

**LEE HOUSING AUTHORITY  
155 MARBLE STREET  
LEE, MA 01238  
TEL: 413-243-3464**

*Approved*

Minutes of Special Lee Housing Authority Board of Director's meeting on August 31, 2020

Meeting was called to order by the Vice Chairperson Sandra Cozzaglio at 9:00 a.m.

Those in attendance:

Sandra Cozzaglio  
Tom Unsworth  
Jenn Heath  
Tom Logsdon

Diane Shepardson, Immediate Past Chair  
Marlene Walsh, Executive Director

Those absent: none

1. Executive Director's Position – This meeting was held to discuss an ad for the position, the placement of the ad and the time frame for the process. DHCD sets requirements for what must be contained in the advertisement. The ad that Lee Housing used in 2018 can serve as a template and changed where necessary.

#### Qualifications

DHCD requires that the applicant have a Certification as Public Housing Manager OR to obtain certification in the first year. DHCD sets a minimum qualification of two years. The ad that was in run in 2018 stated a four year requirement. Following discussion it was agreed that the ad would read two years experience required.

#### Salary

The advertisement states a salary range. The maximum salary is set by DHCD's current Executive Director Salary schedule. I requested that Sue Honeycutt complete the schedule for the current maximum and it is calculated to be \$47,847. DHCD allows the minimum to be advertised at 15% less than the maximum.

#### Advertising

The ad must run for a minimum of two weeks in a variety of publications. The ad can be forwarded to the housing authorities' local to Lee Housing. The electronic publications that were used in 2018 were discussed, Vocero Hispano (weekly publication) Berkshire Works, Monster, possibly NAHRO and were agreeable to all.

The dates to be included in the ad cannot be established until DHCD has approved the ad. Following approval, the run dates and closing date can be established.

#### Selection Committee

A Selection Committee versus full board review was discussed. Meetings of three or more members constitute a quorum for a meeting which then requires positing as such. A Selection Committee with no more than two members is recommended. Members would like Dee's participation on the Committee and Sandy asked if that presented any issue. Marlene commented that the state allows consultants to the Board in the selection process and she would consult DHCD regarding Dee's participation.

Sandy asked if there was a possibility of an overlap of the retiring Director and the new Director. Marlene will request approval from Carolina at DHCD for the overlap and expenditure of funds.

#### 2. Adjournment

Motion was made by Tom U to adjourn. Motion was seconded by Jenn. Vote 4-0  
Meeting adjourned 9:30 a.m.

Submitted by:

A handwritten signature in black ink, appearing to read "Mark Dahl", with a long, sweeping horizontal stroke extending to the right.