

**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 {if applicable} – (Executive Session – Closed to the Public)
    - (b). Discuss/Review/Update The Information 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 for 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**

**VII. 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**

**C. From Legal Counsel**

**VIII. Visitors and/or Petition**

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

- a. A discussion regarding a real estate transaction**
- b. Executive Director – Annual Evaluation**

**X. Adjournment**