

**Community Development Finance Authority
Meeting of the Board of Directors**

**NH CDFA
14 Dixon Avenue, Suite 102
Concord, NH 03301**

February 13, 2018

CDFA BOARD OF DIRECTORS PRESENT: Robert Tourigny, *Chair*, Chris Diego, *Vice Chair*; David Moore, *Secretary/Treasurer*, Mary Ann Kristiansen; Mike Clafin; Janet Ackerman; Taylor Caswell; Clay Mitchell; John Manning; and Martha Rush-Mueller.

STAFF: Katy Easterly Martey, *Executive Director*; Ted Kuchinski, *Chief Financial Officer*; Melissa Latham, *Communications Manager*; Maureen Quinn, *Executive Assistant and Board Relations Manager*; and Theresa Upstill, *Administrative Assistant*.

Mr. Tourigny opened the meeting at 10:00 AM and noted a quorum was present.

Motion – 10:01 AM

Mr. Tourigny reviewed the meeting agenda. There being no questions or comments, Mr. Moore moved to approve the agenda, as presented. Mr. Manning seconded and the motion carried by a unanimous vote of the Board.

A. Consent Agenda – 10:02 AM

Mr. Tourigny reviewed the Consent Agenda, which included:

- January 9, 2017, Board of Directors Meeting Minutes, as amended
- January 9, 2017, Board of Director Nonpublic Meeting Minutes, as submitted

The Board noted a typo under the bulleted list of Consent Agenda items be corrected from “217” to “2017.”

Mr. Tourigny called for questions or comments.

Motion – 10:03 AM

There being none, Mr. Moore moved to approve the Board of Director meeting minutes, as amended. Ms. Rush-Mueller seconded and the motion carried by a majority vote of the Board of eight yeas and one abstention. Mr. Clafin abstained due not being an appointed Board member at the time of the meeting.

Motion – 10:04 AM

Mr. Moore moved to approve the Board of Directors Nonpublic Session meeting minutes, as presented. Ms. Rush-Mueller seconded. The motion carried by a majority vote of the Board of eight yeas and one abstention.

B. Discussion Items – 10:05 AM

Mr. Caswell joined the meeting at 10:06 AM.

- **Recovery Friendly Workplace Initiative Program – 10:06 AM**

Ms. Easterly Martey provided an overview of the Recovery Friendly Workplace Initiative and the role CDFA could potentially play as it relates to Senate Bill 563. The bill would increase CDFA's annual tax credit allocation from \$5 million to \$6 million. CDFA would be committed to investing \$1 million of its increased allocation towards a pilot program for eligible New Hampshire nonprofits to improve their capacity to deliver recovery services within the continuum of care for substance use disorders and reduce the stigma that surrounds people in recovery.

More specifically, the program would be designed to enable nonprofits to enhance existing workplace recovery services or develop new workplace recovery services to be delivered to New Hampshire businesses. Workplace recovery services are defined as supervisor training, employee training, building community partnerships and education, and creating an effective system for referral to treatment and services for employees and their families. The bill is currently being reviewed by the Senate Ways and Means Committee and is expected to have bipartisan support.

The Board discussed the challenges and opportunities that may arise as a result of the legislation, including the program timeline, criteria, impacts and outcomes. The Board recognizes the importance of CDFA being considered to administer this program as a reflection of the organization's successful implementation of its existing statewide programs.

The Board also discussed CDFA's existing Tax Credit Program and processes moving forward regarding the organization's annual allocation of tax equity.

C. Executive Director Update – 11:04 AM

Ms. Easterly Martey provided the following updates for the Board:

- New organizational chart and realignment of staff to ensure CDFA continues to be adaptive and effective in its work;
- Update on the hiring process and timeline for a Director of Economic Development and Director of Finance and Asset Management;
- Status of the Purchase and Sale Dixon Avenue Property P&S Agreement process and timeline
- Review of 2018 schedule for meetings of the Board of Directors and Committees; and

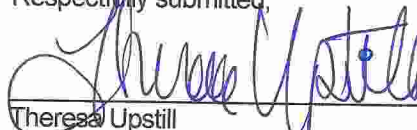
In addition, Mr. Mitchell provided an overview of the first meeting of the Clean Energy Fund Advisory Committee to the Executive Director.

Mr. Tourigny called for further business before the Board.

Adjourn – 11:20 AM

There being no further business before the Board, Ms. Kristiansen moved to adjourn the Board of Directors meeting at 11:20 AM. Mr. Moore seconded. Motion carried.

Respectfully submitted,



Theresa Upstill
Administrative Assistant



David Moore, Secretary/Treasurer
CDFA Board of Directors