



**Community Development Finance Authority
Executive Committee Meeting**

**Neighborworks Southern NH
801 Elm Street
Manchester, NH 03103**

February 12, 2019

CDFA EXECUTIVE COMMITTEE PRESENT: Robert Tourigny, *Chair*; Mary Ann Kristiansen, *Vice Chair*; Debbie Morin, *Chief Financial Officer and Secretary/ Treasurer of the Board of Directors*; Mike Clafin, and John Manning.

STAFF: Katherine Easterly Martey, *Executive Director*; and Maureen Quinn, *Office Manager and Board Relations Manager*.

Mr. Tourigny opened the meeting at 9:12 AM and noted a quorum was present. Mr. Tourigny asked for public comment; none was offered.

Motion – 9:12 AM

Mr. Clafin moved to accept the meeting agenda as presented. Mr. Manning seconded and the motion carried by a unanimous vote of the Committee.

A. Committee Action – 9:13 AM

- **Executive Committee Nonpublic Meeting Minutes from September 11, 2018, as submitted**

Mr. Tourigny called for questions or comments.

Motion – 9:13 AM

Ms. Kristiansen moved to approve the minutes as presented. Mr. Manning seconded and the motion carried by a unanimous vote of the Committee.

B. Operations and Personnel Update – 9:14 AM

Ms. Easterly Martey provided an update on realignment of staff reporting and responsibilities. The focus of the realignment was designed to ensure organizational strengths are aligned with staff strengths. This adjustment should ensure technical assistance continues to be an organizational strength to better serve CDFA's many partners and constituents throughout the state. It also should allow for a continued focus on critical compliance functions. Ms. Easterly Martey stated the organization will seek to fill a Data Analytics position in the future. This position would serve to complement and enhance current staff structure while adding a new dimension to better identify important state wide trends and needs.

Ms. Easterly Martey noted there has been a preliminary discussion around the concept of offering flexible employee benefits in a cafeteria plan. This would allow employees to customize benefits which best fit their needs.

C. Executive Director Performance Review

NONPUBLIC SESSION – 9:25 AM

Mr. Tourigny stated the Board would enter into nonpublic session and called for a motion.

Motion – 9:25 AM

Mr. Manning cited RSA 91-A:3 Section (a) and moved to enter into nonpublic session to allow the Board of Directors to discuss a personnel matter. Mr. Clafin seconded.

Roll call was taken as follows:

Mike Clafin - Yes
Mary Ann Kristiansen – Yes
John Manning – Yes
Robert Tourigny – Yes

RESUMED – 9:47AM

Mr. Tourigny stated the Board took no action during nonpublic session.

Mr. Tourigny called for further business before the Committee.

Adjourn – 9:48 AM

Motion – 9:48 AM

There being no further business before the Committee, Mr. Manning moved to adjourn the Executive Committee meeting. Ms. Kristiansen seconded and the motion carried by a unanimous vote of the Committee.

Respectfully submitted,



Maureen Quinn
Office Manager and Board Relations Manager



Robert Tourigny
CDFA Board of Directors