

COMMISSIONERS' SPECIAL MEETING, DECEMBER 2, 2020

The Commissioners of the East Hartford Housing Authority held a special meeting on Wednesday, December 2, 2020 by a Zoom Meeting pursuant to Governor Lamont's Executive Order No. 7B. The meeting was called to order by Chairman James Kate at 10:44 a.m.

1. **ROLL CALL:** Commissioner Kathleen Stephens
Vice Chairman Prescille Yamamoto
Chairman James Kate

Also present were: Debra Bouchard, Executive Director and Brenda Pliszka, Executive Secretary/HR Director for part of the meeting.

2. **EXECUTIVE SESSION**
Discussion of Executive Director's Evaluation

The motion was made by Vice Chairman Yamamoto to go into Executive Session for the purpose of Discussion of Executive Director's Evaluation. Commissioner Stephens seconded the motion; it was carried by the unanimous vote of the Commissioners present at 10:45 a.m.

The motion was made by Vice Chairman Yamamoto to come out of Executive Session and Commissioner Stephens seconded the motion; it was carried by the unanimous vote of the Commissioners present to come out of Executive Session at 11:27 a.m.

3. **POST EXECUTIVE SESSION**
Possible Action – Approval of Executive Director's Evaluation

Chairman Kate went over the evaluation form for the Executive Director, which had comments from all the Commissioners. The Commissioners agreed to give Ms. Bouchard a compensation increase of 5%. Chairman Kate asked Ms. Bouchard if she had any comments on her evaluation. Ms. Bouchard said no that it sounded very good and appreciated the time the Commissioners took to put the evaluation together. Ms. Bouchard asked the Commissioners if there was anything that they wanted to see from her in the future. Ms. Bouchard asked as Commissioners if you have questions for me that you direct them to her and not her staff because sometimes her staff gets busy with their own workloads and they forget to tell her and stated that her phone is always on and will be available to answer any of your questions.

Vice Chairman Yamamoto stated that when she asks Ms. Bouchard for anything she is very prompt in answering her and stated that she does put things in writing to Ms. Bouchard and cc's the Chairman to create a paper trail to make the ease of understanding. Ms. Bouchard said that is greatly appreciated.

4. **ADJOURNMENT**

There being no further business to come before the Board of Commissioners, Chairman Kate entertained a motion to adjourn which was made by Vice Chairman Yamamoto and Commissioner

Stephens seconded the motion; it was carried by the unanimous vote of the Commissioners present and the meeting was adjourned at 11:36 a.m.

Respectfully submitted,

James Kate
Chairman of the Board

ATTESTED BY:

Debra Bouchard
Executive Director