



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
SEVENTY-FOURTH (74TH) REGULAR ANNUAL MEETING
WEDNESDAY, FEBRUARY 9, 2022
AT 6:00 P.M.**

I. Called Meeting to Order at 6:00 p.m. This meeting was held remotely by a Zoom Webinar.

II. Roll Call

Present

Benjamin Shallop
Charity Lezama
John A. Boris

Absent

Second Vice Chair (Vacant)
Kimberley Driscoll

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

III Election of Officers

Benjamin Shallop - Since some people are not here, does it make sense to table the Election of Officers to the next regularly scheduled meeting? Is that possible?

Cathy Hoog – anything can be tabled. If the Board feels they would like to do that they certainly can. You mean the whole annual meeting or just the election of officers?

Benjamin Shallop – just the election of officers sections. I don't feel comfortable assigning people to things if they are not present. If we have to do it, we have to do it but I would prefer to table it.

John Boris – I don't have a problem with it. Charity, how do you feel.

Charity Lezama – I don't have a problem waiting.

Cathy Hoog – Just to clarify, we are tabling item III Election of Officers on the agenda?

John Boris – Yes.



Office of the Chairman

The election of the Office of the Chairman was tabled to the next regularly scheduled board meeting in March 2022.

Benjamin Shallop moved to table the election of the Office of Chairman to the next regularly scheduled Board Meeting of the Board of Directors in March 2022. Charity Lezama seconded the motion and the roll call vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Office of the Vice-Chairman

The election of the Office of the Vice-Chairman was tabled to the next regularly scheduled board meeting in March 2022.

Benjamin Shallop moved to table the election of the Office of Chairman to the next regularly

scheduled Board Meeting of the Board of Directors in March 2022. Charity Lezama seconded the motion and the roll call vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Office of the Second Vice-Chairman

The election of the Office of the Second-Vice Chairman was tabled to the next regularly scheduled board meeting in March 2022.

Benjamin Shallop moved to table the election of the Office of the Second Vice-Chairman to the next regularly scheduled Board Meeting of the Board of Directors in March 2022. Charity Lezama seconded the motion and the roll call vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Office of the Treasurer

The election of the Office of the Treasurer was tabled to the next regularly scheduled board meeting in March 2022.

Benjamin Shallop moved to table the election of the Office of the Treasurer to the next regularly scheduled Board Meeting of the Board of Directors in March 2022. Charity Lezama seconded the motion and the roll call vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Office of Assistant Treasurer

The election of the Office of the Assistant Treasurer was tabled to the next regularly scheduled board meeting in March 2022.

Benjamin Shallop moved to table the election of the Office of the Assistant Treasurer to the next regularly scheduled Board Meeting of the Board of Directors in March 2022. Charity Lezama seconded the motion and the roll call vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

John Boris – Actually, the next item is check signers – should we wait on this in case the officers changes?

Cathy Hoog – at this point, we do not have Kim Driscoll assigned to any of those roles. If the Board chooses to keep them the same as last year we can go through who was named last year and Kim is not named in any of those roles and that is probably because her schedule would not have allowed it. So if the Board would like to go through with item numbers IV, V, VI and the rest, we could do that.

John Boris – would the Board care to do that?

Benjamin Shallop – I am fine with that.

Charity Lezama – that locks in certain positions, right? That is on the assumption that we are going to maintain our current roles?

Cathy Hoog – they don't necessarily correlate to the positions on the Board.

Charity Lezama – okay, great. I'm okay with that.

IV. Check Signers with Alternates

Charity Lezama moved that the following are designated as check signers and alternates:

Check Signer: John A. Boris
Alternate: Benjamin Shallop
Counter Signer: Charity Lezama
Alternate: Benjamin Shallop

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

<u>Ayes</u>	<u>Nays</u>
3	0

Benjamin Shallop – Can we do remote signatures or does it have to be in person? Do we have a policy on remote signatures?

Cathy Hoog – We have signature stamps. It is pretty much remote. If we need some one to sign in person, we do have that option as well.

V. Manual Check Signers

Charity Lezama moved that the following are designated to manually sign checks in the event that the check signer stamp is out of operation:

John A. Boris
Charity Lezama

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

<u>Ayes</u>	<u>Nays</u>
3	0

VI. Voucher Signers

Charity Lezama moved that the following are designated to sign the vouchers for the checks that are signed through the check signer machine:

Voucher Signer: John Boris
Alternate Voucher Signer: Charity Lezama

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

<u>Ayes</u>	<u>Nays</u>
3	0

VII. Employee Check Signing Security Agreement

Cathy Hoog informed the Board of Directors that there were two changes to the Employee Check signing Security Agreement wherein Cynthia Carr was removed as she retired and in place of her Julissa Cespedes was added and we removed Alexandra Rodriguez as she is no longer the Section 8 Manager and replaced her with Arlette Medina.

Charity Lezama moved to approve the Employee Check Signing Security Agreement, as presented and authorize Cathy Hoog to implement said agreement. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

VIII. Release of Executive Session Minutes

Cathy Hoog informed the Board that pursuant to the Attorney General's recommendation, the

Salem Housing Authority reviews the Executive Session Meeting Minutes annually. The Executive Session Minutes may be released once the purpose for going into Executive Session no longer exists.

The Executive Director informed the Board that there were no Executive Session Meeting Minutes to be released at this time.

IX. Presentation of By-Laws

The By-Laws of the Salem Housing Authority were distributed for review and will be discussed at the April 2022 Board Meeting.

X. Order of Voting For Roll Call Votes

Charity Lezama moved that the first member to vote will be Benjamin Shallop
Charity Lezama moved that the second member to vote will be Kimberley Driscoll
Benjamin Shallop moved that the third member to vote will be Charity Lezama
Charity Lezama moved that the fourth member to vote will be John A. Boris

There is one vacancy on the Board of Directors.

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

<u>Ayes</u>	<u>Nays</u>
3	0

XI. Adjournment into the Regular Meeting of February 10, 2021.

Charity Lezama moved that the Board convene into the Regular Meeting of February 09, 2022 at 6:15 p.m. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

<u>Ayes</u>	<u>Nays</u>
3	0

Respectfully Submitted,



Cathy Hoog
Executive Director



Anne M. Cameron
Executive Assistant