

AMHERST HOUSING AUTHORITY
AGENDA REGULAR MEETING/ MINUTES
WEDNESDAY MAY 30, 2018
JEAN ELDER COMMUNITY ROOM, AMHERST, MA

Members of the Amherst Housing Authority met on Wednesday May 30, 2018 at the Community Room of JEAN ELDER Apartments, 9 CHESTNUT STREET, Amherst, MA. Board Chair, M. Burkart called the meeting to order at **1:01** p.m.:

PRESENT: Commissioners: M. Burkart, D. Williams, N. Schroeder, T. Boutilier
(arrived at 1:10)

ABSENT: None

ALSO, PRESENT: P. Parmakian, Acting Executive Director, K. Momaney Staff Accountant

1. AGENDA ADOPTION/CHANGES: Adopt

Upon motion by M. Burkart, seconded by N. Schroeder, the agenda was presented. It was voted to adopt the agenda as presented.

Unanimous

2. DISCUSSION REVIEW AND FINALIZE JOB DESCRIPTION IN PREPARATION FOR SEARCH PROCESS FOR EXECUTIVE DIRECTOR

M. Burkart presented the previous job description as a DRAFT to be used for the upcoming search. The previous ED advertisement was referred to as part of the discussion. Discussion was had regarding the process established by DHCD and the positives and negatives from the last search.

Upon motion by N. Schroeder, seconded by T. Boutilier, the Board voted to approve the job description as revised.

As presented. Unanimous

3. DISCUSSION REGARDING NEXT STEPS IN EXECUTIVE DIRECTOR SEARCH PROCESS

The board chair presented the committee would formulate and then send a timeline.

4. VOTE TO RETAIN SERVICES OF ROBERT HALF FOR SPECIFIC ACTIVITIES OF THE SEARCH PROCESS

M. Burkart presented a service contract from the previous Executive Director search. He further discussed scaling back the contract for this search and retaining services from Robert Half to assist in screening applicants.

Upon motion by D. Williams, seconded by T. Boutilier, the Board voted to approve for the Board chair to negotiate and execute a contract with Robert Half not to exceed \$10,000.

5. OTHER BUSINESS NOT ANTICIPATED IN THE PAST 48 HOURS

6. AJOURN TO NEXT MONTHLY BOARD MEETING ON JUNE 25, 2018 AT 4PM.

Upon motion by M. Burkart, seconded by T. Boutilier, it was voted to adjourn at 2:25.

As presented. Unanimous