

**Finance and Administration Committee Meeting**  
**Minutes**  
**July 15, 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, C. Provencher, G. Reagan, D. Sargent
Others Present:	J. Kimberly, Sapphire Consulting, LLC

Chair Ikawa called the meeting to order at 12:32 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 June 17, 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 June 17, 2020 Finance and Administration Committee meeting passed by a unanimous roll-call vote.
2. Approval: Partnership Grants Program Request – Mt. Washington Valley Housing Coalition - \$25,000: Mr. Reagan reviewed the grant request from the Mount Washington Valley Housing Coalition (MWVHC), providing background of the Coalition and noting, if approved, this will be the eleventh year of funding for MWVHC. He provided details of the Coalition's progress and beneficial partnerships and also reported on the Coalition's advocacy efforts. Mr. Reagan also discussed MWVHC's new executive director and noted the former executive director has remained active as a member of the Board. Mr. Skelton moved, seconded by Ms. Marchant. A roll-call vote was taken and the motion to approve the Mt. Washington Valley Housing Coalition Partnership Grants Program Request for \$25,000 passed by a unanimous roll-call vote.
3. Approval: Amendment to Authority Rulemaking Procedures: Mr. Frost reviewed the history of the Authority's rulemaking procedures. He reported on staff's recommendation to modify the procedures to better reflect the Authority's current process. Mr. Frost provided details, noting the proposed amendments are mostly not substantive but provide for better clarity and consistency. Ms. Marchant moved, seconded by Mr. Skelton. A roll-call vote was taken and the motion to bring the Amendment to Authority Rulemaking Procedures to the full Board for approval passed by a unanimous roll-call vote.
4. Discussion: St. Anselm College, Center for Ethics in Business and Governance Advocacy Initiative Grant Update: Mr. Christon briefly reviewed the history of the St. Anselm College, Center for Ethics in Business and Governance Advocacy Initiative Grant, reviewing the funding that has been previously allocated. He also disclosed, for informational purposes, that he has been asked to serve on advisory council for the Center. Mr. Frost provided updates on The Housing We Need initiative, reviewing work being done and events that have been hosted. He answered members' questions and advised staff will continue to keep members' informed.

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5. **Other Business:** Mr. Christon updated members on the GOFERR COVID-19 homeless shelter response program. He reported on the \$15 million allocated to the program and advised the Authority has been asked to manage that funding. Mr. Christon provided details and answered members' questions.

Mr. Shumway noted that during the Executive Committee meeting the status of resuming in-person meetings was discussed. He and Mr. Christon reviewed the physical capabilities to allow the meetings with social distancing and reviewed the question of having the public attending the meetings. Mr. Frost advised that under the Governor's Emergency Order, the Authority can continue with the virtual meetings. Members discussed meeting options, including the potential of hybrid models and Mr. Shumway noted this is for information and determination purposes only at this point, with no changes made at this time.

There being no further business to bring before the Committee, Mr. Skelton moved, seconded by Ms. Marchant, and the meeting adjourned at 1:08 p.m.