

**MINUTES**  
**MEETING OF IMPACT HARRISBURG**  
September 7, 2016, 9:30 A.M.  
Pennsylvania Housing Finance Agency  
211 North Front Street, Harrisburg

Officers of the Board Present:

Neil Grover, Chair  
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

Officers of the Board and Board of Directors Absent:

Brian Hudson, Secretary  
Doug Hill, Vice-Chair

Ms. Brock called the meeting to order at 9:47 a.m.

**1. Regular Meeting Minutes of August 16, 2016**

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

**“The minutes from Impact Harrisburg’s Board of Directors regular meeting of August 16, 2016 be approved as printed.”**

**MOTION CARRIED UNANIMOUSLY**

**2. Treasurer’s Report**

The Treasurer reported the current Operating account at Fulton Bank has an approximate account balance of \$59,000. The Treasurer recommended to the Board that a transfer of funds from the Investment account to the Operating account be processed to cover expenses for the remainder of the year. The Board discussed future expenses and recommended an additional \$10,000 be added to the current budget for legal fees. The Treasurer will include the additional \$10,000 for legal fees to the budget ledger and present it to the Board for a motion at the next Board meeting for approval.

The Treasurer distributed the March 31, 2016 and June 30, 2016 Fixed Income Analysis and Holdings Detail statements from Wilmington Trust. Executive Director Dow-Ford noted she will

schedule a Finance Committee meeting before the next Board meeting for the purpose of reviewing the statements and strategizing to achieve the best return on the investments.

The Treasurer reported she didn't have any invoices for Board approval.

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

At the last Board meeting Executive Director Dow-Ford distributed the proposed Grant Contract agreement for the Board's review. Executive Director Dow-Ford noted the contract agreement will serve as a template that will embody the relationship between the Grantee and Grantor.

Mr. Grover, Chair, arrived at the meeting at 9:57 a.m.

Mr. Laninga recommended language be included in the Grant Contract that requires the Grantee to publically display Impact Harrisburg's name as the funding entity at its project location.

Ms. Brock also recommended adding language to the Grant Contract that outlines a section for special conditions, which specifies that the Board may request additional information regarding a project prior to distributing any grant funds.

Once reimbursement procedures are completed an addendum will be added to the Grant Contract agreement.

After further discussion, Executive Director Dow-Ford asked for a motion to accept the template of the Grant Contract with the additional language mentioned above by Mr. Laninga and Ms. Brock.

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

**"The format of the Grant Contract Agreement, along with the addendums, be approved as the template agreement between the Grantor and Grantees."**

### **MOTION CARRIED UNANIMOUSLY**

The Review Committee held 2 meetings since the last regular Board meeting on August 16 for the purpose of reviewing the Large Economic Development, Economic Development Contingency and Community Building project applications. The project list has been revised to reflect there are 12 applications each for the Large Economic Development and Community Building projects and one Economic Development Contingency application. The Economic Development Contingency application is for the City of Harrisburg in the amount of \$250,000 for computer software.

Executive Director Dow-Ford noted she spoke to Jonathan Hicks, City Grants Manager, on behalf of the Review Committee and stressed to him the committee's intention to award grant funds for the City's Economic Development Contingency project application for software for the City's computer system subject to an assurance from the City that they will endeavor to make the ongoing maintenance and upgrade of the City's computer system a priority.

The Board feels very strongly that by creating a budget line item in the City's Capital Program it will express the City's good faith intention to maintain its IT infrastructure. The Board supports the City in this effort and wishes ongoing success for the City's computer system. The Board

feels it's necessary to have a yearly budgeted line item for when future computer updates, upgrades or ongoing maintenance to the software and hardware systems are needed.

After further discussion the Board collectively agreed to make the following motion.

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

**"The Board approve the request from the City of Harrisburg for a grant in the amount of \$250,000 under the Economic Development Contingency program to be used for the purpose and implementation of computer software as described in the application of the City of Harrisburg"**

**MOTION CARRIED UNANIMOUSLY**

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

**"As part of the award letter, language will be added stating the Board of Impact Harrisburg requests that the City shall endeavor to include computer hardware and software investments as a budget priority."**

**MOTION CARRIED UNANIMOUSLY**

Executive Director Dow-Ford reported the Review Committee reviewed all applications relating to the Large Economic Development projects. At today's Review Committee meeting, discussion will be needed on where to categorize some of the applications, funding awards and funding amounts.

At the close of the regular Board meeting today, the Review Committee will move directly in to a Review Committee meeting for further discussion on the Economic Development program applications and to review the Community Building grant applications.

Executive Director Dow-Ford touched briefly on the project reimbursement procedures in connection with the Grant Contract. Executive Director Dow-Ford will contact Mr. Montgomery and/or Ms. Parker on their availability to meet next week to discuss creating a template for grant project reimbursements.

Executive Director Dow-Ford noted the MOU for the office space at HACC will be executed today. She will begin moving into the new office space in the near future.

#### **4. Other Business**

The Chair noted there was no need to go into an executive session as there were no updates.

Executive Director Dow-Ford worked with the Board on scheduling the following upcoming meetings:

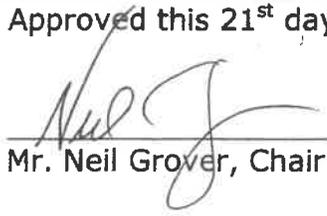
- Review Committee Meeting – Wednesday, September 14, 2016 at 9:30 a.m. at PHFA
- Regular Board Meeting – Wednesday, September 21, 2016 at 10:30 a.m. at PHFA

With there being no further discussion, the Chair adjourned the meeting at 10:46 a.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

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

Approved this 21<sup>st</sup> day of September, 2016.



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Mr. Neil Grover, Chair



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Mr. Brian Hudson, Secretary