

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