

MINUTES
MEETING OF IMPACT HARRISBURG
August 11, 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
Brittany Brock, Treasurer
Les Ford, Secretary

Board of Directors Present:

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

Others Present:

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

Mr. Grover called the meeting to order at 2:11 p.m. All Board Directors were present.

1. Minutes of the July 23, 2015 meeting

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

"The minutes from the Impact Harrisburg Board of Directors meeting of July 23, 2015 be adopted as printed."

MOTION CARRIED UNANIMOUSLY

2. Depository

Ms. Brock noted she and Mr. Grover both completed all necessary paperwork required for opening an account with Fulton Bank. The account was opened on Friday, August 7, 2015. Mr. Reddig noted he was also in contact with Fulton Bank regarding the wire transfer of funds from Metro Bank. The wire transfer will occur over the next few days.

ACTION: Mr. Grover will send out a draft letter to the depositories who submitted RFP's advising them of the Board's decision.

3. Board Insurance

Ms. Brock and Mr. Grover had a conference call this morning with Mr. Enders from Enders Insurance to clarify the premium amount will be billed yearly for a 3 year contract. It was

also confirmed that the bonded positions will be the Chair, Treasurer and the Executive Director.

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

"The Board retain Cincinnati Insurance Company thru Enders Insurance Agency, as Broker, for Board Insurance effective February 17, 2015, if valid; otherwise, the effective date will be as of today's date, August 11, 2015, on all Impact Harrisburg Board of Directors, with Operations & Directors insurance, Employment insurance and Fidelity bonding of Officers; it is a 3 year contract with the annual fee guaranteed for each of the 3 years; and authorizes the annual premium be paid by the Treasurer upon submission."

MOTION CARRIED UNANIMOUSLY

ACTION: Ms. Brock will contact Mr. Enders for confirmation on the effective date; if the effective date will be retroactive to February 17, 2015, the date of the first Board meeting or if the effective date will be today's date when the Board carried the motion to retain Cincinnati Insurance Company for Board insurance.

4. Executive Director Search Committee status

Mr. Hudson reported a job offer was made to Mrs. Aisha Herring-Miller for the Executive Director position, however, after several conversations Ms. Herring-Miller was unable to accept the position due to family obligations.

After further discussion, the Board recommended reposting the Executive Director position in the newspaper with the Patriot-News as well as running an ad in the local trade association magazines.

It was moved by Mr. Laninga and seconded by Ms. Parker that:

"The Executive Director Search Committee reconvenes to reopen the Executive Director search process for 30 days from the posting date of the job advertisement."

MOTION CARRIED UNANIMOUSLY

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

"The job description for the Executive Director position be revised to indicate the job location is in the City of Harrisburg."

MOTION CARRIED BY 5/4 VOTE

**Mr. Ford – Yea
Ms. Martin-Roberts – Yea
Mr. Hudson – Yea
Mr. Laninga – Yea
Mr. Singleton – Yea**

**Ms. Brock – Nay
Mr. Grover – Nay
Mr. Hill – Nay
Ms. Parker – Nay**

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

"The allocation of \$5,000 go towards advertising expenses with local publications for the reposting of the Executive Director position with the understanding that this amount can be amended, if necessary, to cover the total cost for advertisement of the Executive Director position."

ACTION: Mr. Hudson will revise the Executive Director job advertisement to indicate the job location is in the City of Harrisburg; and to inform applicants who are unable to send their resume thru Impact Harrisburg's Gmail account electronically that a hard copy can be mailed to Mr. Fred Reddig, Coordinator for the City of Harrisburg, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120-0225. Mr. Reddig will also update the Executive Director job description to reflect the same. Both the job description and job advertisement will be posted to the DCED website.

5. Office Space

Mr. Grover reported that Pinnacle Health has provided the Board with a simple memorandum letter agreement to be executed for the use of the office space. The Board will authorize signing the agreement today. Ms. Martin-Roberts suggested that the Board send their meeting schedule to Ms. Helt at Pinnacle Health for scheduling and availability purposes of the shared meeting room for all future Board meetings.

ACTION: Mr. Singleton will contact Pinnacle Health to advise that the Board has signed the agreement. A copy of the agreement will be sent electronically to the Board.

6. Accountant

The following is the list of accountants that are being considered by the Board.

- 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

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

7. Other Business

Mr. Grover recommended the Board not pay any invoices until the Board has insurance coverage in place through Enders Insurance.

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

"With the binding of Board insurance with Cincinnati Insurance Company thru Enders Insurance Agency, as Broker, the Board approves the payment of 2 invoices received from McNees Wallace and Nurick for legal services for the Harrisburg Strong Task Force and Impact Harrisburg; 1.) Invoice 750341, for services rendered from April 30, 2014 thru April 30, 2015 in the amount of \$9,142.40 and 2.) Invoice 755829, for services rendered from May 19, 2015 thru June 2, 2015 in the amount of \$1,284.00."

MOTION CARRIED UNANIMOUSLY

Mr. Singleton asked that the Board revisit the Investment Policy created by the Harrisburg Strong Task Force to move forward with a RFP. Mr. Grover agreed the Board should make the Investment Policy a top discussion on their agenda at the next Board meeting. The Board all agreed.

The Chair adjourned the meeting at 3:17 p.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting will be held on August 25, 2015, at 2 p.m.

Approved this 25th day of August, 2015.



Mr. Neil Grover, Chairman of the Board



Mr. Les Ford, Secretary