



South Hadley Housing Authority

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Special Meetings of the South Hadley Housing Authority Selection/ Subcommittee

Monday, January 27th: Members of the Selection committee were present as follows: John Duda; Christine Blaney; and Matthew Brunell. Others Present: Christine Evans, and Jean Leonard : serving as Consultants to the Board.

The meeting was convened at 4:00 p.m. for the purpose of interviewing candidates for the position of Executive Director as advertised. Minutes of the first meeting of the subcommittee held on January 3rd were read and reviewed. Motion was made by Chris Blaney and seconded by Matt Brunell that the minutes be accepted as presented. So voted 3-0.

A prepared list of 20 questions was given to the Committee so that the same questions can be asked of all applicants as required in DHCD Guidelines. Members of the Committee agreed to take turns asking the questions, so that notes could be taken for each applicant. One hour has been allowed for each applicant.

The first interview with candidate Marilyn Felix began at 4:05 p.m. Ms. Felix presented her credentials, and described her present position as Operations Manager at the West Springfield Housing Authority, and outlining her experience over her long career in public service. She has been with the West Springfield Housing Authority for approximately 14 years, having served in a variety of capacities. Ms. Felix state that she is interested in leaving her present position for the purpose of taking on the new challenge of being an Executive Director. She feels she is more than ready to assume this position. Members asked numerous questions, and took notes on all the responses received. After an hour of interview time, members thanked Ms. Felix for her time and consideration. She will be contacted as the process continues. She submitted personal and professional references as requested.

The second interview began shortly after 5:00 p.m. with candidate Karen Blanchard. Ms. Blanchard has a background in the management of housing units with Providence Ministries, as well as other human service positions in this area. She explained her job responsibilities, and discussed the instances in which she has had to execute evictions and manage the day to day issues surrounding their residents. Karen admitted to having no experience with housing software or DHCD regulations. She does, however, have grant- writing experience and has obtained grant monies for her programs. Again, the committee asked numerous questions, and took notes. Ms. Blanchard submitted the required references, and was thanked for her time.

Following a brief discussion, the Special Meeting was adjourned at 6:00 p.m. to be re-convened on Wednesday for part 2 of the interviews.



Wednesday, January 29th Members of the Selection Committee were present as follows: John Duda; Christine Blaney; and Matthew Brunell.

The meeting was convened at 4:00 for the purpose of interviewing two more candidates for the position of Executive Director

The third applicant to be interviewed was Jonathan Leonard, whose interview began at 4:00 p.m. Jonathan has an extensive background in Maintenance Supervision. He is a member of the Regional Capital Assistance Team (RCAT) and fully understands the construction and renovation process, as well as the securing of funding for projects which an agency may need. He has a working relationship with DHCD as well as many local housing authorities and understands the complexity of the job of the Executive Director. He is currently based out of Central Massachusetts. He is interested in leaving his current position due to the travel time involved. He indicated that he would be willing to take a pay cut to change career paths. Committee members asked follow-up questions, and took notes on the interview. Jonathan submitted the required references, and was thanked for his time.

The fourth and final applicant to be interviewed was Bridgette O'Leary Sullivan. Bridgette has worked for the South Hadley Housing Authority since March of 2019. Prior to taking on this job, she has served as an Office Assistant in a Construction company which required her to conduct procurement activities, be involved in payroll, maintaining job files, working with vendors etc. Since being in this office she has had to take on the duties of an Acting Executive Director when the previous Executive Director was out on medical leave for more than eight months. She has obtained her MPHA during this period and has essentially learned all functions of the position for which we are hiring. She has become proficient in CHAMP and is comfortable with all our housing software. Bridgette submitted Professional and Personal references as requested, and was thanked by the Committee for her time and interest in the position.

Following the last interview, the difficult part of the job began – ranking of the applicants. There was extensive discussion on the positive aspects of each applicant as the Committee members reviewed their notes and discussed each applicant specifically. At the conclusion of discussion, the applicant ranking went as follows: #4 – Jonathan Leonard; #3 – Karen Blanchard; #2 – Marilyn Felix; and #1 – Bridgette O'Leary Sullivan.

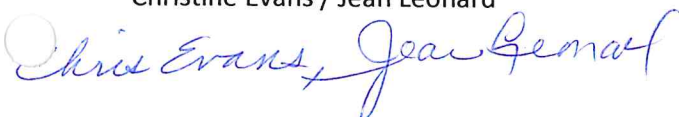
Following the ranking, the next step is for the Selection Committee to make their recommendation to the full Board at their Special meeting scheduled for Monday, February 3, 2020. Following lengthy discussion over the merits of each of the top two candidates, Motion was made by John Duda to recommend to the full Board that Bridgette O'Leary Sullivan be hired as Executive Director at a Salary of \$62,394. The motion was seconded by Matt Brunell and was carried unanimously.

Candidates #3 and #4 will be sent letters of thanks for their time and interest.

With no further business, John Duda made the motion to adjourn the meeting at 7:45 p.m. Christine Blaney seconded the motion, and it was carried 3-0.

Respectfully,

Christine Evans / Jean Leonard

Handwritten signature in blue ink, appearing to read "Chris Evans, Jean Leonard".