

DRAFT MINUTES
PERSONNEL COMMITTEE OF THE
CONNECTICUT HOUSING FINANCE AUTHORITY (CHFA)
SPECIAL MEETING
June 3, 2019

Committee Members

Present: Seila Mosquera-Bruno, Chairperson of CHFA and
Commissioner of the Department of Housing
Heidi DeWyngaert, Vice Chairperson of CHFA
Kathleen Dorgan
Lisa Tepper Bates

Ms. Mosquera-Bruno called the Personnel Committee meeting to order at 8:10 a.m. in the Boardroom of CHFA, 999 West Street, Rocky Hill, Connecticut, 06067.

The Committee members discussed the Executive Director search. There was discussion about changing the title to Chief Executive Officer (Executive Director) in an effort to broaden the interest.

Potential qualities desired for a new leader were discussed, and there was consensus to draft a vision statement for the position of Chief Executive Officer (Executive Director). The vision statement should include language about CHFA's assets, issues in Connecticut and the qualities desired from candidates for CHFA to move in a new direction.

After discussion on utilizing the services of a professional search firm versus internal staff for the search, the Committee members decided to move forward utilizing CHFA's staff to assist in performing the search.

There was a discussion on forming an Advisory Committee to help with a national recruitment process, provide input, and assist with interviewing final candidates vetted by the Personnel Search Committee. The members of the Personnel Committee will reach out to representatives from the development community, syndicators, the nonprofit community, and bankers to comprise an Advisory Committee consisting of approximately 6 members.

Mr. Bates, Director of Business Services, will send a draft vision statement for the position and job description to Ms. Mosquera-Bruno by Thursday, June 6, who will distribute both to the remaining members of the Committee for review and input. The Personnel Committee anticipates that the job description will be posted by Monday, June 10.

The following proposed timeline for the process was discussed:

- June 10, 2019—posting of Chief Executive Officer (Executive Director) job description; encourage return of applications by July 5.
- Week of July 22—initial interviews (via telephone/skype)
- Weeks of July 29 and August 5—second interviews (with Advisory Committee)
- Special meeting in September or at regularly schedule September 26 meeting—recommendation on final candidate to Board.

Upon a motion made by Ms. DeWyngaert, seconded by Ms. Dorgan, the Personnel Committee members voted unanimously in favor of adjourning the meeting at 9:17 a.m.