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**Community Development Finance Authority
Executive Committee Meeting**

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

**January 13, 2020
3:10 PM**

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

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

Mr. Manning opened the meeting at 3:10 PM and noted a quorum was present. Mr. Manning stated there were no announcements or members of the public in attendance. There was no public comment.

Motion – 3:11 PM

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

A. Data Initiative Update

Ms. Easterly Martey directed the Committee to the previously distributed materials on CDFA's Data Index and provided the Committee with an update. The Data Index includes 13 data points to begin. The goal will be to move towards 18-20 data points in the future. Possible new data points will be thoroughly researched. CDFA management will bring new indicators to the Board each fall for implementation in January. CDFA plans to use the data index to become more proactive in project focus in the future.

The Committee agreed it would be helpful to identify trends in the indicators over time. The Committee asked if it is possible to retroactively collect the same data for 5 years back and 10 years back. Ms. Easterly Martey stated she would look into this. The Committee inquired on whether CDFA staff had compared CDBG scoring using the new Data Index to the current scoring index. Ms. Easterly Martey stated staff had walked through this exercise and found that the new index was transparent and defensible when compared with the current scoring system.

B. Living Strategic Plan

Ms. Easterly Martey directed the Committee to CDFA's Living Strategic Plan. She requested the Committee establish an outline for the update of the Plan. After discussion, the Committee agreed that a review of the successes and changes to the plan should be presented to the Board along with suggestions for additions to the plan. The Committee stated this review should be at a high level to include the Scenario Storylines and that the more detailed phases would be left to CDFA Management.

C. Adjourn

Motion – 4:25 PM

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

Respectfully submitted,

Debbie Morin

Debbie Morin
Chief Financial Officer

John A Manning

John Manning, Chair
CDFA Board of Directors