



Cathy Hoog, Executive Director

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**MINUTES OF THE
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 10, 2025
6:00 p.m.**

This meeting was a hybrid meeting. The meeting took place in person at the Salem Housing Authority, 136 Canal Street, Unit 1 and Unit 2, Salem, MA and via Zoom Webinar.

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

II. Roll Call

Present

Aaron Paternoster
Romell Kidd (Virtual)
Doneeca Thurston-Chavez (Virtual)
Emily Ullman
Veronica Miranda

Absent

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

III. Tenant/Public Engagement

Eugene Collins – Pioneer Terrace, Salem, MA

Mr. Collins commented that the upcoming convention of the Mass Union of Public Housing Tenants is on October 3-5 in Marlborough, Massachusetts. Mr. Collins encouraged the Board of Directors to attend said convention. Mr. Collins also encouraged the Salem Housing Authority to support the Mass Union of Public Housing Tenants by making a donation.

IV. Minutes of Previous Meeting(s)

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Cathy Hoog presented the minutes of the previous meeting for acceptance.

Emily Ullman moved to accept the Minutes of the Regular Board of Directors Meeting/held on Wednesday, August 13, 2025, with the revisions requested by the Board. Veronica Miranda seconded the motion, and the vote was as follows:

Ayes

Nays

Aaron Paternoster
Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

V. Report of the Executive Director

- See attached report of the Executive Director – September 2025

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 August 2025)
- EOHLC Budget Guidelines - 2026

VII. Reports of the Committees

See Summary attached hereto.

VIII. Recommendations of the Chair

There were no recommendations of the Chair.

IX. Report on the Treasurer

Bills

Cathy Hoog presented the bills to the Board of Directors for acknowledgement of receipt.

Veronica Miranda moved to acknowledge receipt of the bills for August 1, 2025, through August 31, 2025, as presented. Doneeca Thurston-Chavez seconded the motion, and the roll call vote was as follows:

Ayes

Nays

Aaron Paternoster
Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

Balance Sheet and Statements of Revenues and Expenses

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

Romell Kidd moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for Ten (10) months ending July 31, 2025. Doneeca Thurston-Chavez seconded the motion, and the **roll call** vote was as follows:

Ayes

Nays

Aaron Paternoster
Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

X. Unfinished Business

- Salem Housing Authority "Draft" Internal Controls Policy (See attached summary)
- Election of Board Officer (Treasurer) of the Salem Housing Authority

Office of the Treasurer

Emily Ullman moved to nominate Romell Kidd for the Office of Treasurer. Doneeca Thurston-Chavez seconded the motion, and the vote was as follows:

Ayes

Nays

Aaron Paternoster
Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

Veronica Miranda moved that the nominations for the Office of Treasurer be closed. Emily Ullman seconded the motion, and the vote was as follows:

Ayes

Nays

Aaron Paternoster
Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

Veronica Miranda moved that Romell Kidd be elected to the Office of Treasurer. Aaron Paternoster seconded the motion, and the vote was as follows:

Ayes

Nays

Aaron Paternoster
Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

Revisions to Chapters 4 and 12 of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan

Cathy Hoog presented to the Board of Directors and discuss the revisions to Chapter 12 of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan.

Emily Ullman moved to approve the revisions to Chapters 4 and 12 of the Salem Housing Authority 8 Housing Choice Voucher Program Administrative Plan. Doneeca Thurston-Chavez seconded the motion, and the roll call vote was as follows:

Ayes

Nays

Aaron Paternoster
Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

XI. New Business

New Hire – Finance Coordinator

Cathy Hoog will present Peyton Dixey to the Board of Directors to make a conditional offer of employment to her. Cathy will provide the Board with the details.

Veronica Miranda moved to make a conditional offer of employment to Peyton Dixey with a six (6) month probationary period for a full -time position (35 hours per week) as Finance Coordinator for the Salem Housing Authority at an annual salary of \$65,000.00 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. Emily Ullman seconded the motion, and the roll call vote was as follows:

Ayes

Aaron Paternoster
Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

Nays

PHA Board Resolution – U.S. Department of Housing and Urban Development

Cathy Hoog presented the PHA Board Resolution to the Board of Directors. She will explain that it is a yearly requirement of HUD. The PHA Board Resolution states that the SHA will continue to use the budget for FYE 9/30/24 until the SHA receives the new budget guidelines.

Emily Ullman moved to approve the PHA Board Resolution from the U.S. Department of Housing and Urban Development, PHA Name-Salem Housing Authority, PHA Code MA-055, PHA Fiscal Year Beginning: 10/01/2025 and authorize Chair Aaron Paternoster to execute said PHA Board Resolution. Veronica Miranda seconded the motion, and the **roll call** vote is as follows:

Ayes

Aaron Paternoster
Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

Nays

2025 Federal Public Housing Flat Rents

Cathy Hoog, Executive Director, presented the 2025 Federal Public Housing Flat Rents and explain to the Board as to how the Federal Public Housing Flat Rents are determined.

Veronica Miranda moved to approve the following 2025 Federal Public Housing Flat Rents, as submitted, effective fiscal year beginning October 1, 2025:

1 Bedroom:	\$1,981.00
2 Bedroom:	\$2,353.00
3 Bedroom:	\$2,821.00

4 Bedroom: \$3,115.00

Romell Kidd seconded the motion, and the roll call vote is as follows:

Ayes

Nays

Aaron Paternoster

Romell Kidd

Doneeca Thurston-Chavez

Emily Ullman

Veronica Miranda

2025 Payment Standards

Cathy Hoog, Executive Director, presented the 2025 Payment Standards and explain to the Board as to how the Payment Standards are determined.

Romell Kidd moved to approve the following 2025 Payment Standards, as submitted, effective fiscal year beginning October 1, 2025:

0 Bedroom:	\$2,359.00
1 Bedroom:	\$2,476.00
2 Bedroom:	\$2,941.00
3 Bedroom:	\$3,526.00
4 Bedroom:	\$3,894.00

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

Ayes

Nays

Aaron Paternoster

Romell Kidd

Doneeca Thurston-Chavez

Emily Ullman

Veronica Miranda

Section 8 Utility Allowance Study

Cathy Hoog presented to the Board the results of the Section 8 Utility Allowance Study to become effective October 1, 2025, prepared by Jacqueline Guzman.

Doneeca Thurston-Chavez moved that all Allowances for Tenant-Furnished Utility and other services provided by Happy Software be adopted , as presented, effective October 1, 2025. Romell Kidd seconded the motion, and the **roll call** vote was as follows:

Ayes

Nays

Aaron Paternoster
Romell Kidd

Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

Pre-2004 Section 8 Monies

On August 8, 2012, the Board of Directors authorized the former Executive Director to 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.

Emily Ullman 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. Doneeca Thurston-Chavez seconded the motion, and the **roll call** vote was as follows:

Ayes

Aaron Paternoster
Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

Nays

XII. Other Business/Late Communications

See attached summary.

XIII. Adjournment

Aaron Paternoster moved that the Board adjourn the Regular Meeting of Wednesday, September 10, 2025, at 7:40 p.m. Veronica Miranda seconded the motion, and the roll call vote was as follows:

Ayes

Aaron Paternoster
Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

Nays

Summary Page for Articles V through XII of the Minutes of the Board of Directors Meeting on September 10, 2025

Salem Housing Authority Board Updates/e/Executive Director's Report

The board approved minutes from the August 13, 2025 meeting with corrections regarding recording permission and seconding motions.

Executive Director, Cathy Hoag discussed her Executive Director's Report in detail. She reported on various developments, new admissions to public housing, and progress on modernization projects. She also discussed the RFP for 17-27 First Street, which received 29 designer and developer attendees at a pre-proposal site meeting, with the deadline extended to November 3rd. The board expressed interest in having a tenant representative on the upcoming RFP review committee.

Internal Controls Policy Discussion

The board discussed the internal controls policy. Cathy explained that while the policy intended to consolidate existing controls, it had evolved into a more detailed procedural document. After discussion about the board's role in approving policies versus procedures, they agreed to have the policy subcommittee meet before October to make a final recommendation to either approve the policy, reject it, or treat it as a procedural document.

The board also acknowledged August bills and moved on to treasurer's reports.

July Turnover and Treasurer Election

The meeting focused on reviewing the balance sheet, where Romell noted high turnover expenses in July which Gary Dean, Director of Maintenance stated was due to long-term residents leaving. Cathy stated that the high turnover rate was also due to high vacancies and deaths.

Romell was nominated and elected as Treasurer for the Salem Housing Authority, with all board members voting in favor.

Salem Housing Authority's Administrative Plan Revisions Chapters 4 and 12

Cathy Hoag presented revisions to Chapters 4 and 12 of the Salem Housing Authority's Administrative Plan for the Secondary Housing Choice Voucher Program, focusing on potential funding cuts and the need to establish categories for voucher holder terminations and reinstatements. She explained that Category I involves families who committed program abuse or fraud and are not in compliance with repayment agreements, while Categories 2 and 3 involve families with the lowest HAP payments and longest program assistance, respectively. Cathy clarified that terminations would require voucher holders to vacate their units, unless landlords negotiate otherwise, and Romell inquired about the impact on SRA's housing stock, which Cathy

confirmed would only affect private landlords. The board approved revisions to Chapters 4 and

12 of the SHA's Admin. Plan.

New Business

A new hire was presented to the Board, Peyton Dixon, for the finance coordinator position at Salem Housing Authority. The Board approved a PHA Board Resolution from HUD, which allows the authority to continue operating under its existing budget until a new budget is voted. The board was informed that budget preparation has not yet started, but they typically examine year-end submissions to prepare for next year's budget.

The board approved 2025 federal public housing flat rents, payment standards, and utility allowances as presented. They also authorized restoring \$5,000 to the Section 8 reserve monies. Cathy clarified that all spending would follow state, local, and federal regulations. The board approved these measures with unanimous votes from all members present.

Late Business/Communications

Mass Union of Public Housing Tenants Convention/ RFP 17-27 First Street Development Review/LTO Budgets

The board discussed the upcoming tenant convention, where Cathy explained that the Salem Housing Authority has been a sponsor and provides support through registration fees and program ads. They also discussed the RFP review committee for 17-27 First Street project, with Cathy Hoog suggesting that community engagement should occur after the selection process rather than during it. The board agreed that having a tenant representative on the committee would be beneficial.

Veronica Miranda proposed creating a Memorandum of Understanding between the LTOs and the Housing Authority to standardize resource allocation.