

**HOUSING AND COMMUNITY
SERVICES AGENCY**

November 24, 2009

9:00 a.m.

Harris Hall Main Floor

(Approved 12/14/11)

Commissioner Pete Sorenson presided with Commissioners Bill Dwyer, Bill Fleenor Rob Handy, Joe Inman, and Faye Stewart. DeWanda McKinley was present by telephone. County Counsel Liane Richardson and Recording Secretary Melissa Zimmer were also present.

1. **ADJUSTMENTS TO THE AGENDA**

None.

2. **PUBLIC COMMENTS**

None.

3. **COMMISSIONERS' RESPONSE TO PUBLIC COMMENTS AND/OR OTHER ISSUES AND REMONSTRANCE**

None.

4. **REGULAR BUSINESS**

- a. REPORT BACK/HACSA Executive Director Job Posting and Appointments to Screening Committee.

Dorothy Cummings, HACSA, reported that she sent letters to three organizations as requested. She added that two responded with nominations for the steering committee.

Handy wanted the screening team to be the interview and hiring team. He thought it would keep communication clear and a way to get to a recommendation to HACSA within a month.

Richardson reported that the best practices are keeping the screening team separate from the interview team.

Chuck Hauk, HACSA, said he wants to have a meeting to review the scoring matrix. He thought there could be one on December 7 or December 8. He wanted to get together and give a deadline for the applications and then make a recommendation.

Cummings indicated that it is up to the Board to do the interview and hire the Executive Director.

Stewart stated that he wanted to see all the Board members on the interview process.

Handy said he was comfortable with the screening committee going forward.

Cummings said she would put together a model and the Board could review it via e-mail.

Handy wanted a report back on January 12 from the screening committee and at that time they would make recommendations on the next committee that does the screening.

Cummings said she will try to get to the Board a couple of suggested panel make ups in December to keep the process moving. She added they still have time to look at the panels, make decisions and still have them happen in early January.

Fleenor stated there will be an orientation process identified via e-mail with the recommended membership and process.

Richardson said if an individual commissioner has a question, they could contact Cummings. Richardson said they could call an emergency HACSA meeting to talk about the people who are forwarded.

MOTION: to initiate a screening team per recommended individuals and one to be named by the NAACP; the starting date is December 7, and to be finished December 14 or 15 and between January 12 and January 15, HACSA staff will communicate to the HACSA Board proposals with the orientation process. He said it shall include one or more panels that will interview the candidates. He said subsequent to the orientation, have an interview process on January 13 established between now and January 12 and look at the legislative format.

Fleenor MOVED, Handy SECONDED.

Richardson stated that unless she hears there is a majority of concerns, then she would call a meeting. She stated that it is assumed that Cummings could tweak the report and the end product will move forward.

Stewart wanted to have all the applicants be interviewed at the same time. He was concerned about intimidation. He indicated that there is an issue with the legislative process, as people were witnessing answers and preparing for their

interview at a later date. He said he would be more comfortable if they didn't do an all in one questioning.

Fleenor agreed to strike the legislative format and develop a process to provide for a fair and level interview playing field so they don't have access to watch it live. He thought there could be tours while candidates were being interviewed.

Richardson stated that they could do interviews in Executive Session.

VOTE: 7-0.

- b. ORDER 09-11-24-1H/In the Matter of Extending Larry Abel's Appointment as HACSA Executive Director.

Cummings explained that the board order states that Abel will continue as Acting Executive Director until the position is permanently filled.

MOTION: to approve ORDER 09-11-24-1H. with the proposed extension until January 31, 2010. He said the position will be filled by then or if not, they could extend the board order.

Fleenor MOVED, Handy SECONDED.

Richardson said she would want it past January 30, possibly February 28 or the assumption of duties by the permanently hired director.

Fleenor amended his motion to February 28 or assumption of duties by the new Executive Director.

Handy SECONDED.

VOTE: 7-0.

- c. ORDER 09-11-24-2H/In the Matter of Approving the DeMinimis Demolition and Redevelopment of One Unit at Laurelwood Homes in Florence Oregon.

MOTION: to approve ORDER 09-11-14-2H.

Dwyer MOVED, Fleenor SECONDED.

VOTE: 7-0.

There being no further business, Commissioner Sorenson adjourned the meeting at 9:55 a.m.

Melissa Zimmer
Recording Secretary