



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, MARCH 23, 2022
6:00 p.m.**

I. Called Meeting to Order at 6:06 p.m.

II. Roll Call

Present

Kimberley Driscoll
Charity Lezama
John A. Boris

Absent

Benjamin Shallop (arrived at 6:26 p.m.)

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 74th Annual Meeting held on Wednesday, February 9, 2022. Kimberley Driscoll seconded the motion and the vote is as follows:

Ayes

Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Charity Lezama moved to accept the Minutes of the Regular Meeting held on Wednesday, February 9, 2022. Kimberley Driscoll seconded the motion and the vote was as follows:

Ayes

Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

IV. Tenant/Public Engagement



Joyce Greer commented as follows: If Leefort Terrace is going to be redeveloped by a private company such as Beacon Properties then their needs to be a plan in place. The tenants at Leefort Terrace have been connected to public housing for over 25 years and deserve and need to have the guarantee of legal representation and protection if the building is going to be managed by a private company. The tenants may also need help interpreting certain documents which may be necessary for this change in ownership to take place. I strongly recommend that an attorney be hired by the Housing Authority to create a memorandum of understanding if Beacon Properties becomes the property manager. This document should outline the agreement between Beacon Properties and Leefort Terrace Tenants Association. Since a search for representation through Legal Aid has not been successful, it is now necessary to hire a private attorney. The amount of \$150,000.00 is needed and necessary for legal representation to protect these vulnerable tenants and their housing rights. Sincerely, Joyce Greer.

Cathy Hoog – Thank you Joyce.

Lori Stewart – 7 Barnes Avenue, Salem, MA commented as follows:

I wanted to echo some of the statements Joyce Greer just made. I know that the tenant leaders have approached Legal Aid Northeast Legal Aid and other Attorney services trying to get an attorney to assist them in writing a Memo of Understanding. When I used to work for the Boston Housing Authority many of their developments were redeveloped but the tenant's associations always had an attorney to assist them in that process. I wanted to urge the Board to try and produce some money that was given to the tenant leaders of \$150,000.00 so that they can have their own attorney to protect their rights. Thank you.

Cathy Hoog – Thanks Lori.

Jerry Halberstadt – Peabody, MA commented as follows:

I am from Peabody and not speaking from the position of a Salem resident. I have been looking at various housing developments subsidized and public and in all these situations there are frequently tenants that feel that their rights are just not available to them and there is no way for them to have recourse. I live in a subsidized housing situation and it is impossible to get their attention or even to do just basic thing. There just are not agencies or courts that we can avail ourselves to. I think when moving from public to subsidized housing both sides would be well advised to have a Memorandum of Understanding or some statement about how the community will run and the input available to tenants to ensure their rights. I have written an essay about that and it is on stopbullyingcoalition.org. There are some strong arguments and tenants need protection. I think having an attorney to set up the conditions would be a good idea. I think in the long run the Housing Authority and the management company would be glad of it. Thank you for the opportunity.

Cathy Hoog and John Boris – Thank you Jerry.

Don Rivard – 27 Charter Street, Apartment 601, Salem, MA commented as follows:

I am here with a few of my neighbors and we see that you have on your agenda the Petition that we raised about pest management. I hope that we will have an opportunity to participate in that discussion later in your agenda.

Cathy Hoog – Yes, the petition was sent to the Board Chair so we sent that in the package with our response. It is listed under communications so when we get to that we would be happy to discuss it more. Is there something that you want to add?

Don Rivard – No, not right now.

Sue Kirby – 45 St. Peter Street, Morency Manor commented as follows:

I wanted to share with the Board a recent great thing that happened over here.

We went to the Housing Authority about a problem we had with the sidewalk out front. It was dangerous and upsetting many of the tenants especially the tenants with mobility issues and we ended up not getting very far. Well, the Housing Authority told us that we needed to talk with the City so we started to do that and did not get very far. Finally, we wrote a letter to Mayor Driscoll and copied it to the other City Councilors. We got an immediate and positive response. That it would be taken up in the Spring as soon as the weather is right and they immediately did a quick fix on that sidewalk piece. I want to point out that when the tenants have an issue and they get together and they decide to do something, it works. Kim, I am grateful. It is a great lesson to all the tenants in the building that when we work together, we can make things better.

I do have comments on the new operating budget but I will save those questions until we get there on the agenda.

John Boris and Cathy Hoog – Thank you.

Kim Driscoll – If we are having public comment, this would be the time for both Don Rivard and Sue Kirby to offer commentary regarding any issues on this agenda. Typically, we want to have that comment and now would be the time to raise that comment so that we can get on with the business of the Housing Authority without having back and forth commentary at that time. I will leave that up to the Chair but this is a public meeting and we have the public comment. If anyone has a question or issue now would be the time to do it so that we can address the business of the housing authority.

John Boris – Thank you. I appreciate that.

ue Kirby – I would like to raise the regulations around speaking at a Board Meeting that a local tenant organization that have it are specifically impacted by something that is in the budget are allowed to speak. I do not want to give up that right because we did not know that. It is in the regulations that if something directly affects tenants that we have a right to speak during that part of the agenda.

Kimberley Driscoll – At a public hearing?

Sue Kirby – it is under the tenant participation. CMR 760

Cathy Hoog – Are you not seeing this as an opportunity to speak and ask questions?

Sue Kirby – I would like to speak after the presentation before I comment about the operating budget material. I do hate to give up the right that we have.

Cathy Hoog – You prefer to ask your questions after the budget presentation?

Sue Kirby – Yes.

Kimberley Driscoll – Let us go back to Don Rivard. The idea of having public comment at the beginning of the meeting and we welcome it and appreciate it, I am certainly not trying to prevent anyone from commenting but they we must tend to the business of the meeting. Ideally, we hear the public comment and then get to the business of our meeting. I understand that Sue Kirby has some questions on the operating budget. That makes sense but we do not want our meetings to be a back and forth with tenants throughout the entire meeting. We want to have the space reserved for let us hear what people have to say and then the Board will be conducting business. Don, if you would like to offer your commentary regarding the petition with respect to some of the challenges and issues, we are having at some of the buildings, I would love to hear that now. I just think we should have some order as to how we are going to operate.

Cathy Hoog – Don you can speak now.

Don Rivard – 27 Charter Street, #601, Salem, MA commented as follows:

It is strange that on your agenda there is an email dated March 9, 2022 from Cathy Hoog to Don Rivard and Pat Bresnahan regarding the Petition Response to the Petition generated by the Charter Street Tenants Association relative to pest management. I find it disturbing that we are being intimidated by this response. We simply just want to have a conversation about the problems moving forward. That is all we are asking for is a conversation. We are surprised, however that your surprised that you sent us pictures of our trash. We all have trash ladies and gentlemen. Are you surprised about that? You sent me a dozen pictures of our trash in our building and we do indeed have trash. Thank you for showing us that. Can we now have public conversation?

Cathy Hoog – I can take that and I am sure that Gary may jump in. We have had a lot of conversations with you Don especially given your background. You have generously offered to collaborate with us given your background in pest management and the housing authority has met with you on multiple occasions so that we can receive your feedback and we have been working hard in the building to address the pest management issues so when you pulled together the petition and sent it to the Board. I wanted the Board to have an opportunity to see what we have done to date. It was not in any way intended to intimidate anyone. It was just an effort to provide the Board with some information so they knew the context of what we are managing. We are always willing to collaborate with you. As you may recall in that email, part of what I mention is that Gary and I are putting together a workshop that we are hoping to take on the road and we

asked if you be willing to work with us and participate in that workshop so that we can help our tenants realize what it takes to maintain a unit and pass inspection and help combat issues with pest management. We most want to continue to collaborate with you. That is by far always been the intention. It still is.

Gary Dean – We have had some good conversations. The response was just to show the Board what we have been working so hard on. A lot of those pictures were from the trash areas next to the trash shoots on the specific floors and if you look at those pictures, they showed stuff which had been left there. Those are the kind of things that we want to bring attention to the tenants how it impacts other things by leaving it in the common areas. As you know Don, some of the troubles we are facing in specific units is the upkeep itself. We did have a good conversation last summer in August with me, Mike, and yourself. We want to keep an open line of communication and work together on pest management.

Cathy Hoog – Pest Management is a huge challenge for property managers and we found over the years that the most successful method is incorporating tenants into the plan and working together and educating folks that there are a lot of little things that contribute to the issue and so through workshops and education and everyone understanding what it takes we begin to see strong improvements. We are hopeful that you will continue to work with us on that.

Kimberley Driscoll – Don, you have a petition signed by the residents at Charter Street by tenants/residents who are concerned about the uptick in cockroaches and are really seeing some areas that there was live infestation and wanted to know what was being done about it. There was a response to that on some of the additional work that has been done in terms of trying to make sure we are having the right type of response and bringing people on to treat the areas and doing unit inspections and try to have regular extermination in the building and trying to find the trouble spots. Don, can you give us a timeline as to when you started seeing these issues. We need to get a handle on this and have you seen any improvements because of the treatments that have been done.

Don Rivard – When I first arrived in this building 4 years ago, I was asked by the former President, Calvin Young to present an opinion of the situation and we did that to Carol and only to hear a response that we do not have the credentials to do that. She questioned our credentials. It is unfortunate that it must get into this situation of personalities but when both your communications have instructed me to stop my work with the tenants in putting out traps and telling us to spray. My words to every tenant here are to call maintenance and do not spray. Work with maintenance. There are methods to follow that can complement one another. The tenants want to collaborate with you and it starts with education. We would like to participate in a conversation to that end together. There is a lot of confusion on how to put the trash out. We need some education on what is expected.

Cathy Hoog – that is great feedback. Thank you.

Kimberley Driscoll – Don, do you notice a difference since some of these actions have been taken?

Don Rivard – Many of us have seen cockroaches this past week. I have some traps with me today that show multiple catches, dozens of catches of cockroaches just from this past month. These are apartments that I have been invited into to put simple sticky traps out and I am being told not to put the sticky traps out. What harm do sticky traps do other than to classify and provide data so that we can move forward with the knowledge on how to resolve the problem and where the problems are.

Kimberley Driscoll – Is the exterminator telling us not to put sticky traps out? Is there a reason we are not doing that?

Gary Dean - We have an IPM (Integrated Pest Management) already set up for this building. The way that we are treating it if someone were to come in and treat it differently (Don puts those sticky traps down and we understand why he is doing that and it is good effort) we know where we have the issues and the sticky traps prevent them from where we are laying the bait to take the bait back to do its job. In the end when tenants try to treat the issue themselves, it is more time, more money, more effort, and more product. It ends up circling around again.

Further Discussion ensued between Don Rivard, Cathy Hoog, Gary Dean, and the Board of Directors.

Kimberley Driscoll – Let us keep this on the agenda for next month so that we try and work together to address the pest issue.

Cathy Hoog – We will put this on the agenda for next month.

Charity Lezama – Gary if the pest management company that you are working with does have metrics, can you share those as well?

Gary Dean – Yes.

V. Communications

- 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 February 2022)
- Cathy Hoog's Performance Evaluation
- Email dated March 9, 2022 from Cathy Hoog to Don Rivard and Pat Bresnahan re: Charter Street Tenant Petition Response

Cathy Hoog - I do want to hi-light that the Housing Authority has re-couped just shy of \$80,000.00 through the rental assistance program. I want to give a shout out to Maureen in the Public Housing Department and the team for all their efforts. It was supposed to be a simple process but it wasn't. Fortunately, we were able to collaborate with many tenants and assist many tenants to get rental arrearages covered. As a result, we are really pleased with where we are with

that. The program is ending and they are running out of money. The program is ending at the end of the month. It is a great piece of news to share. I also wanted to point out, another kudos for the public housing team, our housing specialist Lilly Rojas has over past month issued twenty-five offers for units. We are really going through this list and hundreds and hundreds of applicants are being pulled and issued packages to come in and update their information and accept a unit. We are making great progress and I wanted to point that out and thank the public housing team for all their efforts.

Kimberley Driscoll – Can you just go through the waiting list. I want to make sure that I am reading it correctly.

Cathy Hoog – Cathy reviewed the waiting list with the Board. Kim read the waiting list aloud.

Cathy Hoog – Of the twenty-five units, twenty-one are for seniors and four are for family units.

Further discussion ensued between Cathy Hoog and the Board regarding the wait list.

Cathy Hoog – We were able to compile the results of my employee evaluation and we have included that in your Board Packet. The scoring was averaged out and we listed out the total average score for each Board Member. I just to say thank you to all board members for their feedback ad their comments and evaluating my performance. I appreciate the opportunity to be evaluated I am pulling together some goals for the following year that I will be sending out to you to be included for next year's evaluation.

Kimberley Driscoll – I think collectively we should recognize (we do this individually) looking at performance factors from knowledge and skills to quantify of work, work habit, communication, cooperation, dependability, and we rank the Executive Director on a score of 1 being unacceptable to five being superior and the total average score was 4.25 which is exemplary. Almost superior is what that means. We want to recognize the work that you are putting in to help us as an organization and making sure we are doing all the things that we need to do. This is an important system to provide housing to people that need assistance and that have a number of requirements and challenges. We want to make sure we are operating in a professional way and following all the rules and regulations that we need to follow. We also want to make sure that we are serving our tenants well. Whether that be how we communicate with them to the level of maintenance and work that is undertaken and frankly, the quality of life that people enjoy. This is important that we not only recognize the hard work you and your staff are putting in but what it means for our organization as well. I just want to say thank you and that is a good score. We appreciate your efforts in terms of improving the operations and I hope in doing so that we are improving the quality of lives of those who live within the Housing Authority Units. Thank you.

Cathy Hoog -Thank you. I really appreciate that. I think the difference between being okay and great is being innovative. I feel because we have such a strong team here and a strong structure of departments and great people on our team that are well supported from various methods, we really have been very innovative. When you look at our summary of awards of this Housing Authority over the past 2.5 years we are doing very well. I want to say thank you to the team. We

would not be here without everyone's collective effort. Thank you to the Board for your support. Everybody's participation in this is what is effective. I am really excited about where we are at with Leefort Terrace. I know that every month I provide you with a summary and provide you with a little more information, we are about to pull together the final pieces of the Public Housing Innovation grant for \$12,500,000.00 . We are also submitting the CPA application this month as well in hopes of some funding for Leefort Terrace. I tried to send you all that application this afternoon but it was too large to go through email. I got tied up and did not have time to create a Zip file but I will forward that to you for your information so that you can read that.

VI. Reports of the Committees

There were no reports of the committees.

VII. Report of the Executive Director

See attached Report of Executive Director

VIII. Unfinished Business

Election of Officers

Cathy Hoog – We tabled that last month as we were missing a Board Member so we felt it made sense to table the matter. We brought that piece of the annual meeting back to this meeting under unfinished business.

John A. Boris – I would like to propose the following:

Chair – Charity Lezama

Vice Chair – Kimberley Driscoll

Treasurer – John A. Boris

Assistant Treasurer – Benjamin Shallop

John A. Boris - I am open to amendments to that or adjustments.

Charity Lezama – Let us swap Kim and Ben. Make Ben the Vice Chair and Kim the Assistant Treasurer.

John A. Boris – Does anyone have any problems with that. Kim, are you good with that?

Kimberley Driscoll – I am good with what everyone wants to do.

John A. Boris – Are you okay with that?

Benjamin Shallop – Yes.

Cathy Hoog – We do have a vacancy. We could leave one of the Officer positions' vacant which is Second Vice Chair.

Office of the Chairman

Benjamin Shallop moved to nominate Charity Lezama for the Office of Chairman.
Kimberley Driscoll seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Benjamin Shallop	
Kimberley Driscoll	
Charity Lezama	
John A. Boris	

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

<u>Ayes</u>	<u>Nays</u>
Benjamin Shallop	
Kimberley Driscoll	
Charity Lezama	
John A. Boris	

Benjamin moved that Charity Lezama be elected to the Office of Chairman. Kimberley Driscoll seconded the motion and the vote was as follows:

<u>Ayes</u>	<u>Nays</u>
Benjamin Shallop	
Kimberley Driscoll	
Charity Lezama	
John A. Boris	

Office of the Vice-Chairman

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

<u>Ayes</u>	<u>Nays</u>
Benjamin Shallop	
Kimberley Driscoll	
Charity Lezama	
John A. Boris	

Charity Lezama moves that the nominations for the Office of Vice-Chairman be closed.
John A. Boris seconded the motion and the vote was as follows:

Ayes

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Charity Lezama moved that Benjamin Shallop be elected to the Office of Vice-Chairman. seconded the motion and the vote is as follows:

Ayes

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Office of the Second Vice-Chairman

This Board agreed to leave the Office of the Second Vice-Chairman vacant.

() moves to nominate () for the Office of Second Vice-Chairman. () seconds the motion and the vote is as follows:

Ayes

Nays

() moves that the nominations for the Office of Second Vice-Chairman be closed.

() seconds the motion and the vote is as follows:

Ayes

Nays

() moves that () be elected to the Office of Second Vice-Chairman. () seconds the motion and the vote is as follows:

Ayes

Nays

Office of the Treasurer

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

Ayes

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Charity Lezama 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>
Benjamin Shallop	
Kimberley Driscoll	
Charity Lezama	
John A. Boris	

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

<u>Ayes</u>	<u>Nays</u>
Benjamin Shallop	
Kimberley Driscoll	
Charity Lezama	
John A. Boris	

Office of Assistant Treasurer

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

<u>Ayes</u>	<u>Nays</u>
Benjamin Shallop	
Kimberley Driscoll	
Charity Lezama	
John A. Boris	

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

<u>Ayes</u>	<u>Nays</u>
Benjamin Shallop	
Kimberley Driscoll	
Charity Lezama	
John A. Boris	

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

<u>Ayes</u>	<u>Nays</u>
Benjamin Shallop	
Kimberley Driscoll	
Charity Lezama	
John A. Boris	

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.

Charity Lezama moved to approve the bills and transfers for the period February 1, 2022 through February 28, 2022 as presented. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

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 Director for approval.

Benjamin Shallop moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for three (3) months ending January 21, 2022. Charity Lezama seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

XI. New Business

Budget Presentation

Paul Pavia, Certified Public Accountant, from Fenton, Ewald & Associates, P.C. Will present in detail the State 4001 and MRVP/DMH budgets for fiscal year ending September 30, 2022.

Cathy Hoog – Board Members I would like to introduce you to Paul Pavia. Paul is here with us this evening from Fenton, Ewald & Associates. He has been working with the Salem Housing Authority for a little over a year. Rick Fenton has retired. He is still working in the background a little. Paul is collaborating with us here in Salem as well as Marblehead. We are happy to have him. Paul is here this evening to do a budget presentation for our Board and to accept questions from the Board or any residents or public joining us this evening.

Paul Pavia – I would like to say thank you to everyone for your time and inviting me to your Board Meeting. Since I have not met everyone, I would like to introduce myself. My name is Paul Pavia and I have been with Fenton, Ewald for about 5 years now and prior to that I worked in Non-Profit auditing, health care auditing and trade school auditing. My entire 15-year accounting profile has been mostly governmental agencies and non-profits. It has only been about 5 years in public housing. I am very familiar with both State and Federal Regulations and Guidelines and public housing is just another version of what you see in other industries. Different technical areas but similar funding areas.

Today we are here to talk about the FY 2022 Budget. The presentation is a little later than in past years but I do want to point out that. There were some changes that occurred about 1 month ago related to the Executive Director's salary and those changes are incorporated in this budget and we will not have to do a budget revision for those changes down the road. The budget presentation a little later but it does include everything that is current as per the Department of Housing Guidelines. I want to thank Cathy and her entire team at Salem from the Section 8 Department to the Public Housing Department and Gary in the Maintenance Department. In some way, shape or form, they have helped me monthly getting things ready for Financial Statements and in the budgeting process. It really takes an entire team to put together the budget as well as the monthly financial statements. I want to thank all of them.

Paul Pavia shared his screen with the Board Members and reviewed the entire budget page by page and answered all the questions the Board had and questions asked by Sue Kirby, tenant at Morency Manor.

The Board then moved to approve both the 4001 and MRVP budgets.

Charity Lezama moved to approve the **MRVP/DMH** Budget for fiscal year ending September 30, 2022. Benjamin Shallop seconded the motion and the **roll call** vote is as follows:

Ayes

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Charity Lezama moved to approve the **Program 4001** Budget for fiscal year ending September 30, 2022. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Executive Director Salary Calculation Sheet

Cathy Hoog presented to the Board the Executive Director's Salary Calculation Sheet to the Board of Directors.

Cathy Hoog – Board Members we also need a Motion for my salary. As you know it is heavily regulated. There is a calculation worksheet included in your Board Packet that spells out the formula for calculating the Executive Director Salary which is based on the budget allocation as well as the program factors, the management fee agreement and family units.

Benjamin Shallop moves to approve the Executive Director's Salary Calculation Sheet as presented. Kimberley Driscoll seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Cathy Hoog – Paul we would love to have you stay if you would like. Feel free to go if you would like. Your presentation was excellent. It was very well done and easy to understand. I really appreciate that.

Paul Pavia – thank you.

The Board Members thanked Paul.

Cathy Hoog – We appreciate you and it is a pleasure to collaborate with you.

Paul Pavia – Thank you.

Public Housing Innovations Grant Round II Application to the Department of Housing and Community Development for \$12,500,000.00 in redevelopment costs for Leefort Terrace.

Cathy presented to the Board Public Housing Innovations Grant Round II Application to the Department of Housing and Community Development for \$12,500,000.00 in redevelopment costs for Leefort Terrace.

Cathy Hoog – Board Members I have included in your packets a power point presentation with some key concepts about what we have been presenting to City Councilors and members of the community. I tried to send you the CPA Application this afternoon. Apologies it was too large to send. I am going to put that into a zip file and send it to you. I am hopeful that you are confident in voting on the submission of this application without the actual application in hand. We are still graciously working on this. As you know, the grant applications come down to the wire. I am confident that you have a lot of information about this program by now. We have been talking about it for a few years. I am happy to answer any questions that you may have. We are submitting this on April 1, 2022 for \$12,500,000.00 to partially fund the redevelopment of Leefort Terrace. The total amount for the redevelopment is approximately \$70 million.

Charity Lezama – I was able to download the CPA Application that you sent.

Cathy Hoog – We are applying for \$200,000.00 from the CPA to support this redevelopment project. It is a small amount but it becomes vital in additional applications down the road for low-income tax credits and various other grant programs where we need to show a local level of support from the city. It is vital for us to request that and hopefully be funded something from that fund. We would be grateful for anything but we are requesting \$200,000.00 from the CPA.

Further discussion ensued between Cathy Hoog and the Board Members.

Charity Lezama moved to approve the Public Housing Innovations Grant Round II Application to the Department of Housing and Community Development for \$12,500,000.00 in redevelopment costs for Leefort Terrace. Benjamin Shallop seconded the motion and the roll call vote was as follows:

Ayes

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Change Order #3, Zisson Building Window Replacement A No Cost Time Extension to February 9, 2022 due to Covid-19 Delays

Cathy Hoog presented to the Board Change Order #3, Zisson Building Window Replacement a no cost time extension to February 9, 2022 due to Covid-19 delays.

Charity Lezama moved to approve Change Order #3, Zisson Building Window Replacement a no cost time extension to February 9, 2022 due to Covid-19 delays. Benjamin Shallop seconded the motion and the roll call vote was as follows:

Ayes

Nays

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Certificate of Substantial Completion Effective at Noon on February 9, 2022 for the Window Replacement Project at the Zisson Building

Cathy Hoog presented to the Board the Certificate of Substantial Completion Effective at Noon on February 9, 2022 for the Window Replacement Project at the Zisson Building.

Charity Lezama moved to approve Certificate of Substantial Completion Effective at Noon on February 9, 2022 for the Window Replacement Project at the Zisson Building. Benjamin Shallop seconded the motion and the roll call vote was as follows:

Ayes

Nays

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Certificate of Final Completion Effective March 16, 2022 or the Window Replacement Project at the Zisson Building

Cathy Hoog presented to the Board the Certificate of Final Completion Effective at Noon on February 9, 2022 for the Window Replacement Project at the Zisson Building.

Charity Lezama moved to approve Certificate of Final Completion Effective March 16, 2022 Bid for the Window Replacement Project at the Zisson Building. Benjamin Shallop seconded the motion and the roll call vote was as follows:

Ayes

Nays

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Bid for Groundskeeping Services at Various Properties as per the Bid Specifications

Cathy Hoog presented to the Board the bid for groundskeeping services as per the bid specifications.

Benjamin Shallop moved to approve the lowest, responsive, and responsible bid of \$56,900.00 from Artic Oil Co. d/b/a Ferrari Landscaping for Groundskeeping Services at various properties as per the bid specifications. The Contract Service dates are April 1, 2022 through November 30, 2022, and there are 2 – 1 year’s options to renew at the sole discretion of the Salem Housing Authority. Charity Lezama seconded the motion and the roll call vote was as follows:

Ayes

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Bid for Managed Information Technology and Help Desk Services

Cathy Hoog will present to the Board the Bid for Managed Information Technology and Help Desk Services.

Debbie Tucker – We had a little bit of interest but it is specialized. This is the same company we have been using and we are pleased with their services. We again bid this out for one year with two one-year options to renew at our sole discretion.

Kimberley Driscoll – the only comment I would have been the awareness to Cyber Security challenges in government is really on the rise so if this is in their wheelhouse in terms of the service level, they provide to us. We are seeing much more intentional targeted attacks at government agencies at all levels. I want to make sure a housing authority like ours is thinking about what kind of protections we have from a Cyber Security Lens. Nothing we need to talk about tonight but I want to underscore it. The last session I was on about this they said it is not a matter of if you will get attacked but when you will get attacked as a government agency. It could be very costly if you are hit by a cyber-attack. So, training for staff, as Ben just mentioned opening things in a chat space. This is something that we would want an outside vendor with experience help us with.

Cathy Hoog – Very good point. Agreed.

Charity Lezama moved to accept the lowest responsible and responsive bid of \$23,940.00 from Intellibeam LLC as presented for Managed Information Technology and Help Desk Technology

services for one year with 2- 1-year options to renew at the sole discretion of the Salem Housing Authority. Benjamin Shallop seconded the motion and the roll call vote was as follows:

Ayes

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Adopt Snow Removal Policy

Cathy Hoog will present to the Board a Snow Removal Policy.

Cathy Hoog – This is new policy. DHCD requires housing authorities to have various types of policies. When they come out to review us for our Performance Management Review and our audits, they expect to see these policies in place. We were able to connect without local tenants' organizations on this and they provided us with some very helpful feedback and we were able to modify this policy as a result based on their feedback, we are presenting it tonight before the Board tonight for adoption.

Thank you again to the LTO's for your development of this policy. Very helpful.

Benjamin Shallop moved to adopt the Snow Removal Policy as presented. Kimberley Driscoll seconded the motion and the roll call vote was as follows:

Ayes

Nays

Corrected Page 28 of Longevity Plan of the Administrative Staff Personnel Policy

The Executive Director presented to the Board Corrected Page 28 of Longevity Plan of the Administrative Staff Personnel Policy. Incorrect dollar amounts were presented and approved in January 2022. The corrected amounts will match the current AFSCME Council 93, Local 2762 contract.

Cathy Hoog – Last month we presented to the Board longevity payments for staff in our personnel policy. It was our intention to update those figures to match the maintenance collective bargaining unit figures so that they would match and we made an error when we presented that to the Board. In your packet you will see what we presented you last month and what the figures should have been. The figures were off by \$100.00 right Debbie?

Debbie Tucker – yes, \$100.00 for each category to match the latest AFSCME Contract. I had had an old one so we are just looking to correct that error.

Cathy Hoog – Apologies, Board Members. That was our error.

Benjamin Shallop moved to approve the corrected page 28 Longevity Plan of the Administrative Staff Personnel Policy as presented. Kimberley Driscoll seconded the motion and the roll call vote was as follows:

Ayes

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Pre-2004 Section 8 Reserve Monies

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.

Pre-2004 Section 8

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

Ayes

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

New Hire – Section 8 Housing Coordinator

There were two (2) candidates selected to be interviewed for the open position of full-time Section 8 Housing Coordinator. Cathy Hoog, Executive Director and Jacqueline

Guzman, Director of Leased Housing interviewed the two candidates. Cathy will present Gricelda Alcantara to the Board of Directors.

Cathy Hoog- We are really thrilled to you tonight a bilingual candidate, Gricelda Alcantara who currently works for the Disabilities Commission here in Salem and she has a lot of great experience. We were thrilled to meet with her and we are looking forward to having her be a part of our Section-8 team.

Benjamin Shallop moved to make a conditional offer of employment to Gricelda Alcantara with a six (6) month probationary period for a full-time position as a Section 8 Housing

Coordinator at an annual salary of \$52,000.00 with a start date to be determined. Employment is also conditioned upon receipt of a passed SHA paid physical examination including drug test and a favorable Criminal Offense Record Information (CORI) check. Charity Lezama seconded the motion, and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

New Hire – Part-Time Receptionist

There were three (3) candidates selected to be interviewed for the open position of Part-Time Receptionist. Cathy Hoog, Executive Director and Maureen Thomas, Director of Leased Housing interviewed the three candidates. Cathy will present Stephanie Bueno to the Board of Directors.

Cathy Hoog - We have another new hire to present to the Board Members tonight. Our beloved Julio has accepted a full-time position with the city and we are happy for him so we did have an opening for a part-time receptionist position. We interviewed Stephanie Bueno who is also a bilingual candidate and a very lovely person with some great experience. We are excited to bring her on to our team.

Charity Lezama moved to make a conditional offer of employment to Stephanie Bueno with a six (6) month probationary period for a part-time position as a Receptionist on Tuesdays and Thursdays at an hourly rate of \$20.00 with a start date to be determined. Employment is also conditioned upon receipt of a passed SHA paid physical examination including drug test and a favorable Criminal Offense Record Information (CORI) check. Benjamin Shallop seconded the motion, and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

XII. Other Business/Late Communications

John A. Boris – I thank you all for having faith in me as Chairman. It has been an enjoyable experience. I will continue as a member. I cannot thank you enough.

Board Members – Thank you John for your service and all you have done. We really appreciate it.

Charity Lezama – Shannon Bailey want to clarify that the letter of support she sent was from her tenant voice and not as the President of Leefort Tenants Association.

Cathy Hoog – Thank you for clarifying that Shannon and for bringing that up. Thank you, Charity.

XIII. Adjournment

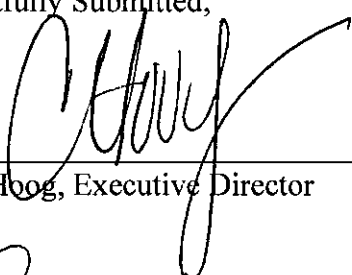
Kimberley Driscoll moved that the Board adjourn the Special Meeting of Wednesday, March 23, 2022 at 8:26 p.m. Charity Lezama seconded the motion and the vote was as follows:

Ayes


Benjamin Shallop
Kimberley Driscoll
Charity Lezama
John A. Boris

Nays

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Assistant