



Charity Lezama, Chairperson
Benjamin Shallop, Vice Chair
John A. Boris, Treasurer
Kimberley Driscoll, Assistant
Treasurer
Veronica Faustino, Tenant
Representative
Cathy Hoog, Executive Director

**MINUTES OF THE
REGULAR MEETING
WEDNESDAY, OCTOBER 12, 2022
6:00 p.m.**

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

Meeting held via Zoom Webinar.

II. Roll Call

Present

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Faustino

Absent

Kimberley Driscoll

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)

Benjamin Shallop moved to accept the Minutes of the Regular Meeting held on Wednesday, September 14, 2022. John A. Boris seconded the motion and the vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Faustino

Nays

IV. Tenant/Public Engagement

Pat Bresnahan – 27 Charter Street, Salem, MA



Thank you for the nice lobby chairs. They are very comfortable. It is starting to look very homey down in the lobby. We are happy that you could do that for us. Thanks once again.

Cathy Hoog – I am glad that you all like them. Thank you very much for the feedback. We appreciate it.

V. Communications

- September/October 2022 NAHRO Newsletter
- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report, Resident Service Coordinator Reports, CHAMP Report and Completed Work Orders for Month of September 2022)
- Public Housing Notice 2022-16 – FY23 Local Housing Authority Budget Guidelines
- Correspondence from MAHAMS Inc. dated September 27, 2022 to the Executive Director and the Board of Commissioners of the SHA re: Jose Ramirez-Hernandez completion of Maintenance Supervisor Certification requirements

Cathy Hoog – I would like to point out that one of our maintenance staff, Jose Ramirez-Hernandez completed his maintenance supervisor's certification requirements and we included that correspondence from MAHAMS in your Board Packets. We are very proud of him and it is a great accomplishment. It is not a requirement. Jose did that on his own. I just want to acknowledge Jose and how much we appreciate his commitment to continuing his education. He has been a valuable employee.

Charity Lezama – I saw that in the packet. Congratulations to Jose! That's great.

Any comments from the Board on any of the communications or department reports?

Cathy Hoog – I noticed our CHAMP Report doesn't have a title on the top. We will change that for next month. Sorry about that.

VI. Reports of the Committees

There were no reports of the Committees.

VII. Report of the Executive Director

October 2022 Executive Director Report

Benjamin Shallop - I did see you mention in your report the visit to the Beacon Property. Can you talk about that a little bit?

Cathy Hoog – I was hoping that Shannon was going to be able to join us tonight from the Leefort LTO but it looks like she is running late or something came up. It was well attended. We had a group of residents that joined Beacon. We provided some transportation and some beverages and light fare for folks to go and visit a property in Boston that Beacon had recently redeveloped and it was also an opportunity to meet with some existing residents there to get some feedback from the residents and some points of view which was generally good. There were some mixed feelings shared and some challenges shared. It was good. That is what we wanted. We wanted people to get a real sense of what it had been like to go through something similar. The feedback was great. They toured the property, it was a good opportunity, and everybody seemed really pleased with it.

Charity Lezama – how many people went?

Cathy Hoog – I thought I had that number in my E.D. Report but I didn't include it. I actually could not be on the tour because I was presenting at National NAHRO. It was definitely a handful of folks. I want to say it was at least 6.

Charity Lezama – That's great. Thanks Ben. Any other questions or comments?

VIII. Unfinished Business

There was no unfinished business.

IX. Recommendations of the Chairperson

There were no recommendations of the Chairperson,

X. Report of the Treasurer

Cathy Hoog presented to the Board of Directors the bills and transfers for the period September 1, 2022 through September 30, 2022.

Bills and Transfers

Benjamin Shallop moved to approve the bills and transfers for the period September 1, 2022 through September 30, 2022 as presented. John A. Boris seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Faustino

Nays

Balance Sheet and Statements of Revenues and Expenses

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

Benjamin Shallop moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Rick Fenton of Fenton, Ewald & Associates, P.C. for eleven (11) months ending August 31, 2022. Veronica Faustino seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Faustino

Nays

Section 8 - Repayments Collected 10/01/2021 -9/30/2022

Cathy Hoog will present the Section 8 Repayments Collected 10/01/2021 – 9/30/2022. The total amount collected is \$139,526.00. SHA retains fifty (50%) percent of \$139,526.00 which equals \$69,763.00.

Cathy Hoog – The departments work very diligently to collect repayment plans from folks that have entered into a repayment agreement for various different reasons. We have situations where people aren't claiming all their income and so we have them come in and try to work something out. Over the course of the last year. The Section 8 Department has collected \$139,526.00 in repayments which is really fantastic. It is a lot to manage that and oversee that and work with folks to try and get that in. We are able to retain 50% of the amount collected. The amount that the authority is able to retain is \$69,763.00 which is really fantastic. Kudos to Jacqui Guzman and the Section 8 Department for their efforts around collecting those repayments.

John Boris – The \$69,763.00 that is retained. How is that spent?

Cathy Hoog – We put it back into our operating budget.

John Boris – okay, thank you.

Cathy Hoog – Anne, do we need a vote on that? I don't see one.

Anne Cameron – We do not.

Public Housing Retro Rents Collected 10/01/2021 – 9/30/2022

Cathy Hoog will present the Public Housing Retro Rents Collected 10/01/2021 –

9/30/2022. The total amount collected is \$29,648.77. SHA retains fifty (50%) percent of \$29,648.77 which equals \$14,824.39.

Cathy Hoog – The same applies for Public Housing. The retro rents collected from Public Housing works the same way. We may have folks that had not reported income or fell behind and we set up repayment agreements to keep them up to speed with their lease requirements. For the public housing retro rents collected over the course of the past year the total was \$29,648.77 and we are able to retain 50% which equals \$14,824.39. I just want to acknowledge those efforts. It is really important that we are able to work together with folks and get those things resolved so that is great.

Charity Lezama – Thank you.

XI. New Business

Annual Submissions

Cathy Hoog will inform 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:

Cathy Hoog – Board Members as you recall on an annual basis, we ask to sign required Summary of Conflict-of-Interest law for State Employees and we also present information on the sexual harassment policy and ask that members resign that on an annual basis. In addition, every two years we are required to complete a conflict-of-interest online training. That was completed in October of 2021 so you will not need to

complete that until October of 2023. We will be sending those October submission to you all via email. If you all could sign them and either scan and email back, mail them or drop them off to the office. Whatever is convenient for you. We also have a drop box outside if you are in the area after hours feel free to drop it in there as well.

- 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 2021 and will need to be completed again in October 2023.

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

- Sexual Harassment Policy

Revisions to Section 8 Administrative Plan

Cathy Hoog presented to the Board of Directors the revised Administrative Plan and discuss the revisions that were made.

Cathy Hoog – Chapter 17 is very large. The whole Admin. Plan is very voluminous. Chapter 17 specifically talks about how our Agency handles Project Based Vouchers. Given that we have a potential new redevelopment coming up and ideally there will be Project Based Vouchers at this site. It is a very good time take a hard look at our Admin. Plan and update language that needs to be updated that will be in compliance when it is time to advertise for Project Based Vouchers. We had a special consultant go through this plan page by page and line by line and make recommendations to us. The Chapter that you received shows all the relined comments and the changes that we would like to make. If you have any specific questions on any of those changes, I am more than happy to go through that with you. The majority of them are either omissions or slight additions or some changes in language to cover us. I am happy to review any of those if you have questions. Any time we make a change or revision to a policy we do need to put it before the board and take a board vote.

Veronica Faustino – I do have a quick question. Is it possible for us to hold off on voting for the Project Based Vouchers right now. I tried to go through this entire packet and it was very large. Thank you to whoever dropped it off. I appreciate it but I wasn't able to completely get through it. I was able to skim but I was wondering if we can hold that off.

Cathy Hoog – It is not time sensitive. We do have an admin. Plan with a project-based voucher section. It isn't as if we are missing anything that is dire. It does need to be updated for the redevelopment project at Leefort Terrace and other projects for that matter. We do need to update our language because it is a bit outdated. It is not dire, if you need more time to review it. That is not a problem. As long as long as you are okay with that Chairperson Lezama?

Charity Lezama – That is fine. We have to make a motion to table it.

John A. Boris moved to table the revised Section 8 Administrative Plan as presented to the next regularly scheduled Board of Directors meeting. Benjamin Shallop seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Faustino

Nays

Cathy Hoog – If you would like to email specific, detailed questions that may be easier. If you are comfortable with that. I am happy to answer your specific questions.

Veronica Faustino – Okay, thank you so much.

New Hire – Property Manager

There were three (3) candidates chosen to be interviewed for the open position of Property Manager. Cathy Hoog and Maureen Thomas interviewed the three (3) candidates. Cathy will present her candidate of choice.

Cathy Hoog – The first new hire we are presenting tonight is for a property manager position. We had 3 candidates to be interviewed. Maureen Thomas and I and Massiel Garcia interviewed the candidates and we feel very confident about the candidate that we are submitting before you tonight. Joshua Bocko, an accomplished young man. He is currently working at the Disability Resource Center in Salem. We are very excited to present him to the Board tonight for the Property Manager position. We got some feedback from the Morency Tenants Organization and want to thank them for working together with us. Your feedback is always helpful and welcomed. There is a copy of Joshua's resume in your Board Packet this evening.

John A. Boris moved to make a conditional offer of employment to Joshua Bocko with a six (6) month probationary period for a full-time position as Property Manager at an

annual salary of \$55,000.00 with a start date of October 17, 2022. 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
Charity Lezama
John A. Boris
Veronica Faustino

Nays

New Hire – Assistant Director of Leased Housing

There were four (4) candidates chosen to be interviewed for the open position of Assistant Director of Leased Housing. Cathy Hoog and Jacqueline Guzman interviewed the four (4) candidates. Cathy will present her candidate of choice.

Cathy Hoog – Board Members we had 4 candidates that we chose to interview for this position. Jacqui Guzman and I interviewed the candidates. We also had an invitation to the voucher holders to come forward for a second interview. We have decided to present to you Sabrina Eschman for the position of Assistant Director of Section 8. We are very excited about this hire as well. Sabrina comes to us with some great experience from another Housing Authority. She is a local person and lives in Salem. She is really excited about this opportunity and not have to commute into the city any more. We really felt strongly about her personality and her skillset and her experience. We are happy to present her to the Board tonight for consideration.

Benjamin Shallop moved to make a conditional offer of employment to Sabrina Eschman with a six (6) month probationary period for a full-time position as Assistant Director of Leased Housing at an annual salary of \$65,000.00 with a start date of October 17, 2022. 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. Veronica Faustino seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Faustino

Nays

New Hire – Part-Time - Resident Service Coordinator

There were three (3) candidates chosen to be interviewed for the open position of Part-Time Resident Service Coordinator. Cathy Hoog interviewed two (2) candidates as one did not show up. Cathy will present her candidate of choice.

Cathy Hoog – Board Members we had 3 candidates we chose to interview. We ended up interviewing 2 of those candidates. One, unfortunately did not show for us. Tonight we are presenting Mary Ann Kairouz for the Part-time Resident Service Coordinator position. It is such a valuable position. We are very excited to present her tonight. She comes with great experience. We feel positive that she is going to be a great candidate for this role.

Cathy Hoog – Thank you board Members.

Benjamin Shallop moved to make a conditional offer of employment to Mary Ann Kairouz with a six (6) month probationary period for a part-time position (15 hours per week) as Resident Service Coordinator at an annual salary of \$30,000.00 with a start date TBD. 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. John A. Boris seconded the motion, and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Faustino

Nays

Bid for Roof Replacement at 5 Barton Square

Cathy Hoog presented and discussed with the Board of Directors the bid for Roof Replacement at 5 Barton Square.

Debbie Tucker – On September 28, 2022 we opened bids for Roof Replacement at 5 Barton Square. We received 6 bids and the low bid was WPI Construction at \$349,000.00. We have worked with WPI and the Architect on the project did reference checks as well. We feel confident presenting this bid for approval.

John A. Boris moved to accept the lowest responsive and responsible bid from W.P.I.

Construction, Inc. in the amount of \$349,000.00 for Roof Replacement at 5 Barton Square. Veronica Faustino seconded the vote and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Faustino

Nays

Bid for Roof Replacement at 73 Boston Street

Cathy Hoog presented and discussed with the Board of Directors the bid for Roof Replacement at 73 Boston Street.

Debbie Tucker – We have another roof at 73 Boston Street that is in need of a new roof and some decking work. We went out to bid for this roof with the same Architect and we opened bids on Wednesday, October 5, 2022 and received 6 bids. The low bidder FRG Contractor Corp. came in at \$79,758.00. The Architect did reference checks and if familiar with them. We feel comfortable presenting this for approval.

Cathy Hoog – Sorry , we had to do a place holder on that so that we could present it and get moving on it prior to the bad weather comes. The roof definitely needs replacing. We have had some challenges with this one for a while.

Debbie Tucker – We were able to include the reference letter from the Architect and the results but it really was the day Anne was doing the agenda last Wednesday.

John A. Boris moved to accept the lowest responsive and responsible bid from FRG Contractor Corporation in the amount of \$79,758.00 for Roof Replacement at 73 Boston Street. John A. Boris seconded the vote and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Faustino

Nays

Collection of Losses – Write Offs Through 09/30/22 per Public Housing Notice 2017-17

Cathy Hoog presented the Collection of Losses – Write Offs Through 9/30/22 per Public Housing Notice 2017-17.

Cathy Hoog – Board Members any questions on the Collection of Losses and Write Offs through 9/30/2022.

Benjamin Shallop moved to approve write offs through September 30, 2022 for State Development 667 in the amount of \$3,895.65 and Federal Public Housing in the amount of \$4,353.00 for a total amount of \$8,248.65 pursuant to Public Housing Notice 2017-17. John A. Boris seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Faustino

XII. Other Business/Late Communications

Benjamin Shallop – I have a question. As we are hire new people and as I am reading out the passing of the drug test, are we testing for marijuana?

Cathy Hoog – yes.

Benjamin Shallop – Can we stop that?

Cathy Hoog – We could.

Benjamin Shallop – Especially where it had been legalized in the State of Massachusetts and it is being reclassified from a federal substance. I think it would be a really good idea if we backed away from doing that as a practice. At some point, somebody is going to file some sort of a law suit over that. I would hate to be the poster child for figuring out the legality of the preemployment marijuana testing. So, if we could knock that off the list, I would appreciate it. If you want to talk about that at another date that is fine but we should probably not be testing for marijuana.

We do not have any specifics out-lined as to what we test for so it would not require any change in a policy. I would make a call to Quadrant, the company we use and ask them to delete that out of the test. That should not be a problem at all. I think you raise a very valuable point.

Benjamin Shallop - I know that municipalities have stopped. It is probably a good idea to call them and have them stop testing for it. That is going to get dicey though.

Cathy Hoog – Yes, agreed. For some companies, it is a dicey area depending on their sources of funding. I don't see that as an issue for us.

Benjamin Shallop – okay.

Veronica Faustino – thank you for raising that question. I also thought about that but then forgot about it as the meeting went on.

XIII. Adjournment

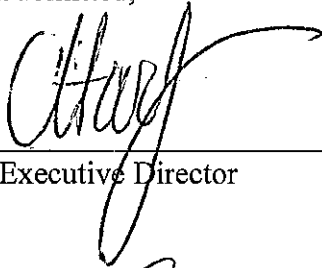
Benjamin Shallop moved that the Board adjourn the Regular Meeting of October 12, 2022 at 6:37 p.m. John A. Boris seconded the motion and the **roll call** vote was as follows:

Ayes

Benjamin Shallop
Charity Lezama
John A. Boris
Veronica Faustino

Nays

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Assistant