

**The Provincetown Housing Authority
44 Harry Kemp Way
Provincetown, MA 02657**

MINUTES

**Special Meeting to interview for an executive director
in the community room at Maushope**

1/24/18

Called to order by Elaine Anderson, Chair, at 3:55 pm

PRESENT: Nancy Jacobsen, Keith Hunt, Charlene Parris

ABSENT: none

The interviews began with the first candidate at 4:00 pm a Mr Frank Mruk. Standard questions were asked of each candidate. A grid was kept to assess each candidate against the qualifications required in the advertisement for the job.

Mr Mruk is overqualified while at the same time not qualified or experienced for this ED position at PHA.

At 5:00 pm the second candidate, Susan Grace was interviewed. Once again we followed a set of questions and a grid of qualifications. Mrs. Grace was not qualified for this ED position based on question responses and the grid of qualifications. She lacked the necessary supervisory and government experience needed for this job.

At 6:00 pm the third candidate, Kristin Hatch was interviewed. Again she was questioned by the commissioners and assessed on her qualifications for the ED position at PHA. It was obvious to the commissioners that MS Hatch was well qualified for the position based on answers and experience.

A thorough discussion followed the interviews. The commissioners carefully discussed each candidate's presentation and answers. A motion was made by Charlene Parris and seconded by Keith Hunt to select Kristin Hatch for the position of ED PHA. A 4-0 Vote occurred. A Salary for one year was recommended at the upper limit of the salary scale for 16 hours weekly for \$31,426 to be suggested to DHCD based on a successful interview and experience suitable for the job.

The meeting adjourned at 7:20 pm Respectively submitted recorder
Elaine Anderson