



Cathy Hoog, Executive Director

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**DISCUSSIONS FOR THE
SPECIAL MEETING
TUESDAY, MARCH 4, 2025
3:00 p.m.**

I. Call Meeting to Order

II. Roll Call

Present

Absent

Also Present:

III. Tenant/Public Engagement

IV. Unfinished Business

Executive Director Evaluations – Discussion/Presentation of Evaluation – Scoring Summary
Matrix with Executive Director Comments

Executive Director Salary Calculation Sheet

Cathy Hoog will present to the Board, the Executive Director's Salary Calculation Sheet to the Board of Directors.

() moves to approve the Executive Director's Salary Calculation Sheet as presented.

() seconds the motion and the **roll call** vote is as follows:

Ayes

Nays



V. Other Business/Late Communications

VI. Adjournment

() moves that the Board adjourn the Special Meeting of March 4, 2025 at ().

() seconds the motion and the roll call vote is as follows:

Ayes

Nays

EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES
Local Housing Authority Executive Director Salary Calculation Worksheet

Effective for Fiscal Years Beginning: July 1, 2024, October 1, 2024, January 1, 2025, April 1, 2025 V2.4

Instructions:

Use this Worksheet to determine the LHA Calculated Salary Maximum and to enter the Board-Approved Salary. Print and submit this Worksheet signed by the Board Chair to your Housing Management Specialist (HMS) by email only no later than your LHA's budget submission/revision deadline. An executive director of two LHAs (Dual ED) will need to submit two Worksheets, one for each LHA.

Enter data in clear cells only (see Worksheet sections with this arrow (→))
 Gray cells will auto-calculate

LHA Info: →

LHA Name:	Salem Housing Authority
LHA Office Hours:	8 AM to 4 PM
Executive Director:	Cathy Hoog
Current Required Work Hours / Week:	37.5
(Full Time Executive Director, enter 37.5)	Full Time
(Dual EDs enter current required work hours for one LHA only)	
For Existing Executive Directors Only:	
Enter all sources composite salary from most recent EOHLC-approved budget (Current Approved Salary):	\$ 197,995

Step 1. → Determine LHA's Size by the Total Number of Units

Note: Count only the units that are owned and operated by the LHA from programs that have created housing for income-eligible households, and count only the units currently "leased," not "contracted" for the LHA's voucher programs which are administered by the LHA. **Chapter 167 and Chapter 689 developments count as a single program.**

Do not include units or vouchers where the LHA does not own the unit or receive direct funding to administer the voucher, but instead receives a fee pursuant to a Management Services Agreement, or by another contract with a separate public or private entity where the contract is temporary or otherwise may terminate. Do not count resident service programs such as ABL, FSS, or MassLEAP.

Enter all information into the chart below. Please note that this Calculation Worksheet does not pro-rate salary share.

	Program	All Units	State Family Units
1	Chapter 200	168	168
2	Chapter 705	43	43
3	Chapter 667 Regular	449	
4	Chapter 667 Congregate	16	
5	Chapters 689 and 167	0	
6	Massachusetts Rental Assistance Program (MRVP)	45	
7	Alternative Housing Voucher Program (AHVP)	0	
8	Federal Conventional Public Housing	39	
9	Section 8 Housing Choice Voucher Program (HCVP)	1186	
10	Section 8 New Construction / Substantial Rehabilitation	0	
11	Section 8 Moderate Rehab	0	
12	Other(s) (Local program(s) Do not count resident service programs such as ABL, FSS or MassLEAP)	0	
13	Other(s) (Local program approved prior to the FY'24.)	0	
14	Other(s) (Local program approved prior to the FY'24.)	0	
15	Total Units	1,946	211

Does the LHA participate in the following programs for LHA-owned c. 200, 705, or 667 units?

14	Supportive Senior Housing Initiative (through the Executive Office of Elder Affairs)	Yes
15	Local Housing Authority Transitional Housing Program (LHATHP)	Yes

(Auto-calculates)

Maximum Salary from "At Lowest Unit Count in Range"	\$ 151,437
Incremental Units	446
Increment Factor	\$ 27.7
Incremental Salary	\$ 12,358
Full Time Unit-Based Salary Maximum	\$ 163,795

(Auto-calculates)

Number of Programs	9
Applicable Program Factor	\$ 14,500

(Auto-calculates)

Number of Family Units	211
Applicable Family Factor	\$ 4,500

(Auto-calculates)

Full Time LHA Calculated Salary Maximum	\$ 182,795
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Note: The LHA Calculated Salary Maximum is the maximum annual salary that an executive director may receive, not to exceed **\$210,516**, the Salary Cap for an executive director directly employed by one or two LHAs.

Step 6. → Salary from Other Sources / Program Activities (Not to Exceed [\$231,567.00])

Note: Include here all salary from other program activities, if any (i.e. Management Services Agreements and other contracts with public and private entities that are temporary or otherwise may terminate). Resident service programs such as ABL, FSS, or MassLEAP do not count as Other Program Activities. This amount is the LHA Calculated Salary Maximum plus salary from all other program activities and contracts, and must not exceed **\$231,567.00**

→ Enter Salary from Management Services Agreement Fees (if applicable)

Management Services Agreement #1	\$26,306.00
Management Services Agreement #2	\$0.00
Management Services Agreement #3	\$0.00
Management Services Agreement #4	\$0.00
Management Services Agreement #5	\$0.00

→ Enter Salary from Other Program Activities / Contract Fees (if applicable)

Other Program Activity / Contract #1	\$0.00
Other Program Activity / Contract #2	\$0.00
Other Program Activity / Contract #3	\$0.00
Other Program Activity / Contract #4	\$0.00
Other Program Activity / Contract #5	\$0.00
Other Program Activity / Contract #6	\$0.00
Other Program Activity / Contract #7	\$0.00
Other Program Activity / Contract #8	\$0.00

Full Time LHA Calculated Salary Maximum Including Other Sources	\$ 209,101
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Owner LHA

Marblehead Housing

Source / Description

Step 7.

Board-Approved Salary

Note: Board-Approved Salary is not to exceed the lesser of the LHA Calculated Salary Maximum or \$210,516.00 for executive directors directly employed by one or two LHAs (see Step 5, above).

For executive directors that also receive salary from Management Services Agreement(s) or from other program activities, the LHA Calculated Salary Maximum plus that additional salary (total salary) may not exceed \$231,567 per year (see Step 6, above).

Exception: if an existing executive director's Current Approved Salary exceeds the maximum in Step 5 or Step 6 above, enter the Current Approved Salary in "Enter Board-Approved Salary" below and check the applicable box. The Current Approved Salary will remain the same until EOHLC publishes a new Salary Schedule and the Current Approved Salary does not exceed the new limits.

Note: Executive Director salary increases must be: absorbed within the LHA's ANUEL as published in the most current EOHLC Budget Guidelines; receive Board approval after the Board considers and carefully analyzes potential short and long-term impacts that a salary increase may have on the LHA's overall operating needs; determines that the increase is reflective of the executive director's performance to-date; is calculated in accordance with this Schedule; and granted only if the LHA is in conformance with applicable guidelines and all other rules and regulations in effect during the executive director's contract term.

Summary

Local Housing Authority:	Salem Housing Authority
Executive Director:	Cathy Hoog
Total Programs:	9
Total Units:	1,946
Full Time LHA Calculated Salary Maximum:	\$ 182,795
Full Time LHA Calculated Salary Maximum Including All Other Sources:	\$ 209,101
Current Approved Salary:	\$ 197,995

→ **Enter Board-Approved Salary** **\$ 209,101**
Use this salary in LHA budget submission to EOHLC

→ **For Existing Executive Directors (check applicable box):**

ED is eligible for a salary increase up to the LHA Calculated Salary Maximum	☒
ED is not eligible for a salary increase, and will stay at the Current Approved Salary	☐

Signature of LHA Chairperson: _____

Date: _____

Print Name: _____

Print and submit this signed Executive Director's Salary Calculation Worksheet by email only to the LHA's Housing Management Specialist on or before the EOHLC Budget Submission / Revision Deadline for your LHA.