



Cathy Hoog, Executive Director

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**MINUTES OF THE
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 9, 2025
6:00 p.m.**

This meeting will be a hybrid meeting. The meeting took place in person at the Pioneer Terrace Community Room, Pioneer Terrace.,Salem, MA and via Zoom Webinar.

I. Called Meeting to Order at 6:07 p.m.

II. Roll Call

Present

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Absent

Doneeca Thurston-Chavez

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

Patric Bishop, Maintenance Staff

Veronica Miranda stated that public comment is not a dialogue but an opportunity for the public to air grievances, and explained that tenants and LTOs can weigh in on matters that impact them..

III. Tenant/Public Engagement

Gene Collins – Pioneer Terrace stated the following:

Mr. Collins expressed concerns about the lack of tenant-friendly practices and requested the board review previous changes to the By-Laws relative to monthly agenda changes.



IV. Minutes of Previous Meeting(s)

Romell Kidd moved to accept the Minutes of the Regular Board of Directors Meeting/Public Hearing on State Annual Plan/Capital Improvement Plan held on Wednesday, June 11, 2025
Emily Ullman seconded the motion and the vote was as follows:

Ayes

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Nays

SEE ATTACHED SUMMARY OF THE MINUTES OF THE REGULAR BOARD MEETING JUNE 11, 2025, ARTICLES V. THROUGH XIII.

V. Report of the Executive Director

- See attached report of the Executive Director – July 2025

VI. Communications

- MassNAHRO Newsletter – May/June 2025
- 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 2025)
- Correspondence from Steve Gagnon, CSTA to Cathy Hoog, Executive Director dated May 21, 2024 re: “Thank you”
- Audited Financial Statements for Fiscal Year Ending September 30, 2024 (State and Federal Audit)

VII. Reports of the Committees

VIII. Recommendations of the Chair

There were no recommendations of the Chair.

IX. Report of the Treasurer

Bills

Aaron Paternoster moved to acknowledge receipt of the bills for the period June 1, 2025

through June 30, 2025 as presented. Veronica Miranda seconded the motion and the roll call vote as follows:

Ayes

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Nays

Balance Sheet and Statements of Revenues and Expenses

The Balance Sheet and Statements of Revenue and Expenses includes any variances in the budget at this point.

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 Eight (8) months ending May 31, 2025. Emily Ullman seconded the motion and the **roll call** vote was as follows:

Ayes

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Nays

X. Unfinished Business

- Section 8 -Pre-2004 Use of Funds Memorandum is being Prepared by SHA Counsel and will be presented at the August 13, 2025 Regular Board Meeting.
- Salem Housing Authority “Draft” Internal Controls Policy

XI. New Business

New Hire – State Family Self-Sufficiency Coordinator for Salem and Marblehead Housing Authorities

There were six (6) candidates chosen to be interviewed for the open position of Full-Time State Family Self-Sufficiency Coordinator for Salem and Marblehead Housing Authorities. Cathy Hoog interviewed Six (6) candidates. Cathy presented her candidate of choice.

Romell Kidd moved to make a conditional offer of employment to Sandra Reiniger with a six (6) month probationary period for a full-time position (30 hours per week) as State Family Self-Sufficiency Coordinator for the Salem and Marblehead Housing Authorities

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
Emily Ullman
Veronica Miranda

Nays

Salem Housing Authority Federal Annual Public Housing Agency Plan for Fiscal Year 2025

Cathy Hoog presented to the Board of Directors the Salem Housing Authority Federal Annual Public Housing Agency Plan for Fiscal Year 2025.

Romell Kidd moved to approve the 2025 Federal Annual Public Housing Agency Plan for Fiscal Year 2025 as presented and authorize Chair Veronica Miranda to execute the Civil Rights Certification and Certification of Compliance with PHA Plans and Related Regulations including required and any other certifications required. Aaron Paternoster seconded the motion and the roll call vote was as follows:

Ayes

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Nays

Revisions to Chapter 6.A and 7.A of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan (Income and Subsidy Determinations and

Cathy Hoog will present to the Board of Directors and discuss the revisions to Chapter 6.A and 7.A of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan

Emily Ullman moved to approve the revisions to Chapter 6.A and 7.A of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan. Romell Kidd seconded the motion and the roll call vote was as follows:

Ayes

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Nays

Collection of Losses – Write Offs Through 6/30/25 per Public Housing Notice 2017-17

Cathy Hoog presented the Collection of Losses – Write Offs Through 06/30/25 per Public Housing Notice 2017-17.

Romell Kidd moved to approve write offs through June 30, 2025 for State Development 667 in the amount of \$3,367.15 and State Development 200 in the amount of \$7,894.98 for a total amount of \$11,262.13 pursuant to Public Housing Notice 2017-17. Aaron Paternoster seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

XII. Other Business/Late Communications

XIII. Adjournment

Romell Kidd moved that the Board adjourn the Regular Meeting of Wednesday, July 9, 2025 at 7:16 p.m. Emily Ullman seconded the motion and the roll call vote was as follows:

Ayes

Nays

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

**Summary Sheet of the Minutes of the Regular Board Meeting
JULY 9, 2025, Articles V. - XIII**

Federal Updates and Budget Impacts

Cathy Hoog provided updates on several key areas, including the draft Federal Annual Plan which was finalized and included in the board packets for consideration. She mentioned that the Federal audit was submitted, and interviews were conducted for the State Family Self-Sufficiency Coordinator position. Cathy also highlighted the new draft internal controls policy and a new format for quarterly budget variances, which she believed would be more user-friendly. She noted that the maintenance department completed 271 work orders and was working on 12 state modernization projects, while the Section 8 Program had 1,173 units under lease. No new vouchers could be released per HUD Orders.

FSS Program Progress and Updates on Resident Services and Housing Now Program

Cathy reported on several key developments, including upcoming changes to the admin plan and participation in national forums to stay informed. She highlighted the success of the FSS program, with 28 voucher holders and over \$81,000 in escrow, and announced plans for a graduation ceremony in October. Cathy also shared updates on resident services, including community events and case management services, and mentioned new funding opportunities. The Housing Now Program has 8 families leased up and receiving case management services with Family Success Plans in place.

Upcoming Events and Rent Policies

Cathy Hoog announced upcoming events and developments, including a nonprofit instrumentality meeting on July 16th and plans for the Leefort Terrace waiting list opening. She discussed the surplus land R.3 project, which is undergoing final adjustments with the City's Planning Department.

Cathy also addressed questions about rent collection and mediation processes, explaining that the Housing Authority has a rent collection policy with various payment options and in-house mediation opportunities. She mentioned that cash payments are no longer accepted and that court mediation is available as a last resort.

Pre-2004 Section 8 Monies

Cathy Hoog explained that the Pre-2004 Section 8 Monies have been used for various purposes over time, including resident events, parties, and staff appreciation activities. She clarified that the funds are still available due to their small usage and interest gained. Cathy also discussed compliance with regulations, noting that while there are no restrictive state reserves, federal regulations are minimal for unrestricted funds. She mentioned that expenditures are reviewed annually during audits. The SHA is a separate entity from the City, they share some regulatory responsibilities for certain funds. Lastly, Cathy stated that the use of discretionary funding does not affect the overall budget process and is outlined in financial statements.

Reserve Fund/Policy Updates/Bills for the month of June 2025

The meeting covered updates on the Pre-2,004 reserve fund, which has approximately \$200,000 remaining, and the status of the waitlist for Section 8 housing, which remains open.

Cathy shared that she sent an email detailing her goals for the current fiscal year and invited further discussion at the next meeting.

Aaron, chair of the Policy Subcommittee, reported that the committee hasn't met since its first session and plans to review changes to the control policy in the next policy committee meeting.

The board discussed bills for the period June 1-30, 2025, and considered whether to approve or acknowledge them, with a decision to acknowledge receipt of the bills by way of a vote. The vote language will change from "approve" to "acknowledge receipt of".

Balance Sheet and Capital Projects

Cathy Hoog presented the balance sheet and statements of revenues and expenses, noting that variances in line items could be reviewed on the far right. She explained that the new quarterly format would be helpful, and mentioned that capital improvement projects are accounted for separately from the operating budget. Cathy clarified that while CapHub projects are not included in the balance sheet, they are reported quarterly to ensure alignment with state records.

Section 8 Pre-2004 Monies and Policy Review Updates

The board discussed two items of unfinished business: a Section 8 Pre-2004 Monies - use of funds memorandum to be presented at the August 13, 2025 board meeting, and a draft internal controls policy. Ms. Miranda feels that the draft Internal Controls policy needs external expertise to review. Aaron explained that the policy subcommittee would meet to review and recommend on the internal controls policy, with the goal of presenting recommendations to the full board at

the next monthly meeting. Veronica Miranda noted that while they are seeking a CPA tenant to join the subcommittee, they may need to consider alternative approaches to keep policy review processes moving while they recruit appropriate expertise.

New Business

The meeting covered several key topics, including a new hire for the State Family Self-Sufficiency Coordinator position for Salem and Marblehead Housing Authorities, revisions to Chapter 6A and 7A of the Salem Housing Authority's Section 8 Housing Choice Voucher Program Administrative Plan, and the collection of losses write-offs through June 30, 2025. The board approved the 2025 Federal Annual Public Housing Agency Plan and discussed minor changes to income and asset requirements for participants.

Late communications/ Adjournment

The Board congratulated Doneeca Thurston-Chavez on the birth of her daughter.

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Executive Director Report: Federal Updates and Budget Impacts

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Unfinished Business: Section 8 Pre-2004 Monies and Policy Review Updates

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