

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

**CDFA**

**Zoom Videoconferencing Meeting due to COVID-19 Pandemic Emergency**

**May 11, 2021  
10:00 AM**

CDFA BOARD OF DIRECTORS: John Manning, *Chair*; Debbie Morin, *Chief Financial Officer and Secretary/Treasurer of the Board of Directors*; Mike Clafin; Robert Tourigny; Clay Mitchell; Cindy Harrington; Rick Wyman, Ben Gaetjens-Oleson; Jared Reynolds, and Peter Rayno.

STAFF: Katherine Easterly Martey, *Executive Director*; Kevin Peterson, *Director of Economic Development*; Melissa Latham, *Director of Communications and Policy*; Scott Maslansky, *Director of Clean Energy Finance*; Mollie Kaylor, *Director of Housing and Community Development*; Chris Monroe, *Community Development Manager*; Kim Pacocha, *Senior Accountant*; and Maureen Quinn, *Office Manager and Board Relations Manager*.

PUBLIC: Lindsay Lincoln and Chris Wellington, *New Hampshire Legal Assistance*.

Mr. Manning called the meeting to order at 10:02 AM.

**Mr. Manning stated the meeting is being held in videoconferencing format due to the ongoing public health crisis and emergency related to the COVID-19 pandemic. Directors are participating in the meeting from remote locations. This format will allow for the Committee to discuss and deliberate items contemporaneously and allow for public participation and engagement as permitted. Any and all action will require roll call votes.**

Mr. Manning reviewed the meeting agenda and called for questions or comments. None were offered.

**Motion – 10:03 AM**

Ms. Harrington moved to approve the agenda, as presented. Mr. Tourigny seconded. Mr. Manning called for roll call vote.

- Mr. Manning – yes
- Mr. Tourigny- yes
- Ms. Harrington – yes
- Mr. Wyman– yes
- Mr. Reynolds - yes
- Mr. Gaetjens-Oleson – yes
- Mr. Clafin – yes

The motion carried with a unanimous vote of the Board.

Mr. Manning called for public comment from any members of the public in attendance. None was offered.

**A. Consent Agenda**

Mr. Manning reviewed the consent agenda and called for questions or comments. Items on the Consent Agenda include: April 13, 2021 Board of Directors Minutes, September 15, 2020 Executive Committee Minutes, April 1, 2021 Community Development Advisory Committee Minutes, April 13, 2021 Finance Committee Minutes, and January 12, 2021 i2i Committee Minutes. There were no questions or comments offered. Mr. Manning called for a motion.

**Motion – 10:05 AM**

Mr. Gaetjens-Oleson moved to approve the Consent Agenda, as presented. Mr. Claflin seconded.

- Mr. Manning – yes
- Mr. Tourigny- yes
- Ms. Harrington – yes
- Mr. Wyman– yes
- Mr. Reynolds - yes
- Mr. Gaetjens-Oleson – yes
- Mr. Claflin – yes

The motion carried with a unanimous vote of the Board.

The Board requested clarification on the terms 'recusal' and 'abstention' in the context of when and how Board members use these mechanisms in Board meetings. Ms. Latham stated 'recusal' is used in a situation where a Director has stated he or she has a conflict with an item being considered by the Board. The recusal reflects a Director's removal from discussion and action on particular items. An abstention reflects a situation where a Director refrains from a vote on a particular item. A Director may utilize an abstention when he or she missed a previous meeting and action is sought on item(s) from the missed meeting; this typically applies to minutes.

**B. Discussion – Analysis of Impediments to Fair Housing Choice in New Hampshire**

Ms. Easterly Martey welcomed Ms. Lindsay Lincoln and Ms. Chris Wellington from New Hampshire Legal Assistance to the meeting. Ms. Easterly Martey stated Ms. Lincoln and Ms. Wellington would provide context to the discussion item around Analysis of Impediments to Fair Housing Choice in New Hampshire.

**Mr. Mitchell joined the meeting at 10:17 AM.**

Ms. Lincoln provided an overview of Analysis of Impediments (AI) and stated there is thirty (30) years of analysis on housing trends in New Hampshire. AIs are completed every five (5) years with the most recent study being completed in 2020. Ms. Lincoln stated the AIs help organizations like NH Legal Assistance better understand the barriers which exist for protected groups, which include a wide range of citizens who are black and brown people, impoverished people, and other people from minority groups.

Ms. Wellington addressed the Board and noted the thirty years of data gleaned from the AIs pose a basic question of why New Hampshire lacks in diversity. Ms. Wellington stated there is a clear trend which consistently shows high concentrations of poverty in communities of color in New Hampshire. Numerous opportunities exist for organizations to actively change these trends and create more inclusivity in the State. Ms. Wellington highlighted creation of a Fair Housing and Equity Panel, adoption of cultural competency on both personal and professional levels, equity audits, and equity leadership programs. The trends highlighted in the AIs can serve as a reminder that more action is required to effectuate change.

Ms. Easterly Martey called for questions. The Board asked whether there are particular areas where change has been realized or improvement has occurred. Ms. Wellington stated the stress and strife stemming from national events, including the death of George Floyd, has motivated young people from communities of color to become more engaged in their communities and to advocate for change. The Board discussed Change for Concord, which is working to address critical issues such as diversity, new leadership and capacity building. The Board also considered whether an Equity and Inclusion Group could provide pathways to greater diversity.

Ms. Easterly Martey thanked Ms. Lincoln and Ms. Wellington for participation in the discussion.

### **C. NERF and the NH Nonprofit Response Fund – Lessons Learned**

Ms. Easterly asked Mr. Maslansky to summarize CDFA's NH Nonprofit Response Fund. Mr. Maslansky stated the program was very successful, with significant engagement from organizations statewide. All New Hampshire counties were represented and applications were received from forty-two different towns. A simplified application – with fewer eligibility restrictions – was used for the program. This simplified application was crucial for the smaller organizations whose time and expertise are sometimes limited.

Ms. Morin summarized the NERF funding program. In partnership with the New Hampshire Charitable Foundation and the NH Center for Nonprofits, CDFA helped deploy in excess of \$40 million dollars in response to the COVID-19 pandemic. This program was impactful and was able to provide funding to organizations which included a very diverse group in terms of business size and capacity. Ms. Morin did note that her experience with the program, from application through reporting, highlighted the needs of smaller nonprofits in understanding their financial statements and in the technology-driven world of today. Many struggled with understanding how to work through the application process, particularly in describing and documenting their financial situation. Others struggled with using technology to complete the application and reporting needed.

### **Mr. Rayno joined the meeting at 11:01 AM**

### **D. Increasing Equitable Access to Funds – Group Discussions**

Ms. Easterly Martey invited the Board and staff to meet in small groups to discuss ideas and strategies to broaden access to CDFA funding. Each group was asked to share points of emphasis at the conclusion of the group sessions.

#### Group 1

- In-person applications and interviews may remove barriers for organizations with less capacity
- Emphasize and Reward Diversity
  - Rural vs. Urban
  - People of Color
- Discretionary Grant Funds (in small award amounts); small awards may enable fledgling organizations to gain traction and momentum

#### Group 2

- CDFA's strength is as a full service organization, including technical assistance
- Regional Community Advisory Boards may be an approach for soliciting community feedback
- L5 investments continue to strengthen smaller and developing nonprofit organizations
- Continue to strengthen CDFA's technical assistance with staff and by training grant writers
- Engage the Board – let the Board share stories of positive impact and transformative change

#### Group 3

- Outreach to communities – go to where the people are; in-person applications
- Board mentorship – involve people to allow for hands-on experience
- What can CDFA do to help some organizations?
  - Seed grants
  - Technical assistance
- Face-to-face connection

#### Group 4

- Large segments of the population do not know about CDFA (or NHHFA)
- Create Community Services Committee which would engage with more diverse groups
- Partner fledgling nonprofit organizations with larger, more established nonprofits; creates opportunity for learning and guidance
- Board of Directors can mentor people through Equity Leaders Fellowship (ELF), which would provide the opportunity to partner with people from minority and/or underserved communities

**E. Community Development Fund**

Mr. Clafin stated the Finance Committee is recommending the Board of Directors consider authorizing \$500,000 of unrestricted funds be designated for the Community Development Fund. This action would be in keeping with the Board and Staff strategy to invest in good projects which are consistent with CDFA’s mission. Funds will be deployed in small, flexible loans. Mr. Manning called for questions. None were offered. Mr. Manning called for a motion.

**Motion – 11:28 AM**

Mr. Clafin moved to approve a designation of \$500,000 from unrestricted funds to the Community Development Fund. Ms. Harrington seconded. Mr. Manning called for roll call vote.

- Mr. Manning – yes
- Mr. Tourigny- yes
- Ms. Harrington – yes
- Mr. Wyman– yes
- Mr. Reynolds - yes
- Mr. Gaetjens-Oleson – yes
- Mr. Clafin – yes
- Mr. Mitchell – yes
- Mr. Rayno - yes

The motion carried with a unanimous vote of the Board.

**F. CDBG Awards – 11:29 AM**

Mr. Gaetjens-Oleson reviewed provisional awards for Community Development Block Grants made by the Community Development Advisory Committee on May 6, 2021.

- CDBG Planning Grant – City of Berlin/Berlin Northwoods Learning Center - \$25,000 for a planning study to assess the viability of building a new child care center in the City of Berlin
- County of Grafton – New Hampshire Alliance of Regional Development Corporations – Technical Assistance - \$267,000 for technical assistance to nine (of ten) Regional Development Corporations to provide technical assistance to businesses they serve; \$80,000 of this funding will be awarded on a competitive basis and on a first come, first served basis to allow RDCs to contract for services they do not provide but which are sought by their clients
- 2021 CDBG Microenterprise Technical Assistance – \$923,865 to three counties (Grafton, Cheshire and Sullivan) to award to microenterprise businesses. Recommended awards are as follows:

<b>Sub recipient</b>	<b># of Beneficiaries</b>	<b>Program Award</b>	<b>Admin Award</b>	<b>TOTAL AWARD</b>
<u>Grafton County</u>				
BEDC	90	225,000	22,500	<b>247,500</b>
NCIC	25	62,500	6,250	<b>68,750</b>
WREN	25	62,500	6,250	<b>68,750</b>
Grafton subtotal:	140	\$ 350,000	\$ 35,000	<b>\$ 385,000</b>
<u>Cheshire County</u>				
HGC	65	162,500	12,455	<b>174,955</b>

REDC	60	150,000	12,455		<b>162,455</b>
SBDC	50	125,000	12,455		<b>137,455</b>
Cheshire subtotal:	175	\$ 437,500	\$ 37,365		<b>\$ 474,865</b>
<u>Sullivan County</u>					
RVCC	20	50,000	14,000		<b>64,000</b>
<b>TOTALS:</b>	<b>335</b>	<b>\$ 837,500</b>	<b>\$ 86,365</b>		<b>\$ 923,865</b>

- Contract Amendment – Town of Wolfeboro/G.A.L.A. Community Center - \$390,000 - On April 21, 2021, the Town of Wolfeboro requested \$390,000 in supplemental funds to address projected cost increases that are directly due to the impact of COVID-19 on overall construction costs and availability of suitable contractors to complete the project. The request for supplemental funds was reviewed and approved by CDFA staff on April 22, 2021.
- Contract Amendment – City of Keene/The Community Kitchen - \$157,585 - On April 23, 2021, the City of Keene requested \$157,585 in supplemental funds to address projected cost increases that are directly due to the impact of COVID-19 on overall construction costs and availability of suitable contractors to complete the project. The request for supplemental funds was reviewed and approved by CDFA staff on April 26, 2021.

Ms. Easterly Martey stated the Community Development Advisory Committee has taken steps to provide allowances for cost overruns in construction projects. It is anticipated surges in construction materials and labor, due in large part to the COVID-19 pandemic, necessitate an allowance of additional funds to ensure projects may be completed. This provision has not yet been made for tax credit projects as funding sources need to be identified. Mr. Manning called for questions or comments. None were offered. Mr. Manning called for a motion.

**Motion - 11:37 AM**

Ms. Harrington moved to approve the CDAC approved applications and amendments to contract funding, as presented, and with all staff recommended conditions. Mr. Wyman seconded. Mr. Manning called for roll call vote.

- Mr. Manning – yes
- Mr. Tourigny- yes
- Ms. Harrington – yes
- Mr. Wyman– yes
- Mr. Reynolds - yes
- Mr. Gaetjens-Oleson – yes
- Mr. Clafin – yes
- Mr. Mitchell – yes
- Mr. Rayno - yes

The motion carried with a unanimous vote of the Board.

**G. Executive Director Update – 11:38 AM**

Ms. Easterly Martey stated that Ms. Morin, CFO and Board Secretary and Treasurer, will be leaving CDFA to pursue a new career opportunity. Ms. Easterly Martey thanked Ms. Morin for her significant contributions to the organization and playing a transformative role for the organization. The Board thanked Ms. Morin for her contributions to CDFA.

Ms. Easterly Martey informed the Board that she would like the Board to attend the June meeting in person. A survey will be sent to all Board members to determine interest and willingness to meet in person. Until the

Governor's Executive Order expires, Ms. Easterly Martey would like to alternate by month being in person and being remote.

**H. Adjourn – 11:44 AM**

There being no further business before the Board of Directors, Mr. Tourigny moved to adjourn. Mr. Gaetjens-Oleson seconded. Mr. Manning called for roll call vote.

- Mr. Manning – yes
- Mr. Tourigny- yes
- Ms. Harrington – yes
- Mr. Wyman– yes
- Mr. Reynolds - yes
- Mr. Gaetjens-Oleson – yes
- Mr. Clafin – yes
- Mr. Mitchell – yes
- Mr. Rayno - yes

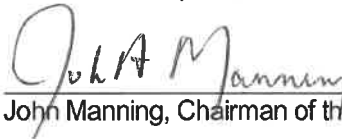
The motion carried with a unanimous vote of the Board.

Respectfully submitted,



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Maureen Quinn, Board Relations Manager



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John Manning, Chairman of the Board of Directors