

HOUSING AND COMMUNITY SERVICES AGENCY

November 22, 2011

9:00 p.m.

Board of Commissioners' Conference Room

Commissioner Faye Stewart presided with Commissioners Jay Bozievich, Rob Handy, Joe Inman, Sid Leiken, Judith Pothier and Pete Sorenson present. County Administrator Liane Richardson, County Counsel Dan Olsen 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. **EMERGENCY BUSINESS**

None.

5. **REGULAR BUSINESS**

- a. ORDER 11-11-22-1H/In the Matter of Authorizing the Development and Financing of the Hawthorn at 29th Place Apartments in Eugene.

Betsy Hunter, HACSA, recalled that this is a 35 unit apartment complex near 29th and Willamette. She said it serves adults who are living independently with mental disabilities. She added that the project receives social services and case management by Shelter Care. She reported that they were asked to join Shelter Care in this endeavor. She recalled that Shelter Care bought the building themselves last year but they couldn't bring the financing together themselves so they needed an organization like HACSA. She said HACSA agreed and they have now lined up all of the financing and are ready to close and move forward with construction.

MOTION: to approve ORDER 11-11-22-1H.

Handy MOVED, Inman SECONDED.

VOTE: 7-0.

- b. ORDER11-11-22-2H/In the Matter of Authorizing the Executive Director to Enter into Requirements Contract (#12-R-0007) for Tub Wrap Systems.

Dorothy Cummings, HACSA, explained that this is a routine item for HACSA. She said it is for the third round of tub wraps. She recalled the first round they used capital fund ARRA money they were awarded. She said the second round was in the same FY 10 grant and they are going to work through the remodel of bathrooms at McKenzie Village.

MOTION: to approve ORDER 11-11-22-1H.

Handy MOVED, Pothier SECONDED.

VOTE: 7-0.

- c. Appointed Commissioner Interview Process.

Stewart explained that they have a process in Lane Manual on how they go through the appointment process for interviews. He indicated that it is done by the Board of Commissioners. He recalled at the previous meeting it was recommended that the two resident commissioners do the interview process and make recommendations. He said it is in conflict of the manual.

Cummings reported there are two applicants. She asked for direction because Sorenson asked if the appointed commissioners could interview the applicants. She checked the bylaws and there is no conflict with the appointed commissioners interviewing and making a recommendation, but the HACSA Bylaws and state statute are clear that the appointed commissioner needs to be appointed by the Lane County Board of Commissioners.

Pothier thought it was important that the appointed commissioners have a part in the decision making process.

Inman recalled when he was chosen appointed commissioner that it was done entirely by the Board of Commissioners. He said that traditionally this was how it worked.

Pothier thought they should look for change so they are all working together and they each have decision making abilities in things that are done.

Stewart recommended scheduling a HACSA meeting to interview the two applicants and then make a recommendation to the Board of Commissioners who to appoint. He thought the interview could be 15 minutes each and 30 minutes for

the discussions and then they make a recommendation to the Board of Commissioners. He thought it was important that everyone is involved in the process.

Pothier recalled that last time there were interviews they interviewed everyone at once. She suggested the candidates be interviewed separately.

Inman said when he was interviewed he was called in individually and it worked better. He said they should interview both the candidates.

Leiken thought that staff should put together questions that are pertinent, possibly working with the two appointed commissioners based on their experience.

Stewart asked Cummings to prepare the questions and the interviews to be one at a time. He wanted to schedule it the first week in December. He wanted to allocate 60 minutes for the process: 20 minutes for each interview and 20 minutes for deliberation.

Cummings noted at the second meeting in January the Lane County Board will formally make the newly appointed commissioner.

d. Executive Director Evaluation Process.

Cummings noted that Larry Abel, HACSA Director, has an employment contract and that contract says that every December he will be evaluated. He wasn't evaluated last December. She is proposing the same process that Madalyn Zike, HR Director, used for the County Administrator evaluation. She said the Board of Commissioners approved that process and it went well. She wanted to move forward with the same process. She was going to include the same survey that Zike used.

Handy wanted to integrate the Strategic Plan so they can get an assessment.

Abel reported that they are currently working on the six month implementation review for the Strategic Plan. He added the second year of the plan will have modifications. He said they will not be ready by the middle of December. He wanted to do this in January.

Handy wanted to push the evaluation back so they can have a discussion about the Strategic Plan so it could feed into the evaluation.

Stewart said he was fine with moving forward with the review process as was laid out. He didn't want the Strategic Plan and Abel's evaluation being done at the same time.

Pothier concurred with Stewart.

Bozievich was in favor of moving ahead. He said that everyone knows what the Strategic Plan contains. He didn't need a report on the Strategic Plan to make some of the judgments for Abel's performance.

Stewart indicated that a majority of the Board is fine with the process that Cummings laid out for the survey and evaluations.

Cummings stated that her plan was to get the surveys sent out next week. She thought she needed two weeks for the responses and it would put her at the Board for the December 14 meeting.

Stewart said if Cummings felt comfortable about the evaluations and she could do it by December 14, that would be acceptable, but if not to take it to the next available meeting in January.

6. **CONSENT CALENDAR**

A. Approval of Minutes

December 15, 2009, HACSA, following BCC Regular Meeting

MOTION: to approve the Consent Calendar.

Leiken MOVED, Pothier SECONDED.

VOTE: 7-0.

7. **EXECUTIVE SESSION as per ORS 192.660**
(Commissioners' Conference Room)

Per ORS 192.660(2)(d) for the purpose of labor negotiations.

There being no further business, Commissioner Stewart recessed the meeting into Executive Session at 10:10 a.m.

Melissa Zimmer
Recording Secretary