

From: Recorder, Veterans Agent Search Committee

5 November 2019

Subject: Meeting Minutes 4 November 2019

To: Committee Members



1. The third meeting of the Veteran's Agent Search Committee was held at 4:30pm on 4 November 2019 in the conference room in the Finnerty House.

2. Members in attendance were:

Mr. Gary Brougham, Town Administrator (until 7:00pm and again at 7:55pm)

Mr. Ray Janke, Advisor

Committee Members:

Ms. Jan Jourdain

Ms. Kathy Wood

Mr. Ed Okseniak

Mr. Vincent Viglione

Mr. Keith Poulin

3. The meeting convened in open session at 4:30 pm. The purpose of this meeting was to conduct six interviews for the position of Veterans Agent for Belchertown. In light of this, Mr. Poulin moved that the committee enter into Executive Session immediately in order to conduct the interviews. This was seconded by Ed Okseniak. A roll call was taken and all committee members voted "yes". This was IAW MGL Chapter 30A, Section 21, Subsections 2, 3, and 6 and not to reconvene in open meeting.

4. The meeting consisted of the following items:

- Conducted 5 interviews with our 10 interview questions and 3 questions submitted by Mr. Brougham. To ensure consistency, the questions were divided up amongst the committee members and Mr. Janke. All candidates were asked the same questions in the same order by the same committee member.
 - After a brief discussion, we took a paper vote for our top 2 candidates to forward to the Select board. The result was 100% unanimous.
 - We waited for Mr. Brougham to return from a Select board meeting and we provided him with the 2 names. We did not rank the names.
- Mr. Brougham explained that the Select board will interview the candidates on the 15th of November at 5:00 pm in a public forum. His office will notify the final 2 candidates to ensure they will be available for the interview.
- We shared our concern that by waiting this late for the interview that leaves little or no time for the new Veteran's agent to meet and confer with Mr. Janke for a proper turnover of duties, case management, etc. It is reasonable for the selectee to give their current employers at least 2 weeks' notice. Mr. Janke is willing to stay on longer if needed.
- All members thanked Mr. Brougham for the opportunity to serve on this committee. We also informed him we would not need the meeting scheduled for 5 November as was posted.

5. The meeting adjourned at 8:15 pm.

Kathy Wood, Recorder