

MINUTES

MEETING OF IMPACT HARRISBURG

April 19, 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
Brian Hudson, 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

Russ Montgomery, Director

Others Present:

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

Mr. Grover called the meeting to order at 10:42 a.m. Ms. Brock arrived at 11:00 a.m.

1. Regular Minutes of April 5, 2016

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

“The minutes from Impact Harrisburg Board of Directors regular meeting of April 5, 2016 be approved as printed.”

MOTION CARRIED UNANIMOUSLY

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

“The minutes from Impact Harrisburg Board of Directors executive session of April 5, 2016 be approved as printed.”

MOTION CARRIED UNANIMOUSLY

2. Executive Director Report

Ms. Dow-Ford reported the website for Impact Harrisburg (IH) was ready for public viewing by the due date given of April 15, 2016. However, the site was parked and will not be released to the public until decisions by the Board are reached. These decisions will be discussed later in executive session.

Ms. Dow-Ford reported all project applications will be accessible on the website and can either be downloaded or completed online. Brandon Campbell and Nigel Alston, who have been assisting IH with the website, have put a tremendous amount of work into creating the website for IH. Brandon

has been the lead person on the project with Nigel assisting when able. Due to Nigel's workload on another project, Ms. Dow-Ford recruited another student, Nora Peach, from Harrisburg University to help with populating the site and with the branding of IH. Ms. Dow-Ford inquired with Nora regarding the cost for the branding of the website and brochure. An amount of \$200 was quoted, which Ms. Dow-Ford felt was a bargain. An example of the brochure was handed out to the Board for their review. It was noted that the end result will be a tri-fold brochure that will conform to the large economic application kit. Ms. Dow-Ford noted she was aware that resources had been put aside for these types of services and that the Board had discussed creating a budget but that a budget was not established at this time. An invoice was submitted to Ms. Brock for Nora Peach's services in the amount of \$200.

At the last Board meeting Ms. Dow-Ford noted she wanted to give the students a stipend for their services. Mr. Hudson suggested a payment of some type should be considered for the student's time and work that was put into developing the website and branding for IH. The Board was in agreement. Ms. Dow-Ford proposed the following payments: \$500 be paid to Brandon Campbell, project leader; \$250 be paid to Nigel Alston, project assistant and \$200 to Nora Peach, project assistant. Ms. Dow-Ford noted Nora is finalizing the branding work and will be submitting one or two additional invoices for payment. Ms. Dow-Ford noted if the Board went elsewhere for these services (the creation of an entire website and branding) the cost would most likely go over \$1,200.

Mr. Grover suggested that the Board pass a line item budget for these services.

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

"A website IT budget be approved for the remainder of 2016 with a \$3,000 allocation; and that any expenses related to this line item be tracked by invoices and/or receipts, and be reported to the Treasurer and Board."

MOTION CARRIED UNANIMOUSLY

Ms. Dow-Ford provided the Board with a sample application and reviewed it with the Board. She noted an application form was designed for each program. At the bottom of each application there is a checklist to assist the applicant in cross-checking their information and paperwork. Ms. Martin-Roberts requested a complete packet of program applications once they are finalized. Mr. Reddig also suggested including a filing address and/or email address that identifies the location of where the applications are to be submitted.

ACTION: Ms. Dow-Ford will paginate and date each program application and provide a complete packet electronically to the Board once finalized.

Ms. Dow-Ford acknowledged she is currently working out of the office of Heniz-Menaker Senior Center at 1824 North Fourth Street, Harrisburg. Heniz-Menaker Board has agreed to allow Ms. Dow-Ford to utilize some space at the Center until she is able to move into a permanent office location. Ms. Dow-Ford is giving an in-kind contribution to the Center and is not being charged for the space she is using at the Center to conduct IH business. The current office space at Pinnacle Health is not conducive to business at this time. Ms. Dow-Ford will look for a different office location that is readily visible and accessible to the public.

Ms. Dow-Ford reported she scheduled several public meetings at the following locations and time. At these public meetings, Ms. Dow-Ford will provide insight on the organization, program information along with the project application deadlines. These meetings have been posted on the local neighbor website, "Nextdoor Downtown Harrisburg" and an interview was conducted with WGAL-TV.

- Tuesday, April 19 – Latino Hispanic American Community Center (LHACC) at 5:30 p.m.

- Wednesday, April 20 – Hamilton Health Center at 5:30 p.m.
- Monday, April 25 – Heinz-Menaker Senior Center at 5:30 p.m.
- Thursday, April 28 - Latino Hispanic American Community Center (LHACC) at 5:30 p.m.
- Tentative meeting - Monday, May 2 – Madeline L. Olewine Library at 5:30 p.m.

3. Treasurer’s Report

Ms. Brock reported she received the Fulton Bank month-end statement for March 31, 2016 showing the current balance in the operating account is \$127,018.73.

Ms. Brock reported she has several invoices for approval. The first is an invoice from Pinnacle Health in the amount of \$10.90 for the March monthly phone service.

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

“The invoice from Pinnacle Health, in the amount of \$10.90, for the March monthly phone service, be approved for payment.”

MOTION CARRIED UNANIMOUSLY

Three invoices were from McNeese Wallace & Nurick in the amounts of \$4,052.32 and \$3,128.20 for litigation services, and \$8,020.87 for organizational services.

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

“The invoices from McNeese Wallace & Nurick, in the amount of \$4,052.32 and \$3,128.20 for litigation services, and \$8,020.87 for organizational services, be approved for payment.”

MOTION CARRIED on a 7-1 vote with Mr. Singleton voting no

Further discussion then occurred regarding the limit that was agreed upon by McNeese Wallace & Nurick for litigation services. Mr. Grover and Ms. Dow-Ford agreed they recalled that the Board agreed to set a cap of \$8,000 for litigation services by McNeese Wallace & Nurick and that this had been discussed with the firm. The Board decided to review prior meeting minutes to determine what the cap limit amount was set at before paying the invoices.

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

“The motion to pay the invoices from McNeese Wallace & Nurick in the amount of \$4,052.32 and \$3,128.20 for litigation services and \$8,020.87 for organizational services be rescinded until information regarding the capped amount is confirmed and an electronic vote can then be taken.”

MOTION CARRIED UNANIMOUSLY

Ms. Brock asked for a motion to pay an invoice from Nora Peach in the amount of \$200 for graphic and IT services relating to IH website and branding.

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

“The invoice from Nora Peach, in the amount of \$200, for graphic and IT services relating to IH website and branding, be approved for payment.”

MOTION CARRIED UNANIMOUSLY

- Ending Market Value: \$12,059,721.88
- Asset Allocation: \$9,314,497.86 (77% in fixed income) and
- Cash & Equivalence: 23% (funds that are anticipated for grants)
- Yield: 1.36%
- Estimated Annual Income: \$245,376.84

Mr. Reddig provided comment on the budget issue and advised that there is some guidance in the Court Order that approved the Task Force report in terms of administrative costs. This guidance should be taken into account as part of the development of the budget. The Board was receptive.

The Board went then went into executive session.

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

"The Board voted to go into executive session to further discuss a legal matter and other concerns with the project applications. The executive session began at 11:38 a.m. and ended at 12:48 p.m."

MOTION CARRIED UNANIMOUSLY

The Chair adjourned the meeting at 12:48 p.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for May 5th, at 10:00 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 5th day of May, 2016.



Mr. Neil Grover, Chair



Mr. Brian Hudson, Secretary