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Community Development Advisory Committee Meeting Minutes

**NH Community Development Finance Authority
14 Dixon Avenue
Concord, NH 03301**

Thursday January 11, 2024
2:00 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Benjamin Gaetjens-Oleson; Elizabeth Fox; Matthew Sullivan; Carmen Lorentz; Anne Duncan Cooley; and Ignatius MacLellan.

STAFF: Mollie Kaylor, *Director of Housing and Community Development*; Ian Hart, *Chief Financial Officer*; Rebecca Boisvert, *Director of Community Centers Investment Program*; Priscilla Baez, *Contract Manager – Community Center Investment Program*; Justin Parker, *Program Administrator Community Center Investment Program*; Kirsten Barton, *Housing Specialist*; Julius Peel, *Community Development Program Administrator*; Felicity Winters, *Executive and Marketing Assistant*; and Maureen Quinn, *Board Relations Manager*.

STAFF VIA VIDEOCONFERENCE: Melissa Latham, *Director of Communications and Policy*

PUBLIC: Carolyn Saunders

Mr. Gaetjens-Oleson called the meeting to order at 2:01 He noted a member of the public, Ms. Carolyn Saunders, in attendance and recognized two new CDFA employees in attendance. Mr. Gaetjens-Oleson introduced himself and asked all other Committee members, CDFA staff, and public to introduce themselves.

Agenda

Mr. Gaetjens-Oleson reviewed the meeting agenda and called for any questions or changes. None were offered. He called for a motion.

Motion – 2:04 PM

Ms. Lorentz moved to approve the agenda, as presented. Ms. Fox seconded, and the motion passed carried by a unanimous vote of the Committee.

Mr. Gaetjens-Oleson called for public comment, and none was offered.

A. Consent Agenda

Mr. Gaetjens-Oleson reviewed the consent agenda, which included the minutes from the November 2, 2023, Community Development Advisory Committee meeting. He called for questions or comments. Mr. MacLellan requested a correction to a typographical error, appearing on page 14 of the minutes.

- Under 'CDFA Pro Housing HUD Grant': remove an extra letter ('t') in the second line of the paragraph

Mr. Gaetjens-Oleson called for a motion.

Motion – 2:05 PM

Ms. Fox moved to approve the November 2, 2023, Community Development Advisory Committee minutes, as amended on page 14. Ms. Lorentz seconded, and the motion carried by a unanimous vote of the Committee.

B. NH RSA 91-A Right-to-Know Law

Ms. Latham and Ms. Quinn provided an overview of NH RSA 91-A and the impact on the New Hampshire Community Development Finance Authority. The presentation included the following points of interest:

- CDFA values guide the organization's work and action. This includes:
 - Accountability – Demonstrated clarity of purpose, transparency and accountability around the stewardship of public resources;
 - Respect – Belief in being approachable, responsive and courteous;
- CDFA is a state authority. All information and documents created, accepted, or obtained by, or on behalf of, CDFA are potentially subject to disclosure in compliance with RSA 91-A.
- CDFA process and policies account for compliance with RSA 91-A, including meetings of CDFA's Board of Directors and Committees. This includes:
 - Noticing public meetings
 - Ensuring physical quorum
 - Allowing for public access and public comment
 - Content of meeting minutes
 - Names of Board members present and non-members participating
 - Brief summary of the subject matter discussed
 - Any decisions reached or action taken
 - Access to Board and Committee meeting minutes
- Review of Non-Public session, a portion of a public meeting from which the public may be excluded
- Types of RSA 91-A requests for governmental records

Ms. Latham and Ms. Quinn summarized the conversation, noting CDFA's Board of Directors and staff work to ensure the organization operates in a manner consistent with the requirements of the law. The Committee thanked Ms. Latham and Ms. Quinn and expressed their appreciation for the presentation and for the process to which CDFA adheres to ensure compliance with the law in a way which is respectful and courteous.

Ms. Latham left the meeting at 2:35 PM

C. Council on Housing Stability

Ms. Kirsten Barton introduced herself to the Committee. She noted she has been working for CDFA in the capacity of Housing Specialist and shared an overview of the work of the Council on Housing Stability. Ms. Barton highlighted key areas of work and initiatives being undertaken, and noted much of this work has been led by Ms. Katy Easterly Martey from CDFA. The presentation included some of the following points:

- Themes
 - Person Centered approach, including the voices of those with lived-experience (unhoused individuals)
 - Funding sources include Federal, State and local resources
 - Regional Successes help inform and adapt policies which can be used in other parts of the State
 - Leadership from a broad range of sectors across the State
 - Many voices; consideration is given to the stories and narratives understood but with the question of whether people in certain circumstances and/or areas are not yet included in these important conversations

Ms. Barton summarized elements of the three year strategic plan which are intended to help mitigate the challenges of lack of housing, the unhoused, and how the State can work across sectors – including developers, landlords, nonprofits – to create meaningful impact.

D. 2023 Community Center Investment Program

Ms. Boisvert provided an update on the Community Center Investment Program (CCIP). She noted in the first round of funding, sixteen (16) projects were funded for approximately \$11.5 million dollars. All projects must be underway by February 28th, 2024.

The second round of funding saw CDFA engage in fifty-four pre-application meetings; thirty-six applications requesting approximately \$24 million were received, with only \$5.45 million available. CDFA has requested an additional \$4 million in funding from the State to fulfill project costs. No determination has been made at this point. Ms. Boisvert noted that after threshold review, fifteen applications – with requests totaling \$11 million - are being scored. She noted there is a broad range of projects which all appear to offer strong community benefit, engagement, and community building. Ms. Boisvert noted it is important that funded projects be a central part of their communities.

It was also noted that CDFA offered grant writing assistance with the CCIP; fourteen applicants were awarded funding. This appeared to have helped organizations with lesser capacity develop and submit applications for community centers.

The Committee asked if any projects in the first round of funding are going to be challenged to be underway by February 28th, 2024. She noted all but one project appear to be on track and CDFA staff is working diligently with the one project which may have a minor delay.

E. CDBG Microenterprise Program

Ms. Kaylor noted that CDFA continues to carefully evaluate the CDBG Microenterprise program. Many of the funding recipients in 2023 were also recipients of funding from the SBA Community Navigators program. An evaluation process will soon begin upon that grant program's impending conclusion. Project outcomes will be determined, and the current needs of microenterprise technical assistance (TA) providers and microenterprises will be assessed. CDFA has opted not to open a new round of microenterprise funding in calendar year 2024 but rather invite all existing grantees to apply for an extension to receive funding for an additional year. This will enable sufficient time to propose future revisions to the microenterprise program that are responsive to current needs. All existing partners in the microenterprise program have been notified.

F. Adjourn – 3:11 PM

Ms. Lorentz moved to adjourn the meeting. Mr. Sullivan seconded, and the motion carried by a unanimous vote of the Committee.

Respectfully submitted,



Maureen Quinn, Board Relations Manager



Benjamin Gaetjens-Oleson, Committee Chair