



South Hadley Housing Authority

Minutes of a Special Meeting of the South Hadley Housing Authority

Friday, January 3, 2020

A Special Meeting of the Selection Sub-Committee of the South Hadley Housing Authority was held on Friday, January 3, 2020) at 4:00 p.m in the Community Room at 69 Lathrop Street, South Hadley, Mass. The meeting was called to order by Christine Blaney at 4:10 p.m.

The following members were present: Christine Blaney, John Duda, and Matthew Brunell.
Others Present: Christine Evans (Consultant), and Jean Leonard (Consultant).

Motion was made by Christine Blaney to appoint John Duda as Chairman of the Selection Committee. Matthew Brunell seconded the motion, which was then carried by a vote of 3-0.

The Committee then began its review of the applicants who have submitted their resumes for consideration pursuant to our advertisement for an Executive Director of the South Hadley Housing Authority. Consultants stated that eight applications have been received in response to the ads, which were placed in accordance with the requirements of DHCD. A preliminary review of the resumes in keeping with the requirements of the ad was conducted by the Consultants. Of the eight resumes received, only four met the required criteria. Christine Blaney made the motion that all four of the finalists should be interviewed. John Duda seconded the motion and it was carried by a vote of 3-0.

With no other interested persons present at this meeting, there was no need to enter Executive Session for the purpose of ranking applicants. It was felt that ranking should take place AFTER the candidates are interviewed, and not at this point.

A draft copy of potential interview questions was given to the Committee for their review. The same questions should be asked of all four candidates. The Committee was asked to take a look at the questions, and if there should be changes or additions, to please contact one of the Consultants prior to the interviews.

With vacation schedules of the Selection Committee in mind, it was agreed that interviews should take place on two dates at the end of January. Two candidates will be interviewed on January 27 and two more on January 29th. Letters will be written to the finalists to confirm these interviews.

It was also determined that letters will be written to the four candidates who are not to be interviewed, thanking them for their interest.

With no further business to come before the Committee today, Matt Brunell moved that the meeting be adjourned at 4:50 p.m. John Duda seconded, and it was carried by a vote of 3-0.

Respectfully Submitted,
Christine Evans/ Jean Leonard – Consultants to the Board

Christine Evans, Jean Leonard

