

**MINUTES OF THE
SCHEDULED SPECIAL MEETING
OF THE COMMISSIONERS OF THE
HOUSING AND REDEVELOPMENT AUTHORITY OF DULUTH, MINNESOTA
HELD ON THE 5TH DAY OF MAY, 2015**

The Commissioners of the Housing and Redevelopment Authority of Duluth, Minnesota, met in Scheduled Special Meeting in the Community Room located on the Second Floor of Zeitgeist Arts Cafe, 222 East Superior Street, Duluth, Minnesota at 3:30 P.M on the 5th day of May, 2015.

The Chair called the Meeting to order and on roll call the following members were found to be present: Commissioners Boshey, Cuneo, Glumac, Johnson, Reichert, and Rolle. Commissioner Thomas was absent.

The Chair declared a quorum present.

Also present were Richard W. Ball, Executive Director; and staff member Carla Schneider; Dan Maddy, Legal Counsel; and Jill Knutson-Kaske.

The Chair asked the Executive Director, Legal Counsel, and Commissioners to introduce themselves to Jill Knutson-Kaske and provide some background. After Commissioners introduced themselves, Knutson-Kaske introduced herself and provided her background and employment history.

The Chair mentioned that a list of questions asked during the search team's interview of Jill was sent to each of the Commissioners, and he thought everyone should have an opportunity to ask questions. He started by asking her to explain her management style. She indicated that since she didn't have a housing background, that management style was one of the things the search committee was interested in, and proceeded to describe her management style and leadership skills throughout her career. Commissioners then proceeded to ask Jill their own questions, which she answered. The Chair indicated that it was his intention to introduce Jill to the leaders of a number of organizations, starting with the Mayor.

The Chair stated that the item on their Agenda was to consider the Resolution selecting and employing the Executive Director, so he asked the candidate to step outside while they discussed the Resolution.

DISCUSSION ITEMS

RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR SELECTION AND

EMPLOYMENT CONTRACT

Carla Schneider, Deputy Director explained a few changes that had been made to the employment contract. The following Resolution was introduced by Commissioner Rolle:

RESOLUTION NO. 3584-15 RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR SELECTION AND EMPLOYMENT CONTRACT

Commissioner Rolle moved that the foregoing Resolution be approved as introduced. Commissioner Cuneo seconded the motion.

Commissioner Glumac asked for details of the search process. Commissioner Rolle explained the details of the process that he and the Chair had used in their role as the Executive Director search committee, and how they determined the fit of the candidate. He indicated that Carla Schneider, Deputy Director, had been included in the interview process. The Executive Director embellished regarding the search process, indicating that they had advertised in National NAHRO, both online and in the Journal, for three months, as well as the North Central Regional NAHRO and the state Minnesota chapter of NAHRO. They also advertised with the Public Housing Authorities Directors Association (PHADA) nationally, both online and in their trade journal, as well as the Minnesota League of Cities, and both the Star Tribune and the Duluth News Tribune. He indicated that when he and the Chair went to Washington D.C. they made a direct appeal to colleagues that they truly had an open search and were looking for the best candidate through word of mouth to widely and effectively broadcast the availability of the position.

Commissioner Glumac thanked the Chair and Commissioner Rolle for taking on the responsibility of the search committee. The Chair stated they were excited and delighted to recommend the applicant.

Roll was called with the following results:

Ayes: Commissioners Boshey, Cuneo, Glumac, Johnson, Reichert, and Rolle

Nays: None

The Chair declared the motion carried and said Resolution adopted as introduced and read.

Jill Knutson-Kaske was brought back into the room, and the Chair announced the Resolution passed unanimously.

ADJOURNMENT

There being no further business to come before the Board, the Special meeting was adjourned at 4:30 P.M.

Chair

ATTEST:

Secretary

Scheduled Special Meeting – May 5, 2015