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## Brainerd Housing and Redevelopment Authority SPECIAL BOARD MEETING MINUTES Monday, February 10, 2020

A special meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the City of Brainerd, Minnesota, was held at 1:00 p.m., Monday, February 10, 2020, at the Brainerd HRA Administrative Office, 324 East River Road, in Brainerd, Minnesota.

1. **CALL TO ORDER:** Vice Chair Ashley Storm called the meeting to order at 1:01 p.m.

2. **ROLL CALL:**

**Board members present:** Chair Marlee Larson (via teleconference), Commissioners Ashley Storm, Eric Charpentier, Bekah Kent, and Gabe Johnson. **Others present:** Interim Executive Director/ Finance Director Karen Young, Executive Assistant LeAnn Goltz, and HR Director Kris Schubert, City of Brainerd. **Absent:** Patrick Wussow.

3. **Discussion Regarding Executive Director Hiring Process:** Commissioner Charpentier reported to the Board that the consultant received 14 applications and selected four to continue to the next step for interviews. Of that group of four, one candidate withdrew her application leaving only three. Charpentier explained that the hiring committee was concerned about the remaining candidates and did not feel confident any of them would be the right fit.

Schubert added that there was another applicant, although the application was received after the deadline. She summarized the options provided by Gary Weiers the Board could choose to do:

- » Continue moving forward with the three final candidates. Conduct video interviews and then decide how to proceed (two were located out of state).
- » Consider other applicants not selected by the consultant.
- » Put the search on pause for several months and then repost the position. Should the Board choose this option, the consultant strongly recommends adding the video portion of the hiring process to the HRA's contract.
- » Immediately re-open the position and invite the late applicant to come in and interview.

Young suggested revising the job description so that it focuses more on the importance of community development and local partnerships. She added that another option could be to chance the contract so that the HRA selects the finalists. She also expressed concern about staff capacity should the Board choose to place the search process on pause.

The Board had a discussion about the options and upcoming initiatives, particularly the workforce housing study and housing trust fund. They discussed the importance of the housing trust fund initiative and suggested reaching out to the Alexandria HRA and Red Wing HRA to see if they might be able to help since they recently created a housing trust fund. They also suggested looking into any assistance Sourcewell may offer.

It was decided that Young would contact the HRAs of Alexandria and Red Wing as well as Sourcewell.

**4. Adjournment:**

**Commissioner Johnson moved to adjourn the meeting, seconded by Commissioner Charpentier. All commissioners voted in favor and none were opposed. The meeting was adjourned at 1:50 p.m.**