

## Minutes of the Management and Budget Committee

November 21, 2013

The Management and Budget Committee of Rhode Island Housing convened at 9:20 a.m. on November 21, 2013 at the offices of Rhode Island Housing. Committee members present were Chairman James DeRentis, Joseph Pratt, and Jose Monteiro. Also in attendance were Commissioner Andrew Cortes, Executive Director Richard Godfrey, Jr., and Legal Counsel Andrew Prescott.

The Committee considered the evaluations of the Executive Director's job performance for FY 2012-13 submitted by members of the Board of Commissioners and by Rhode Island Housing's Division Directors. Rhode Island Housing's outside General Counsel, Nixon Peabody, compiled the evaluations upon their submission and presented them to the Committee for its review.

The Committee noted that all of the Board and senior staff evaluators gave the Executive Director positive assessments of his strong job performance and leadership, especially in light of the challenging times facing Rhode Island Housing. As an improvement to the evaluation process, Joseph Pratt suggested that the evaluation form completed by the Division Directors should also include a numerical ranking system. The Commissioners completed evaluation forms with numerical rankings, and consistency in the review process would be furthered by the senior staff likewise providing such rankings in their responses.

The Committee and Executive Director discussed the importance of Rhode Island Housing's continual enhancement of its communication channels with governmental officials, constituents, customers, and the public at large. The Committee indicated that, as a primary action item, the Executive Director should ensure that Rhode Island Housing maintains proper approachability and transparency in the fulfillment of its public mission. As examples, the Committee discussed the importance of effective outreach to the General Assembly and real estate sectors. The Executive Director indicated that Rhode Island Housing is evaluating and refining efficient communication channels relating to its policy initiatives and programs. The Committee discussed the importance of distinguishing between organizational approachability and the Executive Director's individual approachability. In some instances, the Executive Director may not be the appropriate contact person, although persons and groups outside of Rhode Island Housing may perceive him to be the point of contact.

The Committee discussed that there will be no adjustment to the Executive Director's annual salary in light of the freezing of salaries at Rhode Island Housing. The Chair indicated that he will provide a report of the evaluation process and the Committee's meeting at the December 2013 Board meeting.