

**To:** Board of Commissioners  
**From:** Marene M. Jordan, Executive Director  
**Ref:** Regular Board Meeting  
**Place:** NHA – 313 E. Main Street  
**Date:** Wednesday, December 13, 2017  
**Time:** 5:00 P.M.

## **AGENDA**

- I. Roll Call
- II. Approval of Minutes
  - (a). Minutes from October 11, 2017
- III. Report of the Executive Director
  - (a). Staff Report October & November 2017
- IV. Committee Reports
  - A. Report of Policies & Procedures & Compliance & Personnel Committee, Chairperson-Mrs. Smith
    - (a). Annual Review of Executive Director – Executive Session - Closed to the Public
    - (b). Discuss/Review/Update The Informational Manual for the Commissioners (Section #12: Process in Filling Board Vacancies, the Process for Re-Appointments of Board Members). Add a section explaining the evaluation procedure of the Executive Director/Contract Renewal

**B. Report of Development Committee, Chairperson-  
Mr. Heitzenroder**

**Updates:**

**(a). 26 N. Chapel Street - Update**

**(b). 101 New London Road - Update**

**C. Report of Finance Committee, Chairperson-Ms. Shand  
(a). Monthly Financials**

**D. Strategic Planning Committee, Chairperson-Ms. Shand  
(a). Update**

**V. Attorney Issues**

**VI. Old Business**

**A. From the other Commissioners**

**B. From the Executive Director**

**1. Public Vote on A Real Estate Transaction – After  
Executive Session - (if applicable)**

**C. From Legal Counsel**

**VIII. New Business**

**A. From the other Commissioners**

**B. From the Executive Director**

**1. Discuss the Process of the 2018 Annual Plan**

**2. RFQ 2017-01 Agency Representative**

**D. From Legal Counsel**

**XI. Visitors and/or Petition**

**X. Executive Session – CLOSED TO THE PUBLIC –**

**(a). A discussion regarding a Real Estate Transaction**

**(b). Executive Director – Annual Evaluation**

**~~XI.~~ Adjournment.**