

**Housing Finance Authority of  
St. Johns County, Florida  
Special Workshop**

**November 15, 2022  
Minutes**

The Housing Finance Authority of St. Johns County met at 1:00 pm in the Kingfisher conference room in the Health & Human Services Building – 200 San Sebastian View, St. Augustine, Florida 32084.

The meeting was called to order at 1:01 p.m. by Michael O'Donnell, Chair.

**Members Present:**

Linda DeGrande  
Robert Marshall  
Carolina Morrow  
Michael O'Donnell  
Malinda Peeples  
Erick Saks

**Members Absent:**

None (1 vacancy)

**Guests Present:**

Rich Komando, Esq., Bradley, Garrison & Komando, P.A. – via Zoom  
Roberto Ortiz, Housing & Community Development Manager  
Mary Garcia, Social Services Support Staff

Notices regarding the meeting were sent to all members. Quorum was present. No press was in attendance.

**Opening Comments:** Mr. Ortiz stated the objective of this meeting was to review all candidates and narrow down the field to those individuals the HFA would like to interview. Mr. Ortiz said interview questions should be also be chosen and interview dates confirmed. Mr. Ortiz went on to review EEOC guidelines regarding fair interviewing and employment practices. Mr. Ortiz suggested 30-45 minutes per interview should be allotted and he stated all notes taken by HFA members during the interview process must be turned in to County staff to be kept as a matter of record.

**Guidance from HFA Attorney, Rich Komando:** Mr Komando advised that all board members should be present for interviews if at all possible and all should participate in asking questions of candidates.

**Review of Applications:** All applications were reviewed. Each board member listed their top choices and after discussion, the candidates chosen for interview were: Priscilla Howard; Marc Starling; Chynequa King; Willie Pass; Lorenzo Bryant. It was agreed that out of state candidates would be allowed to attend the interview via Zoom or in person.

**Proposed Interview Questions:** Questions were narrowed down to five (on following page). Dates to conduct interviews were discussed and ultimately it was decided to provide candidates with 45 minute time slots on Monday, December 12<sup>th</sup>

**Public Comment:**. None

**Meeting was adjourned** at 2:31 p.m.

**Next Meeting:** The next regular meeting of the HFA will be held on November 17, 2022, in the Kingfisher conference room, in the Health & Human Services building, at 200 San Sebastian View, St. Augustine.

Respectfully submitted,

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Secretary

## INTERVIEW QUESTIONS

- 1) Please provide a brief overview of what led you to apply for this position and what aspect of the role appeals to you the most
- 2) In your opinion, what are the most important responsibilities of the Executive Director of a Housing Finance Authority and why?
- 3) Describe for us your experience in public and assisted housing programs, and tell us how that experience helps equip you to perform the duties of this position
- 4) Tell us about the last time you received constructive criticism. What was it and how did you handle it?  
*Follow up:* Have you implemented any of the feedback you received from that experience
- 5) Discuss a time when you had limited funds, how you invested the funds, and how you analyzed your return on investment.