to fix that or does that just stay the same until a year from now?

Jacqui Guzman – We could if we had to go back and send them more data and they could come up with another utility allowance if we see that there is a substantial increase.

Cathy Hoog – We do have an opportunity to change this but most authorities would do this on an annual basis.

Charity Lezama moved that all Allowances for Tenant-Furnished Utility and other services provided by Happy Software be adopted, as presented, effective October 1, 2021. Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby

Charity Lezama

John A. Boris

Wage Match Guidelines

The Executive Director presented the Wage Match Acknowledgement Regarding Confidentiality of Information and DOR Disclosure and Security Training for Safe Guarding Information as per Public Housing Notice 2019-16.

Cathy Hoog – Board Member on an annual basis we have to ensure that folks that utilize the Wage Match System are doing so according to the policies of the program and safeguarding the protected data that is a part of the Wage Match System. We have to have all staff who use the Wage Match System sign and certify that they are going to follow the rules and guidelines of the program. DHCD requires us to submit the confidentialities and disclosure statements.

Sue Kirby moved to approve and acknowledge that all authorized employees have read and thoroughly understand the contents of Public Housing Notice 2019-16 and that all authorized employees at the Salem Housing Authority have read and signed the attached "Acknowledgement Regarding Confidentiality of the Department of Revenue's Information and DOR Disclosure and Security Training for Safeguarding Information and that all authorized employees have signed the acknowledgements and are on file at the SHA and authorize Cathy Hoog, Executive Director and John A. Boris, Chairman to execute a form named "Executive Director/Board Approval" to be sent to DHCD. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Charity Lezama
John A. Boris

Nays

Bid for the Removal of 134 Disconnected Boilers, Hot Water Tanks, Piping and Related Materials at Rainbow Terrace

Cathy Hoog presented to the Board of the Bid for the Removal of 134 Disconnected Boilers, Hot Water Tanks, Piping and Related Materials.

Debbie Tucker - the Housing Authority and with Gary's hard work, received a big grant to replace all of the water tanks and boilers at Rainbow Terrace. They were obsolete and parts could not be found. They were well over \$1 million, however, are part in that is to dispose of the existing hot water tanks, boilers, piping and all of the parts. We went out to bid on this because there is a pretty good value of metal. We did a reverse bid to see what company could come in and pay us to take away all of the parts. We put together a big bid and the best price we got was \$1,800.00 to us and that is because there is a huge labor component involved with getting the tanks out of the basements and sort the metals, etc.

Sue Kirby - The other company just changed their mind?

Debbie Tucker - A lot of companies just thought it would be so labor intensive to remove the tanks from the basements. We are doing 4-8 a week and this will span several months. Companies did not find it in their best interest or they could afford to pay us.

Sue Kirby moves to approve the bid from Propane Services of New England in the amount of \$1,800.00 payable to the Salem Housing Authority for the Removal and Disposal of 134 Disconnected Boilers, Hot Water Tanks, Piping, and Related Materials at Rainbow Terrace. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Sue Kirby
Charity Lezama
John A. Boris

Nays

Annual Holiday Employee Luncheon

Cathy Hoog asked the Board of Directors for approval to hold the Annual Holiday Employee Luncheon on December 15, 2021 from 12:00 noon to 3:00 p.m.

Cathy Hoog – Board Members I am looking to get approval for a dollar amount from our Pre-Section 8 Reserves for our Annual Holiday luncheon for the staff

Charity Lezama moves to authorize Cathy Hoog, Executive Director to hold the Annual Holiday Employee Luncheon on Wednesday, December 15, 2021 from 12:00 noon to 3:00 p.m. at the cost of approximately Nine Hundred Fifty Dollars (\$950.00). Sue Kirby seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Sue Kirby

Charity Lezama

John A. Boris

XII. Other Business/Late Communications

Charity Lezama - I just want to clarify after Sue's concerns around the compensation I was a little bit confused as well. I thought I heard Cathy say that they were changing it because of some

Covid Relief funds. Sue that is normal in that it is probably cars or cell phones, lap tops, etc. everything that they use that is normal compensation if people might be potentially using for personal use. So when they file their taxes they have to account and track all of that stuff. If you see on the compensate amount on the budget their base salary and you also see that it aligns percentage wise with other compensation, cars, phone, and things like that. I assume that you have a car Cathy?

Cathy Hoog – I do not.

Charity Lezama – We would have to approve a bonus for Cathy. That will not be hidden in here.

Cathy Hoog - It is impossible to hide anything. We are heavily audited.

Sue Kirby – I am not suggesting anybody is hiding anything. I think the form is very unclear. I want to sign something that is a real reflection what happened last year.

Cathy Hoog – Do you feel like the form is inaccurate or is it that you just don't understand it?

Sue Kirby – I think it is misleading.

Cathy Hoog – How so?

Sue Kirby – Did you actually spend \$14,000.00 on laptops?

Cathy Hoog – yes.

Further discussion ensued between Cathy Hoog and the Board Members.

Cathy Hoog – If have doubts that the form was filled out incorrectly, I will have our fee Accountant provide an explanation for the Board.

Sue Kirby – Thank you.

XIII. Adjournment

Charity Lezama moved that the Board adjourn the Special Meeting of November 17, 2021 at 6:46 p.m. Sue Kirby seconded the motion and the roll call vote was as follows:

Ayes

Sue Kirby
Charity Lezama
John A. Boris

Nays

Respectfully Submitted,

Cathy Hoog, Executive Director

Anne M. Cameron, Executive Assistant