

**MINUTES**  
MEETING OF IMPACT HARRISBURG  
June 2, 2015, 2 P.M.  
Pennsylvania Housing Finance Agency  
211 North Front Street  
Harrisburg, PA 17105

Officers of the Board Present:

Neil Grover, Chair  
Doug Hill, Vice-Chair  
Les Ford, Secretary  
Brittany Brock, Treasurer

Board of Directors Present:

Dale Laninga, Director  
Gloria Martin-Roberts, Director  
Jackie Parker, Director  
Karl Singleton, Director

Board of Directors Absent:

Brian Hudson, Sr., Director

Others Present:

Fred Reddig, Coordinator for the City of Harrisburg  
Anne Morrow, Recording Secretary

Mr. Grover was briefly delayed getting to the meeting. Mr. Hill called the meeting to order at 2:05 p.m.

**1. Minutes of the May 19, 2015 meeting**

Mr. Hill asked the Board if there were any additions or edits to the May 19, 2015 meeting minutes. Hearing none, Mr. Hill indicated the meeting minutes were approved as submitted.

**2. Board Insurance**

Ms. Brock noted she had been out of the office on vacation for the past week and has not had a chance to follow up with Mr. Enders. She advised she will give Mr. Enders a call tomorrow, June 3, for a status on Board insurance.

**ACTION: Ms. Brock will obtain an update from Mr. Enders, including any quotes that may have been received from interested carriers. Ms. Brock will provide a status update to the Board via email prior to the next meeting.**

**3. Depository RFP**

Ms. Brock provided recommendations on the 4 proposals received for depository:

- The proposal from Mid Penn Bank did not provide any fee structure, making the proposal incomplete and therefore it should not be considered.
- Metro Bank and Mid Penn Bank both provided proposals with an earnings credit rate. This is a rate used by a bank to determine the amount of credit they will grant a customer based on their earnings. Any fees that are incurred would be offset by the interest earnings at month-end. These types of accounts are typically used for larger corporate customers that are processing large volume transactions. Ms. Brock also noted she had to go through 4 different people at Metro Bank to obtain a proposal. The Board expressed their concern and agreed the process should be simplified with a direct contact in place that's reliable.
- Fulton Bank and M&T Bank both provided proposals using a municipal money market fund structure. A money market fund is a type of mutual fund that invests in short-term securities and other high quality, liquid investment types. This is a traditional type of money market that accrues interest each month based on the month-end balance.
- The fees for both Fulton Bank and M&T Bank are basically the same. It was noted there will not be a lot of transactions for this account, will be an easy account to maintain and will be in good hands with either one of these depository's.

It was moved by Mr. Ford and seconded by Mr. Laninga that:

**“Invitations to attend the next Board meeting be extended to Fulton Bank and M&T Bank for the purpose of providing the Board with a presentation based on the completion of their proposal as depository.”**

**MOTION CARRIED UNANIMOUSLY**

**ACTION: Ms. Brock will contact Fulton Bank and M&T Bank to schedule individual presentations for depository at the next Board meeting on June 16.**

#### **4. Executive Director Search Committee status**

Mr. Grover noted 39 applications were received for the Executive Director position. The Executive Director Search Committee discussed scheduling a meeting to review the applications. Once the committee narrows the list of applicants, the Board will begin conducting interviews. Based on the screening and interview results there may be 2 rounds of interviews.

**ACTION: Ms. Martin-Roberts will contact Mr. Hudson, Committee Chair, for the purpose of scheduling a committee meeting to review the applications received for the Executive Director position.**

#### **5. Office Space**

The Board was unavailable to tour the office space on the dates and/or times provided by Pinnacle Health over the past 2 weeks. Mr. Singleton noted Pinnacle Health has an

opening this week on Thursday, June 4. Several of the Directors noted they were available and would meet at Pinnacle Health on Third Street at 1 p.m. to tour the office space and meeting room.

**ACTION: Mr. Singleton will send an email confirmation to the Directors with the date, time and location for touring the office space and meeting room at Pinnacle Health on Third Street, Harrisburg.**

#### **6. Accountant**

Mr. Grover noted he received an email from Mr. Dan Miller expressing interest in the position of Accountant.

**ACTION: Ms. Brock will provide a list of approximately 5-7 accountants to the Board for consideration via email prior to the next Board meeting. Mr. Miller will be included on this list.**

#### **7. Discussion on Application Guidelines**

The Board agreed to defer current discussions on application guidelines until an Executive Director is hired.

#### **8. Other Business**

Mr. Grover noted he will contact Mr. Antonacci to further discuss the Sunshine Act, the Ethics Act and how the Board should proceed on both.

The Chair adjourned the meeting at 2:33 p.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next meeting will be held at the Pennsylvania Housing Finance Agency on Tuesday, June 16, 2015, at 2 p.m.

Approved this 16<sup>th</sup> day of June, 2015.



Mr. Neil Grover, Chairman of the Board



Mr. Les Ford, Secretary