



**Executive Committee  
NHCDFA Office  
14 Dixon Avenue, Suite 102  
Concord, NH 03301**

**MINUTES**

May 12, 2026

8:30 AM – 9:30 AM

CDFA EXECUTIVE COMMITTEE PRESENT: Benjamin Gaetjens-Oleson, *Chair*; Diane Fitzpatrick, Peter Rayno.

STAFF: Katherine Easterly Martey, *Executive Director*; Ian Hart, *Chief Financial Officer*.

Mr. Gaetjens-Oleson opened the meeting at 8:34 AM and stated there were no announcements. He called for public comment. None was offered.

**1. Agenda**

Mr. Gaetjens-Oleson reviewed the meeting agenda. No changes were requested. He called for a motion to approve the agenda, as presented.

**Motion – 8:35 AM**

Mr. Rayno moved to approve the meeting agenda, Ms. Fitzpatrick seconded, and the motion carried by a unanimous vote of the Committee.

**2. Action Items**

**2.1. April 14, 2026 Committee Minutes**

Mr. Gaetjens-Oleson called for a motion to approve the Executive Committee minutes from April 14, 2026.

**Motion – 8:38 AM**

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

**2.2. CDBG-Microenterprise Technical Assistance Program**

Ms. Easterly Martey presented the CDBG-Microenterprise Technical Assistance Program to the Committee. She noted that three past grantees did not apply this year and their active grants are in the process of closing out. The proposed program includes funds for monitoring, surveying, and technical assistance. Mr. Gaetjens-Oleson explained that program approval was being presented to the Executive

Committee because there was an expectation that the full Board of Directors meeting would not have quorum, and the Executive Committee has the authority to approve projects in lieu of the full Board.

Mr. Gaetjens-Oleson called for a motion to approve the CDBG-Microenterprise Technical Assistance Program for SFY 2026.

### **Motion – 8:50 AM**

Mr. Rayno moved to approve the Program, Ms. Fitzpatrick seconded, and the motion carried by a unanimous vote of the Committee.

### **3. Discussion**

#### **3.1 Rural Community Health Infrastructure Program (RCHIP) SFY27 Staffing Plan**

Ms. Easterly Martey presented a staffing plan for RCHIP to the Committee. She discussed active searches and positions to be posted, reflecting feedback from the Romano Associates Organizational Assessment. The presentation included a proposed revised organization chart. The Committee discussed support for hiring, onboarding, and ongoing human resources issues.

#### **3.2 Other**

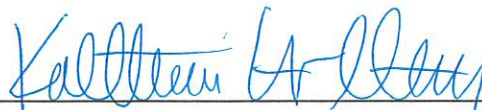
Ms. Easterly Martey updated the Committee on planned changes to pause CDFA's lending programs to allow sufficient resources and attention for RCHIP. There was recognition that some borrowing may be needed, including bridge loans, and the Committee recommended staff create a policy of only making available funds to existing grantees and borrowers. Ms. Easterly then briefly discussed preliminary Living Strategic Plan Goals for FY 2027.

#### **3.3 Adjournment**

Mr. Gaetjens-Oleson called for a motion to adjourn.

### **Motion – 9:33 AM**

Ms. Fitzpatrick moved to adjourn the meeting, and Mr. Rayno seconded. The motion carried by a unanimous vote of the Committee.



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Katherine Easterly Martey, Executive Director



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Benjamin Gaetjens-Oleson, Chair  
CDFA Executive Committee