



Cathy Hoog, Executive Director

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**MINUTES OF THE
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, OCTOBER 8, 2025
6:00 p.m.**

This meeting was held via Zoom Webinar only.

I. Called Meeting to Order at 6:02 p.m.

II. Roll Call

Present

Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

Absent

Aaron Paternoster

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

III. Minutes of Previous Meeting(s)

Veronica Miranda moved to approve the Minutes of the Regular Board of Directors Meeting on September 10, 2025. Doneeca Thurston-Chavez seconded the motion and the roll call vote was as follows:

Ayes

Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

Nays

IV. Tenant/Public Engagement



Gene Collins – Pioneer Terrace, Salem - provided an update on the Statewide Tenant Association for Public Housing, noting a successful workshop with the undersecretary present and speaking about modernization programs and the establishment of attorney funding for eviction cases.

V. Report of the Executive Director

- Report of the Executive Director – October 2025

VI. Communications

- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, Modernization Report, Voucher Report, Family Self-Sufficient Report, Resident Service Coordinator Reports, CHAMP Report and Completed Work Orders for Month of September 2025)
- Salem State University Flyer – Collaboration with SSU Senior Nursing Students

VII. Reports of the Committees

VIII. Recommendations of the Chair

There were no recommendations of the Chair.

IX. Report of the Treasurer

Bills

Cathy presented the bills to the Board of Directors for the period September 1, 2025 through September 30, 2025.

Veronica Miranda moved to acknowledge receipt of the bills for the period September 1, 2025 through September 30, 2025 as presented. Doneeca Thurston-Chavez seconded the motion and the **roll call** vote was as follows:

Ayes

Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

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 Directors for eleven (11) months ending August 31, 2025 and request approval.

Doneca Thurston-Chavez moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for eleven (11) months ending August 31, 2025. Emily Ullman seconded the motion and the **roll call** vote was as follows:

Ayes

Romell Kidd
Doneca Thurston-Chavez
Emily Ullman
Veronica Miranda

Nays

Section 8 - Repayments Collected 10/01/2024 -9/30/2025

Cathy Hoog presented the Section 8 Repayments Collected 10/01/2024 – 9/30/2025.

The total amount collected is \$154,303.00 SHA retains fifty (50%) percent of \$154,303.00 which equals \$77,151.50.

Public Housing Retro Rents Collected 10/01/2024 – 9/30/2025

Cathy Hoog presented the Public Housing Retro Rents Collected 10/01/2024 – 9/30/2025.

The total amount collected for State is \$111,099.75/. SHA retains Sixty-Seven (67%) percent of \$111,099,75 which equals \$74,436.83. The total amount collected for Federal is \$5,618.25 and the SHA retains 100%.

X. Unfinished Business

- Salem Housing Authority “Draft” Internal Controls Policy

XI. New Business

Revision – Sexual Harassment Policy – Officer Assignment

Cathy Hoog presented the Sexual Harassment Policy for revision whereby it is

necessary for a new Sexual Harassment Officer to be appointed by the Board of Directors as Carly McClain has resigned as a Board Member.

Romell Kidd moved to appoint Emily Ullman as the new Sexual Harassment Officer. Said Sexual Harassment Policy shall be revised to reflect this Board Vote. Veronica Miranda seconded the motion and the roll call vote was as follows:

Ayes

Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

Nays

Annual Submissions

Cathy Hoog informed 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 Conflict of Interest/State Ethics Commission Summary. Each employee and Board Member will be informed via email by the State Ethics Commission to complete the same on-line.

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 2023 and will need to be completed this October. Each employee and Board Member will be notified by email by the State Ethics Commission to complete the same on-line.

The Director will also request that the Board of Directors and each staff member sign the Sexual Harassment Policy document as part of the Annual October Submissions: This document will be emailed to everyone prior to the end of October 2025.

Certificate of Final Completion as of October 8, 2025 and Final Payment in the amount of \$20,622.89 from Cassidy Landscaping LLC for EOHLIC project #258164 Creative Placemaking Grant, Site Improvements, and Art Project at Pioneer Terrace

Cathy Hoog presented to the Board of Directors Certificate of Final Completion as of October 8, 2025 and final payment in the amount of \$20,622.89 from Cassidy Landscaping LLC for EOHLIC project #258164.

Veronica Miranda moved to approve the Certificate of Final Completion as of October 8, 2025 and final payment in the amount of \$20,622.89 from Cassidy Landscaping LLC for EOHLIC project #258164 Creative Placemaking Grant, Site Improvements, and Art

Project at Pioneer Terrace. Doneeca Thurston-Chavez seconded the motion and the roll call vote was as follows:

Ayes

Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

Nays

Collection of Losses – Write Offs Through 09/30/25 per Public Housing Notice 2017-17

Cathy Hoog presented the Collection of Losses – Write Offs Through 9/30/25 per Public Housing Notice 2017-17.

Romell Kidd moved to approve write offs through September 30, 2025 for State Development 667 in the amount of \$4,129.91 pursuant to Public Housing Notice 2017-17. Doneeca Thurston-Chavez seconded the motion and the **roll call** vote was as follows:

Ayes

Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

Nays

XII. Other Business/Late Communications

Romell Kidd moved to approve Change Order #1 in the amount of \$16,244.42 with a time extension of 154 calendar days as submitted by the Contractor, Environmental Restorations, Inc., and approved by the Architect, Raymond T. Guerton, for EOHLIC project #258189 Walk In Shower Project at 3 Developments. This change order represents additional costs due to unforeseen extensive plumbing issues and rotted framing found in the wet wall and for moving a wall heater at 27 Charter St., Unit 607. Veronica Miranda seconded the motion and the roll call was as follows:

Ayes

Romell Kidd
Doneeca Thurston-Chavez
Emily Ullman
Veronica Miranda

Nays

XIII. Adjournment

Veronica Miranda moved to adjourn the regular Board of Directors Meeting on Wednesday, October 8, 2025 at 6:48 p.m. Romell Kidd seconded the motion and the roll call vote was as follows:

Ayes

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 October 8, 2025

The meeting began with Emily presiding over her first official meeting as acting chair as Aaron Paternoster was absent. At roll call all members were present except for Aaron Paternoster and Romell Kidd was tardy.

The meeting then moved to a report from Cathy Hoog, Executive Director. Cathy reviewed her report with the Board in detail. See Attached Executive Director Report for October 2025.

Some of the items Cathy hi-lighted were as follows:

Cathy provided an update on the public housing repositioning, noting that the Housing Assistant Payment Award has been received, effective February 2026, with all necessary steps to be completed by the end of January 2026. She highlighted the busy maintenance department with 258 work orders completed and 12 ongoing modernization projects, including a federal roof project. Cathy also discussed the Section 8 program, FSS program progress, and upcoming events, including a graduation ceremony and holiday plans.

Veronica emphasized the importance of dignity in residents' living spaces, referencing planned kitchen and bath modernization projects at Bertram, while Cathy noted these projects had been delayed but were now moving forward.

Unfinished Business/Internal Controls Policy

The board discussed the policy subcommittee's meeting, where they reviewed the role of the body and the Internal Controls draft policy. Veronica reported that the subcommittee plans to obtain feedback from a CPA at the end of the month before making any recommendations to the full board. Emily suggested removing the draft Internal Controls Policy from the ongoing agenda, which the board agreed to do.

Report of Treasurer/Bills/Financial Statements Prepared by Paul Pavia, CPA, Fenton, Ewald

The treasurer, Romell Kidd, reported having nothing to report, and the board approved the bills for the period September 1, 2025 through September 30, 2025 and financial statements for the period ending August 31st, 2025.

Section 8 and State Public Housing Repayment Collections Update

The meeting focused on updates regarding repayment collections for Section 8 and public housing programs. Cathy reported that \$154,303 in Section 8 repayments were collected, with the Housing Authority retaining 50% as per federal guidelines. She also highlighted that the state

public housing department collected \$116,718 in retroactive rents, with the authority retaining 67% of this amount. The discussion clarified the financial arrangements with both federal and state governments. Romell Kidd inquired about the nature of repayment agreements and the distribution of collected funds.

New Business

Emily was appointed as the new sexual harassment policy officer, replacing the vacant position since Carly's departure. Romell seconded Emily's appointment and moved to update the policy to reflect the board's decision.

Cathy Hoog discussed with the Board the annual requirements for conflict of interest submissions and online training, with Anne Cameron managing these reminders.

The board approved the Certificate of Final Completion for the EOHLC Project 258164 Creative Placemaking Grant, which included site improvements and an art project at Pioneer Terrace, with a final payment of \$20,622.89 from Cassidy Landscaping LLC.

Cathy expressed gratitude to Debbie Tucker, and Gary Dean, along with the maintenance team, for their hard work on the project, which she noted was beneficial to the residents.

The Board also approved write-offs through September 30th, 2025 for State Development 667 in the amount of \$4,129.91, as per Public Housing Notice 2017-17.

Other Business/Late Communications

The board discussed a change order proposal for plumbing issues at Charter Street, which was approved by a vote.

Cathy Hoog provided an update on the Federal Government shutdown's impact, noting that funding is expected through November.

Veronica Miranda announced her reappointment as tenant representative for five more years. Emily congratulated Veronica on her reappointment.

Cathy Hoog shared feedback from a meeting with strategic planning consultants, indicating they will focus on group collaboration and future goal-setting.

Doneca Thurston-Chavez announced her resignation from the board due to her family's relocation to Lynn. Emily, Romell and Cathy thanked Doneca for her service on the Board and wished her well.