

Gainesville Housing Authority Search Committee

July 22, 2009

Minutes

**Members present:** Commissioner Morris, Commissioner Gordon, Executive Director John Cherry

Guests: Cheryl McBride and Sandy Barnard

**Members absent:** Commissioner Fitzsimmons and Commissioner Tremaine.

**Call to order:** 5:08 PM

**Approval of Minutes:** Commissioner Gordon reviewed minutes, discussed Commissioner Tremaine's comment on being suspicious of why city wanted to help. Cheryl McBride stated that she will address this issue and that the city had come up with a draft proposal where Board can decide to follow or not use at all. Commissioner Gordon approved minutes and Commissioner Morris seconded this.

**Discussion with guests Sandy Barnard, Director of City Human resources and Cheryl McBride, HR Staff Manager:**

Commissioner Morris mentioned that Sandy Barnard, Director of Human Resources for the City of Gainesville may be joining later on during this discussion and welcomes Cheryl McBride.

Cheryl McBride stated that she was first approached by Mayor Hanrahan and that the Mayor's concerns that an outside agency would be more expensive. Due to the hiring freeze the City has more ability and time to help with hiring. Where under normal circumstances may be too busy to do so. Also the City is already capable of doing it. Cheryl McBride passed out a proposed recruitment plan draft and it explains the process and timeline needed. Also included is a blueprint for the selection process. It was explained that the City has an electronic tool to screen down the applicant pool. The Board can decide what they want screen out. By 8/12 would like to develop an advertising plan, to create the advertisement and determine where to post it. Will need to gather a lot of information for the advertisement, if the Board wants the City to do it. The City will come before the Board with proposed advertisement for approval or to make changes. In September they will advertise and recruit, develop telephone interview questions and develop on-site interview questions. By 10/14 the City will review resumes and identify approximately top 20-25 candidates. People who screen themselves in will get a double screen to make sure they are appropriate. By 10/28 the Board will review resume and identify the top 10. By 11/4 will schedule telephone interviews for Nov 9-20, can obtain information for background check. The City is offering training to the Board on interviewing skills on or about 11/9. By 11/20 conduct telephone

interview for top candidates, complete initial background check, and when closer to making an offer then conduct criminal background check if from out of state will get additional information from outside state law enforcement agencies. By 12/9 select top 5 candidates to on-site interviews. By 12/14 invite top candidates for on-site interviews. By 12/18 make travel and hotel arrangements and mail information packet. By 1/7 conduct the interviews in Gainesville. Have an interview panel by Board of Directors; possibly have one on one interview afterward with individual Board members. The Board may want to have a public reception so the public can meet candidates, also provide Gainesville Housing Authority tour for candidates to see the facilities and places supported by the agency. Lastly, provide city tour for any candidates from outside the area. By 1/13 the Board will make decision and approve salary by 1/14 will extend verbal offer and written offer all parts of this proposal have to be coordinated with Gainesville Housing Authority Staff. By 2/8 be able to welcome the new Executive Director.

5:17PM Guest Sandy Barnard, Director of City Human Resources enters.

In reference to criminal background check they use GPD, FDLE and Alachua County Sheriff's Office.

Cheryl McBride reviews the Blueprint for selection paperwork. States that the Board needs to screen for minimum requirements such as education, license, experience and certification. Cheryl states that the AD is important in attracting the right person for the job, so the Board needs to write the Ad so it can target the right candidate. Have the option to do video teleconference for initial interview. However, she stated that she has seen better results with speakerphone conference. Commissioner Gordon inquired if it was possible to use teleconference in lieu of face to face interview for the finalist. Cheryl stated that most likely not since these were high level candidates that would most likely want to see Gainesville Housing Authority property or see Gainesville area if from out of town. Cheryl stated should only use as an option if have 2-3 people and need to narrow it down from there.

Cheryl stated that in the panel interview you are assessing the knowledge, skills and abilities that candidates must bring. The Board will ask questions where person must explain to you about what they have been responsible for, such as size of budget. The City can help develop these questions to assess with. The Executive Director stated that he really liked this process and Commissioner Gordon stated that he loved it as well and ready to go with it.

Sandy Bernard stated that the Board makes all the decisions and that the City is here to help facilitate the process.

Cheryl McBride asked if the Board wanted to make the first cut on resume. (Needs to be discussed with entire Board). Commissioner Gordon stated that since job announcement only open for 30 days and with job market the way it is, you don't know what you will get. Cheryl stated that no applicants are screened out until after the 30 days and the announcement closes.

Cheryl stated that they will make clear with AD that position reports to the Board and that the benefits are not the City's. Also needs to gather more information about the agency. Cheryl stated that when you ask for description, text box may limit what they type, and they will be able to upload their resumes.

Executive Director Cherry stated that limiting text box may be a good idea, because it will allow for creative writing.

Sandy Barnard stated that everyone will have to be treated the same, so if the Board sees someone that they feel should qualify but had less years of experience then you will have to re-filter those with similar experience. Cheryl McBride stated that in order to put AD together by 8/12/09 the Board needs to think of what are the must have and what are the "wows." She stated that she noticed in original job description what kind of background, experience and education wasn't listed. Commissioner Morris state that was discussed at previous meeting, it was decided it wasn't needed for job description. Cheryl stated that it needed to be added to the job description. Commissioner Gordon stated that he felt a master degree with grant writing skills would be ideal. Sandy Barnard stated that those can be listed as preferred qualifications.

Cheryl asked if the committee preferred someone that was already in housing. It was agreed upon that it was preferred by all members present. Executive Director John Cherry asked about making sure the candidate had good computer skills. Commissioner Gordon stated that they would need to have certification of NAHRO or obtain within 6-12 months. Commissioner Gordon stated that his ideal candidate would have a minimum of 10 years of experience, and only wants a deputy director or former director applying. Sandy Barnard stated that the Board needs to have such distinct criteria in order to have a reasonable applicant pool.

Cheryl McBride listed the minimum requirements that were being requested thus far. Bachelor's Degree in Public Administration, Business Administration, Finance, or related field. Master's preferred. 10 years progressively responsible experience in HUD agency as Executive Director or Deputy Director, success in obtaining grants, responsibility for similar budget size, require experience in housing, NHRO certification preferred and required within 6 months, stay current in field and must have serviced at least a mid-sized agency.

Sandy Barnard stated that if they don't offer equivalent on job description will run into problems. With education, no bachelors need additional 4 years of progressive experience, 2 years for an associate. Sandy Barnard asked if they have to give veteran's preference. Executive Director Cherry stated not that he knew of. Commissioner Morris inquired about the standards for people with disabilities. Sandy Barnard stated if there are serious physical demands then the Board should list them. If the person who is disable is able to perform necessary job function then they should be able to accommodate them. Cheryl McBride asked if inspections are done by the Executive Director. Executive Director Cherry stated no, someone with more technical experience does that.

Cheryl asked if she should assume that the plan to move forward then to 8/12/09 to go before the Board was still on. It was agreed upon by Board members present to have her present information.

Executive Director Cherry asked if it was alright to have communication with Cheryl. It was stated that he could. Commissioner Gordon requested that when Cheryl communicates with the Executive Director that she CC: the Board via email.

Cheryl asked if the Board is budgeted to pay travel expenses and relocations fees. Commissioner Gordon stated this information will be brought up at next Finance Meeting.

Executive Director Cherry asked if the position was going to be contractual. Commissioner Gordon stated that he anticipates it to be contractual.

Commissioner Morris asked for any suggestion for final copy of job description. Cheryl stated that it needs the requirement for education. It was decided on 8/5/09 that information would be presented to the Committee first prior to meeting with the Board on 8/12.

Meeting adjourned at 6:30PM.