



**Community Development Finance Authority  
Executive Committee Meeting**

**Hannah Grimes Center  
25 Roxbury Street  
Keene, NH 03431**

**June 11, 2019  
9:15 AM**

CDFA EXECUTIVE COMMITTEE PRESENT: Robert Tourigny, *Chair*; Mary Ann Kristiansen, *Vice Chair*; Mike Clafin, and John Manning.

STAFF: Katherine Easterly Martey, *Executive Director*; and Debbie Morin, *Chief Financial Officer*.

Mr. Tourigny opened the meeting at 9:15 AM and noted a quorum was present. Mr. Tourigny stated there were no announcement or members of the public in attendance. There was no public comment.

**Motion – 9:17 AM**

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

**A. Consent Agenda**

- **Executive Committee Meeting Minutes February 12, 2019**
- **Executive Committee Nonpublic Meeting Minutes February 12, 2019**

Mr. Tourigny called for questions or comments.

**Motion – 9:19 AM**

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

**B. Fiscal Year 2019 in Review – Goals and Strategies**

Ms. Easterly Martey directed the Committee to the Executive Director's Report for June 2019 and Year End 2019 provided with the Committee materials. Highlights included completion of the strategic plan, data needs assessment, additional funds from the Office of Strategic Initiatives for energy related items, the completion of the DADCO sale, CDBG modernization, staff year end evaluations and FY20 goal setting. Of specific mention was the FY20 Budget process inclusive of staff participation and the development of a plan for expanded staff knowledge, re-vamped policies and processes including the CDBG implementation manual and guided training which has begun and increased partner communication. CDFA will be looking to develop investment strategies and a data platform in FY20.

**C. Executive Director Performance Review**

**NONPUBLIC SESSION – 9:55 AM**

Ms. Morin and Ms. Easterly Martey left the meeting.

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

**Motion – 9:55 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 – 10:00 AM**

Ms. Morin and Ms. Easterly Martey returned to the meeting.

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

Mr. Tourigny called for further business before the Committee.

**D. Adjourn**

**Motion – 10:02 AM**

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

Respectfully submitted,



Debbie Morin  
Chief Financial Officer

  
Robert Tourigny  
CDFA Board of Directors

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

**Motion – 9:55 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. Claffin seconded.

Roll call was taken as follows:

Mike Claffin – Yes  
Mary Ann Kristiansen – Yes  
John Manning – Yes  
Robert Tourigny – Yes

**RESUMED – 10:00 AM**

Ms. Morin and Ms. Easterly Martey returned to the meeting.

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

Mr. Tourigny called for further business before the Committee.

**D. Adjourn**

**Motion – 10:02 AM**

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

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Debbie Morin  
Chief Financial Officer

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Robert Tourigny  
CDFA Board of Directors