

## MINUTES

### MEETING OF IMPACT HARRISBURG

April 5, 2016, 10:30 A.M.

Joseph T. Simpson Board Room, Pinnacle Health, Polyclinic Campus  
2501 North Third Street, Harrisburg

#### Officers of the Board Present:

Neil Grover, Chair  
Doug Hill, Vice-Chair  
Brittany Brock, Treasurer

#### Board of Directors Present:

Dale Laninga, Director  
Gloria Martin-Roberts, Director  
Russ Montgomery, Director  
Jackie Parker, Director

#### Others Present:

Sheila Dow-Ford, Executive Director  
Fred Reddig, Coordinator for the City of Harrisburg  
Anne Morrow, Recording Secretary

#### Officers of the Board Absent:

Brian Hudson, Secretary  
Karl Singleton, Director

Mr. Grover called the meeting to order at 10:41 a.m.

Mr. Grover advised Mr. Singleton notified him that he would not be in attendance at today's meeting. Ms. Dow-Ford also noted Mr. Hudson advised her that he would not be in attendance at today's meeting.

### 1. Regular Minutes of March 3, 2016

It was moved by Ms. Martin-Robert and seconded by Ms. Brock that:

**"The minutes from Impact Harrisburg Board of Directors regular meeting of March 3, 2016 be approved as printed."**

**MOTION CARRIED UNANIMOUSLY**

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

**"The minutes from Impact Harrisburg Board of Directors executive session of March 3, 2016 be approved as printed."**

**MOTION CARRIED UNANIMOUSLY**

### 2. Treasurer's Report

Ms. Brock provided the Board with the February 29, 2016 month-end statement she received from the accountant, Gift & Associates. The statements reflect the following current assets:

- Fulton Operating Account: \$144,631.97
- Fulton, Money Market: \$417.15

- Investments: \$12,118,910.50
- Wilmington Trust: \$200,554.05

Ms. Brock reported she is in receipt of an invoice from Gift & Associates requesting payment for their March monthly fee in the amount of \$315, per their engagement letter.

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

**"The invoice from Gift & Associates, in the amount of \$315.00, for their March monthly fee, be approved for payment."**

**MOTION CARRIED UNANIMOUSLY**

Mr. Grover noted he was in receipt of an invoice from Cincinnati Insurance in the amount of \$25. The invoice will be submitted to Ms. Dow-Ford for processing by the Treasurer. Ms. Brock noted she will ask for a motion to pay at the next Board meeting. Mr. Grover asked Ms. Brock to contact Cincinnati Insurance and provide them with the Board's PO Box address to avoid any delays with payments.

Ms. Brock reported she had a brief discussion with Wilmington Trust regarding any changes to the investments or if there were any anticipated disbursements. Having none at this time, Ms. Brock had nothing further to report.

### **3. Executive Director Report**

Ms. Dow-Ford reported she invited the two students from Harrisburg University (HU), Brandon L. Campbell and Nigel Alston, to today's meeting to provide the Board with an update on the progress they've achieved with designing a website for Impact Harrisburg. Board members were asked to type the following web address, [www.impactharrisburg.org](http://www.impactharrisburg.org), into their cell phones to access and view the newly created website designed for Impact Harrisburg.

Brandon and Nigel reported the website theme, which the Board selected at the last Board meeting, is now live. The site will only be live for a brief period for the Board to view and then will be inaccessible until all the data is uploaded, which will take approximately 2 weeks. The plan is to have the website up for the public to view by Friday, April 15<sup>th</sup>.

The students reported the site was installed on DreamHost and the domain name that was registered is [impactharrisburg.org](http://impactharrisburg.org). A content manager was also installed, which will allow for easy interface of updates or postings of additional content to the website.

Ms. Dow-Ford suggested paying Brandon and Nigel a small stipend of \$125 each for their time and work with designing Impact Harrisburg's website. She is willing to pay them out of her own pocket and asked for reimbursement if the Board approves of this expense.

Ms. Dow-Ford noted another meeting has been scheduled with Brandon and Nigel for this Thursday, April 7<sup>th</sup>, at the Heinz-Menaker Senior Center to discuss how to refine the website and for loading more content. She extended an invitation to the Board should they desire to attend.

Ms. Dow-Ford handed out a draft application kit for the Board's review. She noted a meeting is scheduled with Mr. Hudson, Board Secretary, for this Friday, April 8<sup>th</sup> at 10:30 a.m. at PFHA to review and discuss the guideline requirements and draft application kit. She noted she has already met with the Ad Hoc Committee as well as others on the Board and Mr. Reddig regarding these documents and emphasized Mr. Hudson will also be a good resource with finalizing the requirements and application. Again, Board members are welcome to attend.

Moving forward, Ms. Dow-Ford set some ambitious timelines to finalize the guideline requirements and project application kit. After some discussion, she and Board established the following dates for projects relating to the funding for economic development:

- Round I Application Opening Date: Friday, April 15, 2016
- Public meetings announcing the roll-out for economic development project applications:
  - Heinz-Menaker Senior Center, Monday, April 18<sup>th</sup> at 5:30 p.m.
  - Hamilton Health Center, Tuesday, April 19<sup>th</sup> at 5:30 p.m.
  - Latino Hispanic American Community Center, Wednesday, April 20<sup>th</sup> at 5:30 p.m.
- Pre-application Workshop: Heinz-Menaker Senior Center, Monday, May 16<sup>th</sup> by 5:30 p.m.
- Round I Application Due Date: Wednesday, June 15, 2016

Ms. Dow-Ford will use traditional media sources and public advertising as well as other community group listings for announcing these important dates to the public.

**ACTION: Ms. Dow-Ford was asked by Ms. Brock to put together a list of all media and community groups who will be notified of the economic development application dates. The list will be distributed to the Board electronically by Friday, April 8<sup>th</sup>.**

In reviewing the Guidelines and Application Kit, Ms. Brock presented the following edits/questions:

1. Guidelines: Economic Development Projects - Add to Page 2 under Requirements

Question: Will the Board fund economic development projects that have already started?

Response: The Board agreed projects that have already begun will not be funded.

2. Application Kit: Page 8 and throughout the various program Guidelines

Page 8, #2. Certification from the City's Planning Department that the project is consistent with Harrisburg's Comprehensive Plan.

Response: Yes, the Board agreed.

3. Guidelines: Page 10, Under Process for accessing funds; #2 and Page 13, #2

The Board agreed that this section on both pages should be consistent. Ms. Dow-Ford suggested the Board maintain the language with the understanding that it's going to require careful oversight. The Board also acknowledged the language does state that detailed invoices are required.

4. Guidelines: Exhibit C

Question: Has the scoring matrix been established with the evaluation criteria?

Response: Ms. Dow-Ford noted the scoring matrix hasn't been established at this time but she will work with the Ad Hoc Committee to come up with proposed weighted percentages for each criteria based upon the grid on the back of the guidelines that lays out the factors that are within the scoring matrix, for each category of funding. Once obtained and completed it will be shared with the Board.

Mr. Grover presented the following edits/questions:

1. Guidelines: Page 3 under Other General Requirements; last bullet

- Projects must be audited with 180 days.....

Suggested language:

Projects must be audited independently by a CPA within 180 days...and furnished to the Board.

2. Guidelines: Page 4 under Prevailing Wage – further clarification is needed. This section is also addressed in the application kit.

Response: Ms. Dow-Ford inquired and will inquire again with McNees Wallace & Nurick for clarification regarding Prevailing Wages and will convey a clearer understanding in the program requirements and application kit.

3. Application Kit: Page 16, Exhibit C under Large Economic Development Projects

Remove the extra "0" in the following amounts:

Under Match Requirement - should be listed as \$50,000 to \$250,000, minimum 1:1; \$250,000 to \$500,000, minimum 1:3; and

Under Infrastructure Contingency Fund Guidelines - should be listed as Maximum Grant Amount is \$500,000

The Board decided they would wait before making a motion to accept the Guidelines and Application Kit so that additional technical amendments can be completed.

Ms. Brock volunteered to make the changes to both the Guidelines and Application Kit as discussed.

Once the edits are made, Ms. Dow-Ford will distribute the revised Guidelines and Application Kit for final review on Friday, April 8<sup>th</sup>.

A 48 hour timeline was agreed upon by the Board to review the final product and hold an electronic vote to accept the Guidelines and Application Kit. Once accepted, Ms. Dow-Ford will work with Brandon and Nigel on loading these documents to the website by Friday, April 15<sup>th</sup>.

Mr. Grover asked for a motion to go into executive session.

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

**"The Board voted to go into executive session to further discuss a potential legal matter. The executive session began at 11:54 a.m. and ended at 12 p.m."**

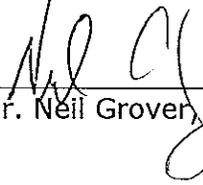
**MOTION CARRIED UNANIMOUSLY**

The Chair adjourned the meeting at 12 p.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for April 19<sup>th</sup> at 10:30 a.m. at the Pinnacle Health, Polyclinic Campus, 2501 North Third Street, Harrisburg, PA.

Approved this 19<sup>th</sup> day of April, 2016.

  
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Mr. Neil Grover, Chair

  
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Ms. Sheila Dow-Ford, Executive Director

