

Finance and Administration Committee Meeting
Minutes
June 17, 2020

Committee Members Present: P. Ikawa, Chair, S. Marchant, M. Skelton
Committee Members Absent: N/A
Other Board Members Present: D. Shumway
Staff Members Present: D. Christon, P. Donahue, B. Frost, N. Kenney, S. Kenney, C. Provencher, D. Sargent
Others Present: J. Kimberly, Sapphire Consulting, LLC

Chair Ikawa called the meeting to order at 12:31 p.m. She noted that, as Chair of the Finance and Administration Committee, she recognizes the existence of an Emergency Order due to the COVID-19 crisis and, in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Committee is authorized to meet electronically. Ms. Ikawa began the meeting with a Roll Call of members present and each member stated their presence, location and noted they were alone.

1. Approval: Minutes of the May 20, 2020 Finance and Administration Committee Meeting: Members had no comment on the minutes as presented. Ms. Marchant moved, seconded by Mr. Skelton. A roll-call vote was taken and the motion to Approve the Minutes of the May 20, 2020 Finance and Administration Committee meeting passed by a unanimous roll-call vote.

2. Approval: FY 2021 Administrative Budget: Mr. Christon provided a brief overview of the FY 2021 Administrative Budget, noting that, due to circumstances resulting from the COVID-19 pandemic, the budget being presented is largely a maintenance budget. He reported that staff included items critically necessary to the Authority's work and also maintained the salary and benefits structure. Ms. Kenney then reviewed the FY 2021 proposed budget, providing details on three main categories: compensation, taxes and benefits, and I.T. and Capital expenses. She reviewed the proposed changes to these categories and reported on the one additional staff member proposed for the I.T. division. Mr. Christon stressed the importance of the I.T. division's capacity, especially with the current remote working environment. Ms. Kenney then reviewed the details of the changes in compensation, taxes and benefits. Ms. Donahue reported on the change in the general salary structure, advising the recommended changes to the structure will adjust the ranges, however, these modifications will not change any employee's current salary. Ms. Kenney then reviewed the capital budget, with she and Mr. Christon providing details and answering questions. Mr. Christon reported that, as things evolve and the economy changes, there may be a need to return to the Committee and Board to make updates and changes to the budget. Ms. Kenney also reviewed the cash utilization forecast operating fund noting there are sufficient sources of cash to support this proposed budget. Mr. Shumway advised that the Executive Committee has reviewed the compensation level for the Authority's chief executive, and this will be finalized in an upcoming non-public session with the full Board. Mr. Skelton moved, seconded by Ms. Marchant. A roll-call vote was taken and the motion to bring the FY 2021 Administrative Budget to the full Board for approval passed by a unanimous roll-call vote.

3. Discussion: Legislative Update: Mr. Frost provided an update on legislative activity. He reported that most activity in the House has ended, however, some bills were already sent to the Senate and if they are passed in the Senate, they will go back to the House for concurrence or

non-concurrence. Since there will be no other activity in the House, staff is looking forward to the 2021 legislative session for action on bills of interest to the Authority. Mr. Frost provided additional updates, including discussing the potential of an additional stimulus during the summer, and briefly reviewing the possibility that the Authority may be asked to assume some role in distributing some CARES Act funds.

4. Other Business: Mr. Shumway introduced Mr. Jim Kimberly of Sapphire Consulting, reporting he will be assisting and providing support to the Board as needed going forward. Mr. Kimberly provided a brief review of himself and his company and noted his work with the Authority for the past several years.

Mr. Christon reported the Authority is now entering phase I of the workplace re-entry plan, noting that beginning on Monday the Authority will be bringing up to 30% of staff onsite and he also reviewed protective measures being taken. He also reported that some inspection activity will be resuming in early July, with appropriate safety measures in place. Mr. Christon also noted that the Governor's Executive Order creating the state of emergency allowing for remote meetings is set to expire, however, there is expectation of some type of extension.

Mr. Christon then provided employment updates. He reported that Ms. Deborah Granfield from the Assisted Housing Division, retired a week ago, noting this retirement was previously scheduled and that Ms. Granfield had been with the Authority for 32 years. Staff will be asking the Board to recognize Ms. Granfield and her contributions to the Authority at the June Board of Directors meeting. Mr. Christon then announced that Mr. Chris Miller will also retire from the Authority in early July. He reported that Mr. Miller will be working with Easter Seals going forward. Mr. Miller has 36 years of service to the Authority and staff will work on a recognition of his service.

Mr. Christon reminded members that the Board of Directors meeting scheduled for June 25, 2020 will start at 10:00 a.m.

In response to the Committee's inquiry, Mr. Frost discussed data on evictions, noting the difficulty of obtaining accurate figures due to limitations on data.

There being no further business to bring before the Committee, Ms. Marchant moved, seconded by Mr. Skelton, and the meeting adjourned at 1:26 p.m.