

MINUTES
MEETING OF IMPACT HARRISBURG
November 1, 2016, 10:30 A.M.
Pennsylvania Housing Finance Agency
211 North Front Street, Harrisburg

Officers of the Board Present:

Neil Grover, Chair (via conference call)
Brittany Brock, Treasurer
Brian Hudson, Secretary

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 Absent

Doug Hill, Vice-Chair

Mr. Grover called the meeting to order at 10:42 a.m.

1. Regular Meeting Minutes of October 18, 2016

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

“The minutes from Impact Harrisburg’s Board of Directors regular meeting of October 18, 2016 be approved as printed.”

MOTION CARRIED UNANIMOUSLY

2. Treasurer’s Report

The Treasurer reported Maher Duessel, auditor for Impact Harrisburg, filed an automatic 3 month extension on filing IRS Form 990 to allow the Treasurer some additional time to get the necessary paperwork together. Paperwork will be gathered over the next week and given to the auditor.

The Treasurer reported Gift & Associates, accountant for Impact Harrisburg, advised they will file a short-year return from March 2015, when the organization was formed, through June 2015. The short-year return will show there was no activity during this period. At the same time the accountant will reflect the change to the fiscal year-end as June 30. There will not be any additional fees or penalties for this filing since the corporation had no activity. A full fiscal year-end return will be filed by November 15, 2016. Gift & Associates asked the Treasurer to gain

Board approval for the fiscal year-end change of June 30 and that it be retroactive to June 2015. Gift & Associates recommendation will keep the Board records up to date.

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

“The Corporation’s action that was originally approved in October 2015 amending the Board’s By Laws to reflect that its fiscal year will begin on July 1st and end on June 30th be retroactive to June 2015, be approved.”

MOTION CARRIED UNANIMOUSLY

The Treasurer noted two IRS Form 990’s will be filed this year; one for Executive Director Dow-Ford and the other for Ms. Nora Peach.

The Chair noted he received the 3rd quarter statement from Wilmington Trust for the Investment Account. The Treasurer will pick the statement up from the Chair before the next Board meeting and provide a report at that time.

3. Executive Director Report

Executive Director Dow-Ford reported the press event on Thursday, October 20, 2016 held in the Capitol Rotunda announcing the grant awards to 13 grantees was well attended by Board Directors, news reporters and grant recipients.

Grant contracts will be sent out to the grantees over the next few days, which will include a notation requesting additional paperwork, if applicable. Moving forward, contract meetings will be scheduled to further discuss the grant contract and to go over any special conditions that may be necessary for finalizing the contract. Board members suggested that the special conditions addendum be provided at the time the contract is provided for execution. Funding will not be released until all paperwork is received.

Ms. Dow-Ford stated she met with Sigma Resources on Friday, October 21, 2016 to discuss the grant for the Microsoft 365 software. A grant contract will be going out to the City this week. Executive Director Dow-Ford noted the grant contract for the City’s computer software project was sent for review and execution to Joyce Davis, the City’s Communications Director. Ms. Davis stated she would work closely with the City’s legal department to get the contract finalized and executed in a timely manner. A grant contract was also sent to Mr. Hicks, City Grants Manager, and to Capital Region Water for the Collaborative Multi-Modal Transportation project.

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

“The Board voted to go into executive session to further discuss pending litigation. The executive session began at 11:07 a.m. and ended at 11:24 a.m.”

MOTION CARRIED UNANIMOUSLY

Executive Director Dow-Ford noted each grant application will have a contract number for tracking and monitoring purposes.

Executive Director Dow-Ford will begin working on the project reimbursement procedures. A template will be distributed for further discussion at the next Board meeting.

Executive Director Dow-Ford requested the Board forward recommendations for a construction manager. A request for professional services will then be circulated for the Board's approval.

4. Other Business

The Treasurer asked that she be copied on all emails relating to the grant contract meetings.

Ms. Martin-Roberts departed the meeting at 11:37 a.m.

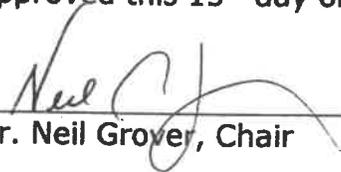
The Treasurer inquired what the process will be for the remaining grant funds. Mr. Hudson noted the Board will determine this once a construction manager is on board if a second round of applications will be undertaken.

There being no further business, the Chair adjourned the meeting at 11:40 a.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for November 15 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 15th day of November, 2016.



Mr. Neil Grover, Chair



Mr. Brian Hudson, Secretary