

MINUTES
MEETING OF IMPACT HARRISBURG
June 7, 2016, 10:30 A.M.
Pennsylvania Housing Finance Agency
211 North Front 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
Russ Montgomery, Director
Jackie Parker, Director
Karl Singleton, Director

Others Present:

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

Mr. Hill called the meeting to order at 10:47 a.m. Mr. Grover arrived at 10:51 a.m.

1. Regular and Executive Meeting Minutes of May 17, 2016

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

"The minutes from Impact Harrisburg Board of Directors regular meeting of May 17, 2016 be approved as printed."

MOTION CARRIED UNANIMOUSLY

2. Treasurer's Report

Ms. Brock reported the Operating account at Fulton Bank carries a current balance of \$119,742.

The Executive Director and Treasurer are preparing a budget for this year as well as 2017. They plan to have the budgets completed for review at the next Board meeting on June 21st.

The Executive Director and Treasurer scheduled a preliminary meeting in September with Maher Duessel, Auditors. The auditors intend to conduct the annual audit for FY 15-16 sometime in October.

The following invoices were discussed for approval to pay:

- McNees Wallace & Nurick: Invoice #783823 in the amount of \$1,898 for litigation fees over the application of the Sunshine Act.
- Gift & Associates, Accountants: May monthly invoice in the amount of \$315.

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

“The invoice from McNeese Wallace & Nurick, in the amount of \$1,898, for litigation over the application of the Sunshine Act be approved for payment.”

MOTION CARRIED UNANIMOUSLY

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

“The invoice from Gift & Associates in the amount of \$315, for the May monthly fee, be approved for payment.”

MOTION CARRIED UNANIMOUSLY

As noted at the May 3rd Board meeting, it's vital that the Executive Director communicate to the Treasurer any applications that are received from the City and Capital Region Water in order to keep a running tally of projects that could be awarded funds within the next 60 days. This information is necessary for Wilmington Trust to make sure enough money will be liquid and easily converted to cash when disbursements are needed.

Wilmington Trust currently has \$3.2 million liquid with the remaining amount invested in short-term assets.

3. Executive Director Report

Ms. Dow-Ford reported the website for Impact Harrisburg, www.impactharrisburg.org, is up and running and accessible to the public. The Executive Director suggested moving the website from the free server it currently utilizes to a server that's low in cost but provides greater efficiency. The Board was in agreement. Mr. Montgomery inquired on the number of hits the website is receiving. Ms. Dow-Ford will obtain the website hits weekly and include this number in her subsequent reports.

Infrastructure Project applications are due this **Friday, June 10, 2016** from the City of Harrisburg (City) and Capital Region Water (CRW). The Executive Director has been in contact with both applicants regarding infrastructure projects and the due date.

The Executive Director met with Wayne Martin, Jonathan Hicks and Bruce Weber from the City on Thursday, May 19th, and discussed all the elements of the grant process for infrastructure and economic development.

The Infrastructure application due date was slightly adjusted from the initial date noted in previous minutes. To alleviate any confusion going forward, the Executive Director will post an "alert" on the website notating the correct application due date of June 10, 2016.

Program applications for the **Large Economic Development Projects and Community Building Grants** are due on **Friday, July 15, 2016**.

The Board agreed to add a Questions and Answers (Q&A) page to the website to assist applicants with some frequently asked questions regarding the Guidelines for Economic Development projects.

The Executive Director is in the process of creating a Grant contract. A draft copy of the Grant contract will be completed by the next Board meeting on June 21st for the Board's review and approval.

ACTION: Ms. Dow-Ford will create a draft Grant contract for the Board's review and approval at the next Board meeting on June 21st.

A Review Committee was created for the purpose of reviewing Infrastructure project applications. Those on the Review Committee are Mr. Montgomery, Mr. Laninga, Ms. Brock, Ms. Martin-Roberts, Mr. Hill and Mr. Hudson.

Once the Infrastructure project applications are reviewed, if deemed appropriate, an interview will be scheduled with the applicant. The Review Committee will present its findings to the Board. The Board will then determine if additional expertise is needed to assist with the review. A decision to award funds for Infrastructure projects will be determined no later than July 5th.

ACTION: Ms. Dow-Ford will distribute the Infrastructure project applications, once received, to the Board for review along with a copy of the Guidelines.

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

"The Board go into executive session to further discuss a legal matter. The executive session began at 12 noon and ended at 12:12 p.m."

MOTION CARRIED UNANIMOUSLY

The Board had no further business.

The Chair adjourned the meeting at 12:13 p.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for June 21st, at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 21st day of June, 2016.



Mr. Neil Grover, Chair



Mr. Brian Hudson, Secretary

