

Finance and Administration Committee Meeting
Minutes
August 19, 2020

Committee Members Present: J. Cuddy, Chair, J. Graham, P. Ikawa
Committee Members Absent: N/A
Other Board Members Present: D. Shumway
Staff Members Present: D. Christon, R. Dapice, P. Donahue, L. Ford, B. Frost, N. Kenney, C. Provencher, D. Sargent
Others Present: J. Kimberly, Sapphire Consulting, LLC

Chair Cuddy called the meeting to order at 12:38 p.m. He noted that, as Chair of the Finance and Administration Committee, he recognizes the existence of an emergency 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. Mr. Cuddy 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 July 15, 2020 Finance and Administration Committee Meeting: Members had no comment on the minutes as presented. Ms. Ikawa moved, seconded by Mr. Graham. A roll-call vote was taken and the motion to Approve the Minutes of the July 15, 2020 Finance and Administration Committee meeting passed by a unanimous roll-call vote.

2. Approval: Waiver of Certain Conflict of Interest Provisions: Mr. Christon reported on the waiver request from a former employee, Christopher Miller, reviewing the Authority Code of Conduct's Conflict of Interest Provision and the reasons for the waiver request. He discussed Mr. Miller's new role at EasterSeals and that organization's desire to become more engaged in housing related activities. Mr. Christon then discussed how these activities might lead to interactions between Mr. Miller and Authority staff. He also discussed the reasons why he was prepared to recommend the waiver and some of the additional procedures that would be put in place if the waiver were to be approved. Mr. Christon, Mr. Frost and Mr. Dapice then answered members' questions, providing details on the specifics of the proposed waiver. Mr. Christon noted that any administrative level action related to EasterSeals projects would require formal approval by the Executive Director. Following extensive discussion, members requested the Board motion for the waiver include wording to indicate that the waiver was intended to only apply to Mr. Miller's work on behalf of EasterSeals NH. The members also asked that the Executive Director document instructions to staff regarding any administrative level matters. Mr. Graham moved, seconded by Ms. Ikawa. A roll-call vote was taken and the motion to bring the Waiver of Certain Conflict of Interest Provisions, with the adjusted language as discussed, to the full Board for approval passed by a unanimous roll-call vote.

3. Other Business: Mr. Christon provided an update on federal legislative activity, noting staff continues to monitor issues and remains engaged with the Congressional delegation, providing information and answering questions.

There being no further business to bring before the Committee, Ms. Ikawa moved, seconded by Mr. Graham, and the meeting adjourned at 1:44 p.m.