



Cathy Hoog, Executive Director

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**MINUTES OF THE
SPECIAL BOARD OF DIRECTORS MEETING
TUESDAY, JULY 23, 2024
6:00 p.m.**

This meeting was a hybrid meeting. The meeting took place at the Pioneer Terrace Community Room, Pioneer Terrace, Salem, MA and via Zoom.

I. Called Meeting to Order at 6:03 p.m.

II. Roll Call

Present

John A. Boris

Veronica Miranda

Aaron Paternoster (On line but unable to speak at the moment – arrived at the meeting in person at 6:40 p.m.)

Romell Kidd

Absent

Carly McClain

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

Veronica Miranda: So just so that the people in this room are aware we're going to change it up for tenant/public engagement. If you would like to speak during public comment, you need to sign up before we start tenant/public engagement. We are going to allot 15 min to public comment, and we're going to divide it evenly amongst the speakers that have signed up so, Cathy, I don't know if you're able to put it in the chat, but if you can put in the chat for people that are online. Please put your name in the chat if you would like to speak and then we will divide We are not going to go past the 15 min for public comment at this time. I am expecting respect to be given to all speakers from every person in this room. You may not like what somebody else has to say, but they do have a right to free speech, and we do not wish to impose on that. Please do not interrupt the speaker or be disruptive during someone else's time. I will give one warning if somebody interrupts another person, and then the second time you'll be asked to leave the meeting.

Cathy Hoog – People are not allowed to put their name in because it is a webinar meeting and that has been disabled.



Veronica Miranda – I'm going to have people online raise their hand if they want to speak.

III. Minutes of Previous Meeting(s)

These sets of minutes as well as the ones after them and the transcript had a lot of inaccuracies, and so I would recommend that we table those minutes until the next the next meeting. If other people that are here would like to do that, then I'll need a second.

Anne Cameron – Would you kindly forward those inaccuracies to me?

Veronica Miranda - Yes, I can forward some but not all because there were a lot, and obviously the transcript was pretty thick but I can forward what I saw.

Veronica Miranda moved to table the Minutes of the Regular Board of Directors Meeting/Public Hearing on State Annual Plan/Capital Improvement Plan held on Wednesday, June 12, 2024 as there were inaccuracies. John A. Boris seconded the motion and the vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Romell Kidd

Nays

Veronica Miranda moved to table the Transcript of the Minutes of the Regular Board of Directors Meeting/Public Hearing on State Annual Plan/Capital Improvement Plan prepared by Magna Legal Services held on Wednesday, May 15, 2024 as there were inaccuracies. John A. Boris seconded the motion and the vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Romell Kidd

Nays

John A. Boris moved to accept the Minutes of the Special Meeting held on Wednesday, May 15, 2024. Veronica Miranda seconded the motion and the vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Romell Kidd

Nays

IV. Tenant/Public Engagement

My name is Judith Riley, Board members ,thank you for your service. I know you were dealing with a lot. I was surprised to see my name in the June 12 minutes, as if I had

spoken. I did not speak. I sent written comments to the Board on June 10, 2024 by email in advance of the meeting. None of the statements attributed to me in the minutes were mine. The 1st paragraph of my name seems to be a mashup of comments made by Denise Regan and Sue Kirby. The second paragraph of my name seems to be a mashup of comments by Lori Stewart and Gene Collins, I respectfully ask that you attach the actual statement I emailed to you to the minutes and use that instead of the words attributed to me.

Interestingly, you've got a transcript made of the June 12th meeting, and I think that's great. I don't know how much that costs, but I think it might be a good investment to get transcripts of all meetings. I suggest that you attach the verbatim transcript of tenant and public engagement from the June 12th meeting to the June 12th minutes, instead of, or, in addition to, summarizing people's statements in the minutes. Please note that the following people who spoke up were omitted from the minutes Debbie Tucker, Terry, Donna, Gene Collins, Jeff Cohen, and Anne Friedgen. In the excerpts of the transcripts to the minutes, there are a few important corrections to make for the Transcript. I urge you to send these 2. Based on what you've heard of the June 12th meeting, and, if necessary, based on re-watching. The video recording - minute 48 of the video recording available on Salem Access Television speaker is Sue Kirby. There's a missed transcription on line 9. But I assume Sue will address that on her own. On page 4, line 20. "And I said by speakers" and she does not say so why. On page 40, line 25, the unidentified speaker is Sue Kirby. On page 41 line 3, the unidentified speaker is Sue Kirby. I reiterate that I urge you to please stop using personal email addresses for Housing Authority communications and get SHA email addresses for the purpose of ease and compliance laws about access to public records.

Veronica Miranda – Thank you Judith.

Denise Regan - My name's Denise Regan. I'm a Salem resident. I have 2 things I'd like to address. First, I would ask the Board to clarify to whom the investigation, when finalized, of your chair will be released to so that proper protocol is followed. The board requested the investigation, and I suggested that it to go solely to the board. Second, the minutes have to be corrected. The public comment is a mess. I spoke. I'm not mentioned. Second, there are assertions in the minutes of statements that were never made at the meeting, including on page 6. Concerning the executive session, "the approval of said executive session meetings will be voted on at the July Executive Session Board meeting" that was not said at the meeting that should not be in the minutes. The minutes are required by statute to be accurate. Finally, there were several violations of the open

meeting law. There's a statute that your chair read to you at the last meeting, because of all the violations, and it is "no person shall address a meeting of a public body without

permission of the chair, and all the people shall be silent at the request of the chair."

Well, the biggest offender of that is your executive director. It was a real violation of the open meeting law when Sue Kirby was speaking and she said, "that's a total lie." It was a real violation of the open meeting law when a housing authority employee interrupted Mr. Collins and then proceeded to disregard the chair. There is a constitutional violation here in Massachusetts. A recent case makes public comment very protected by the right to free speech, and both of these people had their right to free speech. Thank you, Denise.

Veronica Miranda - If you have anything else to add, you can send it along to the board members, if you'd like.

Sue Kirby - I'm Sue Kirby, 45 St. Peter Street. I was shocked to see the minutes of the meeting. We go through a lot of trouble putting together what we want to say at the Board Meetings. What I said was not including in the minutes of June and it didn't say that the tenant Amy Stockelberg actually gave the presentation. I didn't say anything that was part of the list. I know that the housing has a list of those things, but we were coming to a meeting we wanted to hear and the Board to hear us. What I said was not there. None of it was there. If I'm not mistaken, my name wasn't there, and you know what happened to those other people. Minutes are really important, because ultimately, they would be important if something came up for an eviction. I'm also concerned about 360-page board packet. I don't even know what to say.

Gene Collins – Pioneer Terrace, Salem - a couple of comments. 1. You mentioned earlier about responses to people responses. They'd have to wait until after the meeting when somebody is available. I think that's kind of unacceptable. I'd like to have a procedure where the responses are given back to the individual people and the group as a whole. So, whether that be at the next meeting, or whether that be at the time of the requests, the responses have to be open and forthright. We never get responses on your record. 2. I would ask the Board to consider giving up this diamond because it is not. Number 3. I'd like to give the rest of my time to the attorney to add comments. The last thing I'd like to say is that the State is starting to look at Salem Housing Authority. Most importantly, is that if I was a tenant living in one of the Salem Housing Authority units, I wouldn't feel comfortable speaking up, because when tenants spoke at the meeting last time, the housing authority director and employees shouted them down and wouldn't let them exercise their right to speak.

Joella Tarbutton - I just wanted to say that this is the second time that I've listened into the meetings, I think is very interesting and I have learned a lot. And just with the few speakers that have spoken the whole thing about meeting minutes being accurate, I've been stressing for something like that, and also allowing people a voice to speak. And I think it's really great that people are speaking out. I have to say I'm just pretty much appalled at what's happening with possible legal actions against a Resident Board

Commissioner, Woman of Color and I saw this great quote I just want to say this. “What they hate in you is missing in them. Keep shining.” Thank you.

Jerry Halberstadt – Peabody, MA. I'm Coordinator of the Stop Bullying Coalition. Please see Mr. Halberstadt's comments attached.

Veronica Miranda - I'm assuming that Christina is planning on coming to join the executive session, or no?

Cathy Hoog – No. The executive session is just to approve the executive session minutes.

Veronica Miranda - I'm going to make a motion that we take the agenda out of order and discuss the last item on the agenda. That is, referencing the executive session materials. That's my motion. I would need a second if people want to do that.

Veronica Miranda moved to take the agenda out of order and discuss the last item on the agenda which references the executive session materials. Aaron Paternoster seconded the motion and the roll call vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Aaron Paternoster
Romell Kidd

Nays

Aaron Paternoster – Arrived at the meeting at 6:40 p.m.

Veronica Miranda - So it's listed here that we will adjourn into executive session. I just wanted to state board members, in order to release materials, all materials of the executive session to the public that those things are typically done at the same time but it is not required for that to be done.

I'll just read the whole paragraph here. This is the language that's in the Transcript, and we already did the board vote to investigate. So, the next item on the agenda is the board vote to release executive session minutes on May 30, 2024, and acknowledge that the discussion was in violation of open meeting law. So, that was the vote that we took. And then I had said again on line 23 that this would be to release the executive session (page 111 here line 11) and in terms of releasing the executive session minutes, my understanding is that the executive session minutes are to be released as soon as possible to the public. As long as it doesn't defeat the purpose of having the executive session. The letters are public. They've been made public. The public understands that there will be an investigation and a report. My understanding of the point of the executive session was to discuss how the Board was going to respond to the complaints that were made, and for the Board to be on the same page about how we were going to address that as a collective

body, so I'm inclined to believe that it's appropriate to release the executive session minutes of May 30, 2024. Technically, it's page 113, line 21. Commissioner McClain says, "I have no issue with releasing the minutes. That's all I want to say about it." And I said, "Are you making a motion"? And Commissioner McClain said, "Yeah, yeah, I'll make a motion to release the executive session minutes from May 30, 2024." If you all remember, we did not acknowledge that the session was in violation of open meeting law and people were encouraged if they felt there was a violation to file a complaint and that was passed 3 ayes. One, nay, which was from Commissioner Kid, and then Commissioner Paternoster abstaining. I will make a motion to reaffirm the vote from the last meeting, June 12.th clarifying that we declare the purpose for the executive session has been concluded, and order materials to be released to the public.

Veronica Miranda – It is not necessary for us to review the minutes before doing that. There's no requirement in State law from what I could see in doing that.

Cathy Hoog - So, board members, I just want to comment here.

Veronica Miranda - Excuse me, excuse me, executive director.

Cathy Hoog - I have important information to share about this.

Veronica Miranda - I'm not giving you the floor right now. I'm not giving you the floor again. Please stop speaking. Please stop speaking out of turn. I gave you enough of a warning. The next time I'm going to ask you to leave the meeting.

Veronica Miranda - I welcome any thoughts, ideas, questions, concerns, any board members might have.

Veronica Miranda - I don't believe that we were in violation of anything. I believe we did exactly what we said we were going to do. At that point the letters had not been made public, but at this point the letters are public so I see no reason to continue to withhold the executive session materials and that we declare the purpose has been concluded for the executive session that was held May 30, 2024, at one p.m. and order all materials to be released and then at another point we can review the minutes, but we do not have to approve them.

Aaron Paternoster - concluded with determination for an order, or just concluded in general?

Veronica Miranda - so, the purpose being is to discuss my conduct which is no longer confidential. The letters about me were made public. Conversations were had at the last meeting. All of that has been publicized, so there is no reason to hold back any executive session materials, because all the things have already been discussed.

Aaron Paternoster – It would be released without any actual conclusion, right?

Veronica Miranda - There's nothing that we needed to conclude in that session.

Aaron Paternoster - and in terms of the investigation and the report we can have an executive session for that, if that's what the Board wants to do but that happened May 30, 2024. I see no reason to continue to withhold the materials.

Romell Kidd - Give me a reason as to why it wouldn't be released. Is there anything that could block that release? I think I'm curious as to whether or not there'd be anything that would block that release.

Veronica Miranda – I have the open meeting law here and I also have something else more in depth.

I'll start here. I'm reading from some emails that were in the legal opinion. This is an email from the Attorney General's office to me, Veronica Miranda. The law further states that minutes of executive sessions must be reviewed at reasonable intervals. It's in parentheses or quotes to determine whether continued non-disclosure is warranted executive session minutes do not become open session minutes. I had asked that. I'll skip along to the next sentence, in fact, executive session minutes do not have to be approved. rather the minutes must be reviewed by the public body, and the public body must determine whether the purpose for the executive session is ongoing, or whether the purpose has concluded such that the minutes can be released. So then, this email states, I understand again, from the AG's office. I understand the public body might want to review minutes to make sure they are accurate and complete, but we suggest that any approval of minutes occur at the time that the public body decides that the purpose for the executive session is over. Once the purpose for the executive session has been declared concluded, then all records need to be released, and should not continue to be withheld. The open meeting law states that when the purpose for which a valid executive session was held has been served, the minutes, materials, documents, and exhibits of the session shall be disclosed, unless the attorney, client, or one or more of the exemptions under the public records law, apply to withhold these records, or any portion thereof from disclosure. They then directed me to somebody that I could talk to if I needed to. Did that answer your question?

Romell Kidd - I was curious as to whether there needs to be a conclusion. You know what I mean.

Romell Kidd - post release. Does that mean it's still ongoing? Or does that mean it stops?

Veronica Miranda - The investigation and that executive session are separate. Even though it's related to the same thing. The purpose for that executive session was to discuss board Member conduct which was myself. We did that and those conversations were also had at the meeting, and after that executive session things were made public.

So, all of that is to say, that there's no reason for us to hold or to withhold the records. Let me see if there's specific reasons why you'll need to withhold executive session material. These are different minutes. We have not as a body reviewed the executive session minutes from May 30, 2024 the 1:00 p.m. Zoom Meeting that we had. We do need to review them as a body and we can actually determine as a body how we want to go about that and procedurally, not just for this one, but procedurally, do we want to vote on things like that to approve the minutes or to review the minutes? Or do we want to allow a chair or a designee to be in charge of reviewing the minutes? It doesn't need to be the whole body.

The Board continued the discussion and a vote was taken as follows:

Veronica Miranda moved to make a motion to reaffirm the vote from the last meeting, June 12, 2024 clarifying that the Board of Directors declare the purpose for the executive session has been concluded, and order materials to be released to the public. Aaron Paternoster seconded the motion and the roll call vote was as follows:

Ayes

Nays

John A. Boris

Veronica Miranda

Aaron Paternoster

Romell Kidd

Veronica Miranda – Please release the executive session material to the public as soon as possible, immediately.

V. Report of the Executive Director

Cathy Hoog - I've summarized for you some changes over the past month in various different categories.

Summary - Cathy discussed various updates and initiatives. She introduced a new hire for the Section 8 department and presented the 2025 Federal Agency Plan and the State and Federal audit package, highlighting no findings for the housing authority. She also recommended a funding opportunity from the Housing Now initiative to assist families experiencing homelessness in Massachusetts. Cathy mentioned the second meeting of the nonprofit organization, Housing Opportunities of Salem, Inc., in August and the completion of over 270 work orders by the maintenance department. She shared the opportunity to receive grants from the Mass Housing Partnership and the Community Preservation Committee.

- See attached report of the Executive Director – July 2024

VI. Communications

- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, CHAMP Report, Family Self-Sufficiency Report (Quarterly), Modernization Report, Voucher Report, Resident Service Coordinator Reports and Completed Work Orders for Month of June 2024)
- Letter to Cathy Hoog dated June 20, 2024 from Massachusetts Housing Partnership awarding the Salem Housing Authority with staff assistance and a grant not to exceed \$35,000.00 for predevelopment feasibility assessments for 17,19,21 Farrell Court
- Legal Opinion from Christina Granese, Esq. to Cathy Hoog, Executive Director dated July 9, 2024 relative to Release of Meeting Minutes from May 30, 2024 Executive Session

Veronica Miranda – Praised the FSS program.

VII. Reports of the Committees

There were no reports of the Committees. Veronica Miranda and Aaron Paternoster have not met yet. Veronica suggested that the policy committee, consisting of herself and Aaron will not meet and that all of the policies should be put before the Board.

VIII. Recommendations of the Chair

Veronica Miranda – Suggested having SHA emails for all Board Members.

Romell Kidd – Said that he likes that idea and would prefer having an SHA email.

Veronica Miranda – I don't think it is necessary to have a motion on this and Cathy agreed.

Cathy Hoog – Let me know who wants and SHA email address and we will have those set up by our IT Company.

Veronica Miranda – Yes, please set up SHA emails for each Board Member.

Veronica Miranda – I would love to see some type of Google drive with the most current policies and such just so I'm not bothering you all when I'm reaching out to ask for contracts or personnel policy, or whatever it would be great if the Board Members had access to some type of drive.

IX. Report of the Treasurer

Cathy Hoog presented the Bills to the Board of Directors for review and approval.

Aaron Paternoster – My only concern is that we are almost \$60,000 over budget on the legal services. I'm wondering how much of that is legal costs associated to the specifics of the investigation.

Cathy Hoog – The Investigation Legal fees aren't part of that figure We have been reimbursed a substantial amount of money through the Leefort Terrace Redevelopment Project by the developer in the amount of \$20,000.00. I think it is a combination of the cases being backed up for years, post pandemic and having to play catch up. We are also working with tenants for approximately two years you know, someone facing eviction. That process could be very expensive as we have to go into court and form agreements and then return to court if agreements are not being upheld and enter into another agreement and typically it happens over a period of 2 years. This is an area where it is hard to predict the costs. Generally, with every area of our budget, we make predictions based on the prior year. But it's really kind of a guess because we never really know in any particular area whether or not we'll go over or under. Fortunately for the Salem, we have a very significant amount of other income that we generate as a housing authority. We have discussed in the past with Board Members having in “in house attorney” as opposed to a firm. My concern with that is the volume of cases that a firm can handle as opposed to one attorney. A firm can handle a large number of cases.

Discussion ensued on that topic between Cathy Hoog and the Board Members.

Veronica Miranda – I know it isn't a wise decision right now to hire and in house attorney. I am curious to know if the Firm that we currently use work on tenant matters, representing the organization and representing board members and staff.

Cathy Hoog – evictions and other tenant issues are separate from personnel issues. We have one firm who works on representing personnel issues and union matters and another firm who works solely on evictions and other tenant matters.

Discussion ensued between Cathy Hoog and the Board Members.

Bills

Aaron Paternoster moved to approve the bills for the period June 1, 2024 through June 30, 2024 as presented. Veronica Miranda seconded the motion and the roll call vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Aaron Paternoster
Romell Kidd

Nays

Balance Sheet and Statements of Revenues and Expenses

Cathy Hoog presented the Balance Sheet and Statements of Revenues and Expenses for Eight (8) Months ending May 31, 2024 for review and approval.

Aaron Paternoster moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for Eight (8) months ending May 31, 2024. John A. Boris seconded the motion and the **roll call** vote is as follows:

Ayes

John A. Boris
Veronica Miranda
Aaron Paternoster
Romell Kidd

Nays

X. Unfinished Business

There was no unfinished business.

XI. New Business

Audited Financial Statements and Agreed Upon Procedures for Fiscal Year Ended September 30, 2023

Cathy Hoog presented and discussed with the Board of Directors the Audited Financial Statements and Agreed Upon Procedures for Fiscal Year Ended September 30, 2023.

There was Board discussion around having Marcum, LLP come to a Board Meeting and present the audit and it would be nice to establish a relationship with the firm. The Board tabled the matter until the July Board Meeting.

Veronica Miranda moved to table the audited Financial Statements and the Agreed Upon Procedures for the Fiscal Year Ended September 30, 2023 submitted by Independent Auditor Marcum, LLP until the July 2024 Board Meeting. Romell Kidd seconded the motion and the roll call vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Aaron Paternoster

Nays

Romell Kidd

Salem Housing Authority Federal Annual Public Housing Agency Plan for Fiscal Year 2024

Cathy Hoog will present to the Board of Directors the Salem Housing Authority Federal Annual Public Housing Agency Plan for Fiscal Year 2024.

Cathy discussed the Federal Annual Public Housing Agency plan for fiscal year 2024, highlighting its similarities to the state version. She mentioned that the plan includes an obligation to utilize the standard form and that there were no written comments submitted during the public hearing. Cathy also addressed the role of the Resident Advisory Board and their level of engagement, suggesting that more consistent outreach could lead to greater feedback. She further explained the differences between the Federal and State plans, including the unique attachments required by the Federal programs. Lastly, she discussed the Federal Public Housing Conversion Project, which involves transitioning from state to project-based housing, and the benefits and responsibilities this entails.

Romell Kidd moved to approve the 2024 Federal Annual Public Housing Agency Plan for Fiscal Year 2024 as presented and authorize Temporary Chair Veronica J. Miranda to execute the Civil Rights Certification and Certification of Compliance with PHA Plans and Related Regulations including required and any other certifications required. Veronica Miranda seconded the motion and the roll call vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Aaron Paternoster
Romell Kidd

Nays

Appointment of John A. Boris for an Additional 3 Year Term to the Community Preservation Committee, City of Salem

Cathy Hoog will request that the Board reappoint John A. Boris to the Community Preservation Committee, City of Salem for an additional 3 Year Term. Mr. Boris' term expired on May 19, 2024.

Veronica Miranda – For those who are not aware, I would like to share with you what I've heard time and time again. It is the value and the decades of service that John Boris has given to the community. It seems to me that he's been on multiple committees, and just I just want to celebrate that for a second and I want to thank John for all his years of service to the city for lower income tenants and to the housing authority.

The motion was tabled until the next meeting, when both John Boris and another nominated candidate, Aaron Paternoster, will be listed for the board's decision. John's been carrying the torch for a while with respect to service and I think it would be awesome to have somebody that's new to the body have an opportunity to serve in that way.

Veronica Miranda moved to table the motion to appoint either John A. Boris or Aaron Paternoster as the Salem Housing Authority's representative on the Community Preservation Committee, City of Salem for an additional three (3) year term expiring on May 19, 2027 until the July 2024 Board Meeting. Aaron Paternoster seconded the motion and the vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Aaron Paternoster
Romell Kidd

Nays

City of Salem, Massachusetts Community Preservation Act - Grant Funding Agreement between the City of Salem and the Salem Housing Authority in the amount of \$160,000.00 for project located at 5 Barton Square/140 Washington Street - Replacement of Existing Elevator.

Cathy Hoog presented and discussed with the Board of Directors the Grant Funding Agreement between the City of Salem and the Salem Housing Authority in the amount of \$160,000.00 for project located at 5 Barton Square/140 Washington Street - Replacement of Existing Elevator.

Cathy Hoog – I mentioned this earlier in the meeting that we have received a grant from the City of Salem, Massachusetts Community Preservation Act to help us make these much-needed repairs to the Barton Square elevator. This grant requires an agreement to accept the \$160,000.00.

Aaron Paternoster: The description name is Roof Replacement. Is that a typo?

Cathy Hoog – Yes, that is a typo.

Aaron Paternoster moved to approve the Grant Funding Agreement (with the noted correction) between the City of Salem and the Salem Housing Authority in the amount of \$160,000.00 for project located at 5 Barton Square/140 Washington Street - Replacement of Existing Elevator. Romell Kidd seconded the motion and the roll call vote was as follows:

Ayes

Nays

John A. Boris
Veronica Miranda
Aaron Paternoster
Romell Kidd

Submission of Application for Funding to EOHLC for Local Housing Authority Housing NOW Program

Cathy Hoog discussed with the Board of Directors the Submission of Application for Funding to EOHLC for Local Housing Authority Housing NOW Program and request Board approval.

Cathy Hoog – Sadly, the State has a crisis with homelessness and they are looking to Housing Authorities to work together with transitional housing shelters in an effort to find placement for families in conjunction that there will be case management services provided to the families to ensure that they're successful in maintaining that housing and to ensure that families are connected to resources that are needed and to ensure that families are connected to resources that are needed and most importantly, succeed in getting their lease. I think that it's an initiative that's important. You know, politically, there are a number of different viewpoints on programs like this. In my heart, I think it is the right thing to do. We have housing and we do have a very long wait list of people waiting for housing but people who are prioritized as managing homelessness would receive a high priority regardless if they were on the list and not go through the CHAMP system and to be placed. And so the housing authority would set aside as they become available units for families in this position. and we can determine how many we want to set aside or not. This is a voluntary program. We do not have to participate, for that matter. There's also a component to this program where the units would be phased in. So, it's not that we have to wait until we have as many units as we're suggesting for this application as they became available, we would determine the placement rate.

Discussion ensued amongst Cathy Hoog and the Board Members.

Veronica Miranda – As a procedural piece, I do want to see things come before the Board once and then vote on it at the following meeting. I think that the public wants to weigh in on this.

Cathy Hoog - Sometimes the Grant opportunities are intentionally given very short windows of response time. This actually came out towards the end of June, and it was due July 1st and people got upset about that, so they extended it to July 31st. They won't extend it again. So, there are different situations when they have programs become

available, and the turnaround is very short and I think in some ways it's a strategy to cut down on the competition.

Romell Kidd – I agree with what you said in terms of giving everyone the opportunity to speak. If they have a concern about whatever it is that we've decided to take on. Obviously, this is not going to meet the timeline in terms of the next meeting. I think going forward, that would be a good initiative.

Aaron Paternoster - Seniors are not necessarily under obligation to accept the award, I would say that I'm comfortable, motioning to keep submitting and then revisit. If we are selected, we can revisit, and decide whether or not to accept.

Veronica Miranda – Is cancelling after being selected an option?

Cathy Hoog – Yes, traditionally there is a Grant Agreement that would need to be voted on and the Board at that point could decline.

The Board Agreed to approve the submission of the application and wait to see if the Salem Housing Authority is selected and at that time the Board can discuss the matter further.

Aaron Paternoster moved to approve the Submission of Application for Funding to EOHLIC for Local Housing Authority Housing NOW Program. Veronica Miranda seconded the motion and the roll call vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Aaron Paternoster
Romell Kidd

Nays

New Hire – Section 8 Housing Coordinator

There were three (3) candidates chosen to be interviewed for the open position of Section 8 Housing Coordinator. Jacqueline Guzman, Director of Leased Housing and Sabrina Eschman, Assistant Director of Leased Housing interviewed the three (3) candidates. Two of the 3 candidates were chosen to attend a second interview. Sabrina Eschman, held the second interviews. Cathy will present her candidate of choice.

Cathy Hoog – Katherine Danielle Doody has a very nice resume with extensive experience already, so we're very pleased to present her as a new hire for the position of Section 8. Coordinator.

Veronica Miranda moved to make a conditional offer of employment to Katherine Danielle Doody with a six (6) month probationary period for a full-time position as Section 8 Housing Coordinator at an annual salary of Fifty-Eight Thousand Four Hundred Forty and 20/100 (\$58,440.20) with a start date TBD. Employment is also conditioned upon receipt of a passed SHA paid physical examination including drug test (not marijuana) and a favorable Criminal Offense Record Information (CORI) check. Aaron Paternoster seconds the motion and the roll call vote was as follows:

Ayes

Nays

John A. Boris
Veronica Miranda
Aaron Paternoster
Romell Kidd

Change Order #1 in the amount of \$17,389.53 as Presented by Site Improvements, Inc. for EOHLC Project 258162 Gateway Cities Walkways Landscaping at Rainbow Terrace

Cathy Hoog presented to the Board of Director Change Order #1 in the amount of \$17,389.53 as Presented by Site Improvements, Inc. for EOHLC Project 258162 Gateway Cities Walkways Landscaping at Rainbow Terrace.

Aaron Paternoster moved to approve Change Order #1 in the amount of \$17,389.53 as presented by Site Improvements, Inc. for EOHLC project 258162 Gateway Cities Walkways Landscaping at Rainbow Terrace. This increase represents work to several existing curbs to achieve the proper grade as well as adding 8 basement window wells at units 26-32 even. This work will add two additional calendar days to the project.

Veronica Miranda seconded the motion and the roll call vote was as follows:

Ayes

Nays

John A. Boris
Veronica Miranda
Aaron Paternoster
Romell Kidd

Veronica Miranda – I want to say that the walkways look great. They're wider and more accessible.

Change Order #2 in the amount of \$91,800.00 for the Delta Beckwith Elevator Company for the required repairs to bring the 5 Barton Square elevator up to new State Elevator Code.

Change order #2 is presented for the Delta Beckwith Elevator Company contract. This change order in the amount of \$91,800.00 for the required repairs to bring the 5 Barton

Square elevator up to the new State Elevator Code. The SHA applied for and was awarded a City of Salem CPC grant in the amount of \$160,000.00.

Aaron Paternoster – Will the grant cover the cost of the repairs?

Cathy Hoog – yes, it will.

Aaron Paternoster moved to approve Change order #2 for the Delta Beckwith Elevator Company contract. This change order in the amount of \$91,800.00 for the required repairs to bring the 5 Barton Square elevator up to the new State Elevator Code. John A. Boris seconded the motion and the roll call vote was as follows:

Ayes

Nays

John A. Boris

Veronica Miranda

Aaron Paternoster

Romell Kidd

Certificate of Final Completion for EOHLC Project #258169 as of 5/31/2024

Cathy Hoog will present to the Board of Directors Certificate of Final Completion for EOHLC Project #258169 as of 5/31/2024.

The Salem Housing Authority has completed work to up-date elderly housing units at turnover. The project was funded for \$207,000.00. The maintenance department performed work at 46 units.

Cathy Hoog - This was a project where we were able to complete in-house for many kitchen and baths upgrades. This is our formality for the certificate of final completion for any project.

Veronica Miranda - Is this something that the contractor should sign? Or does it go for the Board first?

Cathy Hoog – The Authority did the work.

Vernonica Miranda – Okay, great.

Aaron Paternoster moved to approve the Certificate of Final Completion for EOHLC Project #258169 as of 5/31/2024 and final payment in the amount of \$10,480.39. John A. Boris seconded the motion and the roll call vote was as follows:

Ayes

Nays

John A. Boris

Veronica Miranda

Aaron Paternoster

Romell Kidd

Quote for Interior Painting of Vacant Units as they Become Vacant for One Year or the Completion of \$50,000.00 Whichever Occurs First

Cathy Hoog will present to the Board of Directors Quote for Interior Painting of Vacant Units as they Become Vacant for One Year or the Completion of \$50,000.00 Whichever Occurs First.

Cathy Hoog - this is our current option to renew for the last year. Yes, year 3 of 3 years. You can see the price quotation tabulation in your board packages.

Aaron Paternoster moved to accept the lowest, responsive, and responsible price quotation for Interior Painting of Vacant Units as they become vacant for one year or the completion of \$50,000.00 whichever occurs first. The pricing is as follows: \$300 per one bedroom, \$450 per two bedroom, \$500 per three bedroom, \$550 per four bedroom, as submitted by Lambros Koulouris. The Salem Housing Authority has a one-year option to renew at its sole discretion. Veronica Miranda seconded the motion and the roll call vote was follows:

Ayes

John A. Boris
Veronica Miranda
Aaron Paternoster
Romell Kidd

Nays

Price Quotation from Peabody Huggins Mechanical Services in the amount of \$11,293.46 for the Replacement of the Air Conditioning Unit in the Morency Manor Elevator Room

Cathy Hoog presented the lowest responsive and responsible price quotation for replacement of the air conditioning unit in the Morency Manor elevator room for approval. Peabody Huggins Mechanical Services submitted the lowest price quotation in the amount of \$11,293.46.

Cathy Hoog - Given the dollar threshold for this project, it wasn't required to bid it.

Veronica Miranda – What is minimum amount?

Cathy Hoog – It is between \$10,000.00 and \$50,000.00.

Veronica Miranda – So, we do not have to go through the procurement process?

Cathy Hoog – We obtain 3 quotes and if you are unable to get three you document what you were able to get.

Aaron Paternoster moved to approve the lowest price quotation of \$11,293.46 from Peabody Huggins Mechanical Services for the replacement of the air conditioning unit in the Morency Manor elevator room. Romell Kidd seconded the motion and the roll call vote was follows:

Ayes

Nays

John A. Boris
Veronica Miranda
Aaron Paternoster
Romell Kidd

Collection of Losses – Write Offs Through 6/30/24 per Public Housing Notice 2017-17

Cathy Hoog presented the Collection of Losses – Write Offs Through 06/30/24 per Public Housing Notice 2017-17.

Veronica Miranda – Can you share a little more information?

Cathy Hoog – The 667 write off consists of 4 tenants that have deceased with balances. The 200 write off amount is 1 eviction and one person that moved out and did not pay.

Veronica Miranda – Okay, thank you.

Aaron Paternoster moved to approve write offs through June 30, 2024 for State Development 667 in the amount of \$1,648.48 and State Development 200 in the amount of \$8,517.32 for a total amount of \$10,165.80 pursuant to Public Housing Notice 2017-17. Romell Kidd seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

John A. Boris
Veronica Miranda
Aaron Paternoster
Romell Kidd

XII. Other Business/Late Communications

Aaron Paternoster - I know that the Board member has been interviewed. I'm wondering if other Board members are going to be interviewed as well? I want to know what the scope is going to be moving forward, and if there's going to be any kind of an update provided?

Cathy Hoog – Yes, it is my understanding that the outside attorney that was hired will provide a final document and will present her final document and answer questions. It's also my understanding that no additional board members will be interviewed.

XIII. Adjournment

Aaron Paternoster moved to adjourn the Special Board Meeting of July 23, 2024 at 8:50 p.m. John A. Boris seconded the motion and the **roll call** vote was as follows:

Ayes

John A. Boris
Veronica Miranda
Aaron Paternoster
Romell Kidd

Nays

Respectfully Submitted,



Cathy Hoog, Executive Director



Anne M. Cameron, Executive Assistant