

# WINCHESTER HOUSING AUTHORITY BOARD OF COMMISSIONERS

## Special Business Meeting Minutes March 25, 2021 5:30 PM

CALL TO ORDER – Members present: Chair, Stephen Carr Anderson, Rod Gay, Brenda Kleschinsky, Catherine Camp Boyle and Kathleen Darcy. Also present Executive Director John W. Hurd, tenants June McInnis, Eileen Rustin, Harry McCrensky, Exelda Plourde, Edward Brady.

### 1. EXECUTIVE DIRECTOR APPLICANT INTERVIEWS

#### 5:30 PM Interview

Chairman Stephen Anderson welcomed candidate-3 to Winchester Housing and thanked her for applying for the Executive Director position.

#### 1. Questions were asked to candidate-3 by Commissioner Kathleen Darcy

- We have reviewed your resume. Please highlight the statements that you believe will help make you the outstanding candidate we should select for the ED position.
- Winchester Housing Authority has five employees in addition to the ED – there are two fulltime and three parttime. Three work in the office and two work in the Maintenance Department. Please share with us your experience on how to organize, motivate and provide the tools they will need to perform their duties?
- How would you foster and maintain good working relationships with the tenants? Explain why this is critical in your role as ED.
- Executive Directors are both managers and Leaders. How do you see these two roles interacting?
- What is one of the biggest challenges in your current job? How do you manage it?
- What experience do you have with creating new affordable housing?
- What is your plan during the first 6 months as the ED?
- Briefly tell us what experience you have had with the following:
  - Housing for Elderly and Disabled persons
  - Family Housing
  - Housing Management Program WHA owned Family units
  - Housing Assistance Program
  - Family Self Sufficiency Program

#### 2. The applicant was given the opportunity to ask questions of the Board

#### 3. Additional questions for each candidate

- The published range of salary was in the classified ad, if in negotiations a salary is offered to you in that range would you except the position?
- If you were awarded the position how much notice would you need to give your employer?
- If you were awarded the position and negotiations took place to your satisfaction, please understand that contact with your current employer must take place.

#### 4. Question from tenant Harry McCrensky

What experience do you have with applying for grants for improvements to tour facilities?

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Candidate-3 answered all of the interview questions to the satisfaction of the Board. Mr. Anderson thanked her for applying and coming to interview at Winchester Housing Authority.

### **6:30 Interview**

Chairman Stephen Anderson welcomed candidate-4 to Winchester Housing and thanked her for applying for the Executive Director position.

#### **1. Questions were asked to candidate by Commissioner Kathleen Darcy**

- We have reviewed your resume. Please highlight the statements that you believe will help make you the outstanding candidate we should select for the ED position.
- Winchester Housing Authority has five employees in addition to the ED – there are two fulltime and three parttime. Three work in the office and two work in the Maintenance Department. Please share with us your experience on how to organize, motivate and provide the tools they will need to perform their duties?
- How would you foster and maintain good working relationships with the tenants? Explain why this is critical in your role as ED.
- Executive Directors are both managers and Leaders. How do you see these two roles interacting?
- What is one of the biggest challenges in your current job? How do you manage it?
- What experience do you have with creating new affordable housing?
- What is your plan during the first 6 months as the ED?
- Briefly tell us what experience you have had with the following:
  - Housing for Elderly and Disabled persons
  - Family Housing
  - Housing Management Program WHA owned Family units
  - Housing Assistance Program
  - Family Self Sufficiency Program

#### **2. The applicant was given the opportunity to ask questions of the Board**

#### **3. Additional questions for each candidate**

- The published range of salary was in the classified ad. If in negotiations a salary is offered to you in that range would you except the position?
- If you were awarded the position how much notice would you need to give your employer?
- If you were awarded the position and negotiations took place to your satisfaction please understand that contact with your current employer must take place.

#### **4. Question from tenant Harry McCrensky**

What experience do you have with applying for grants for improvements to our facilities?

Candidate-4 answered all of the interview questions to the satisfaction of the Board. Mr. Anderson thanked her for applying and coming to interview at Winchester Housing Authority.

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**5. Board discussion on Candidates**

At the conclusion of the fourth and final interview Mr. Anderson asked the Board and the Tenants present to comment on each candidate's qualifications, interview responses and their opinion of who was the preferred candidates. The overall consensus was that there was an excellent group of applicants. Each Board Member and each tenant present stated that candidate Susan Cashell was most qualified applicant for the position.

**It was moved by Brenda Kleschinsky and seconded by Catherine Boyle to offer the Executive Director position to Susan Cashell on terms to be negotiated with Ms. Cashell and Chairman Stephen Anderson representing the Board.**

**Voted 5-0**

**6. ADJOURNMENT**

**It was moved to adjourn at 7:55 PM by Brenda Kleschinsky and seconded by Rod Gay.**

**Voted 5-0**