

MINUTES
MEETING OF IMPACT HARRISBURG
July 23, 2015, 3 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
Brittany Brock, Treasurer

Board of Directors Present:

Brian Hudson, Sr., Director
Dale Laninga, Director
Gloria Martin-Roberts, Director
Karl Singleton, Director

Board of Directors Absent:

Les Ford, Secretary
Jackie Parker, Director

Others Present:

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

Mr. Grover called the meeting to order at 3 p.m. Mr. Ford and Ms. Parker were unable to attend the meeting due to prior commitments. The Board was made aware of this prior to the meeting.

1. Executive Director Search Committee status

Mr. Grover noted the Board just completed the last of 6 interviews for the Executive Director position. As a result of that interview and from the Board's post-interview discussion, the Board has decided there is no need for a second round of interviews. Mr. Grover asked if there is a motion to make an offer to the last candidate for the Executive Director position.

It was moved by Ms. Martin-Roberts and seconded by Mr. Hudson that:

"An offer for the Executive Director position be made to Aiisha Herring-Miller."

MOTION CARRIED UNANIMOUSLY

It was moved by Ms. Martin-Roberts and seconded by Mr. Singleton that:

"An offer be made to Ms. Herring-Miller with a combined total value up to \$100,000 with a cap on the salary portion at \$75,000 per year plus up to \$5,000 towards moving expenses with receipts to be exercised within the first year of the beginning of the job."

MOTION CARRIED UNANIMOUSLY

ACTION: Mr. Hudson will contact the applicant to make the job offer for the Executive Director position and further negotiate terms.

2. Minutes of the June 16 & 24, 2015 meeting

It was moved by Ms. Brock and seconded by Mr. Hill that:

"The minutes from the Impact Harrisburg Board of Directors meetings of June 16 & 24, 2015 be approved as printed."

MOTION CARRIED UNANIMOUSLY

3. Depository

Mr. Grover noted he and Mr. Reddig went to Fulton Bank to complete the necessary paperwork required to open an account for Impact Harrisburg. Ms. Brock followed up with Mr. Rottmund from Fulton Bank regarding the documentation needed to finalize opening an account. Once the account is opened a wire transfer will be initiated to move the funds that are currently being held at Metro Bank into the newly created account at Fulton. Mr. Reddig requested a day's notice prior to initiating the wire transfer from Metro Bank. The Board will then determine how many subaccounts are needed and have those accounts created. Ms. Brock recommended opening 2 money market and 3 checking accounts.

ACTION: After the meeting, Ms. Brock will obtain the additional information needed from Mr. Grover for Fulton Bank to open the account for Impact Harrisburg. Ms. Brock will email Mr. Reddig once Fulton Bank has the account opened for Impact Harrisburg to receive funds.

ACTION: Mr. Grover will create a letter notifying the banks who submitted a Depository RFP of the Board's selection.

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

"The Chair, Treasurer and Executive Director be the 3 authorized signors on each account with Fulton Bank; and that these same signors also be authorized to sign checks, which will require 2 signatures, for any disbursements from Impact Harrisburg accounts."

MOTION CARRIED UNANIMOUSLY

4. Board Insurance

Ms. Brock provided an update regarding Board Insurance. She inquired who the Board would like to have bonded with Fidelity coverage - the entire Board or only those who are authorized signors. Ms. Brock noted thru her conversation with Mr. Enders that he recommended those Directors who have signatory power should be on the Fidelity Bond.

After discussions regarding the coverage, Mr. Grover asked Ms. Brock to confirm if the pricing is an annual premium or if the pricing is for a 3-year policy period.

It was moved by Mr. Hudson and seconded by Ms. Martin-Roberts that:

"The proposal from Cincinnati Insurance Company thru Enders Insurance Agency, as Broker, for Board Insurance be accepted, which will cover each Director as well as the organization as outlined with the coverage and prices including a Fidelity Bond for an extra cost, as offered."

MOTION CARRIED UNANIMOUSLY

ACTION: Ms. Brock will contact Mr. Enders to confirm if the pricing is an annual premium or for a 3-year period.

5. Office Space

It was moved by Mr. Grover and seconded by Mr. Hudson that:

"The Board sign a 1-year lease for office space at Pinnacle Health on 3rd Street in Harrisburg; and once an Executive Director is hired be authorized to set up the office at that location."

MOTION CARRIED UNANIMOUSLY

6. Accountant

Ms. Brock emailed the following list of accountants to the Board for consideration.

- i. Jim A. Koontz, Brown Shultz Sheridan Fritz, Camp Hill
- ii. Diana M. Reed, Diana M. Reed Associates, Hershey
- iii. Jesse Lambert, Gift & Associates, Mechanicsburg
- iv. Jim P. Shellenberger, Sr., McKonly & Asbury, Camp Hill
- v. Dan C. Miller, Miller Dixon Drake, Harrisburg
- vi. Nick Greyshock, SF & Company, Wormleysburg
- vii. Jon Culp, Smoker Smith & Associates, Hershey

Mr. Grover disclosed McKonly & Asbury are accountants for the City of Harrisburg, Harrisburg Redevelopment Authority and Capital Region Water. Mr. Hudson disclosed 3 of these firms work on PHFA's tax credit program and Mr. Hill also disclosed his Association had used McKonly & Asbury but currently uses SF & Company. After discussion, no additional accountants were added to the list.

ACTION: Ms. Brock will create a letter that will be sent to the accountants requesting a letter of interest.

7. Other Business

Mr. Grover noted another invoice was received from McNees Wallace & Nurick for services rendered by Mr. Antonacci.

ACTION: Mr. Grover will forward the invoice to Ms. Morrow for scanning and distribution to the Board for review and approval.

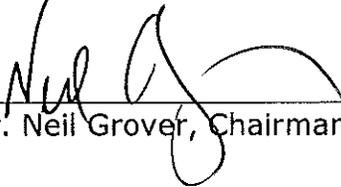
It was discussed that once an Executive Director is hired a public announcement will be made to advise the public on the progress the Board has made over the past 5 months.

The Chair adjourned the meeting at 3:48 p.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting will be held on August 11, 2015, at 2 p.m.

Approved this 11th day of August, 2015.



Mr. Neil Grover, Chairman of the Board



Mr. Les Ford, Secretary