

MINUTES
MEETING OF IMPACT HARRISBURG
November 15, 2016, 10:30 A.M.
Pennsylvania Housing Finance Agency
211 North Front Street, Harrisburg

Officers of the Board Present:

Doug Hill, Vice-Chair

Board of Directors Present:

Dale Laninga, Director
Russ Montgomery, Director
Jackie Parker, Director
Karl Singleton, Director (Arrived at 11:23 a.m.)

Others Present:

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

Officers of the Board Absent

Neil Grover, Chair
Brittany Brock, Treasurer
Brian Hudson, Secretary
Gloria Martin-Roberts, Director

Mr. Hill called the meeting to order at 10:42 a.m. The meeting began without a quorum. Only 4 Directors were present.

1. Executive Director Report

Executive Director Dow-Ford reported she is in the processing of scheduling meetings with the grantees for the purpose of reviewing and executing grant contracts. The goal is to have all the contracts executed by the end of the year. Executive Director Dow-Ford will contact all grantees to advise them that December 31, 2016 is the deadline for executing and returning the contracts back to her.

Executive Director Dow-Ford reported she is waiting to hear back from Joyce Davis, City Communications Director, regarding the contract for the City's computer software. Ms. Parker will follow-up with Ms. Davis regarding the status of the contract.

Mr. Reddig noted all grantees should be cautioned not to begin work until a fully executed contract is in place.

Executive Director Dow-Ford is currently working with the Pennsylvania Housing Finance Agency (PHFA) on establishing and implementing monitoring procedures. An RFP for a Project Manager is being drafted.

The Board discussed their meeting schedule and consensus was to continue to hold two Board meetings per month until the end of January 2017. Meetings will then be reduced to one

meeting per month beginning in February but only if all grant contracts have been executed and a project manager has been retained for project monitoring.

In January a notice of Board meetings will be published in the local newspaper advertising the dates of Impact Harrisburg Board meetings.

Executive Director Dow-Ford will create a flow chart for all grantee projects for ease of assessment of their status.

Executive Director Dow-Ford noted she is now working from her office at the HACC Midtown Campus. A parking space has also been obtained. Executive Director Dow-Ford recommended that this location now be the permanent address for Impact Harrisburg – Harrisburg Area Community College, Midtown II Building, Room 216A, Third Street and Reilly Street, Harrisburg, PA.

2. Treasurer's Report

Executive Director Dow-Ford noted once the annual audit is received it will be posted on the website and advertised in the local newspaper.

Two invoices from McNeese Wallace & Nurick were received as well as the October 30, 2016 Investment statement from Wilmington Trust. Executive Director Dow-Ford will forward these documents to the Treasurer for her review.

At 11:23 a.m. Mr. Singleton arrived at the meeting. The Board now had a quorum and the Vice-Chair then asked for a motion to approve the minutes.

3. Regular Meeting Minutes of November 1, 2016

It was moved by Ms. Parker and seconded by Mr. Laninga that:

"The minutes from Impact Harrisburg's Board of Directors regular meeting of November 1, 2016 be approved as printed."

MOTION CARRIED 4-Yes;

Mr. Singleton abstained, noting he didn't have a chance to review the minutes

4. Executive Meeting Minutes of November 1, 2016

It was moved by Mr. Montgomery and seconded by Ms. Parker that:

"The minutes from Impact Harrisburg's Board of Directors executive meeting of November 1, 2016 be approved as edited and printed."

MOTION CARRIED UNANIMOUSLY

There being no further business, the Vice-Chair adjourned the meeting at 11:25 a.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for December 6 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 6th day of December, 2016.



Mr. Doug Hill, Vice-Chair



Ms. Sheila Dow-Ford, Executive Director