

**MINUTES**  
MEETING OF IMPACT HARRISBURG  
December 20, 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

Board of Directors Present:

Dale Laninga, Director  
Gloria Martin-Roberts, Director  
Jackie Parker, Director

Others Present:

Sheila Dow-Ford, Executive Director  
Anne Morrow, Recording Secretary  
Christian Alexandersen, Reporter, the Patriot-News Co.

Officers of the Board or Board Directors Absent

Brittany Brock, Treasurer  
Russ Montgomery, Director  
Karl Singleton, Director

Mr. Grover called the meeting to order at 10:53 a.m.

**1. Regular Meeting Minutes of December 6, 2016**

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

**“The minutes from Impact Harrisburg’s Board of Directors regular meeting of December 6, 2016 be approved as printed.”**

**MOTION CARRIED UNANIMOUSLY**

**2. Treasurer’s Report**

Executive Director Dow-Ford provided a brief update on the audit in the Treasurer’s absence. She noted all materials were given to Mahar Duessel by their due date. A conference call is scheduled with the auditors to go over certain elements of the materials that were presented to them.

At the last Board meeting, Mr. Hudson inquired as to the amount of fees that are being charged by Wilmington Trust for the investment account. At the time Wilmington Trust didn’t have the amount readily available and advised they would forward the fee amount to the Treasurer after the meeting. The fee the Treasurer received from Wilmington Trust is 25.4 basis points. To date the fees charged total \$28,604 and the interest earned is \$162,533.

Executive Director Dow-Ford noted she will be submitting some end of year expenses, which she will give to the Treasurer for review by the Finance Committee for approval to pay.

Mr. Hudson arrived at the meeting at 10:57 a.m.

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

Executive Director Dow-Ford provided the Board with the 2017 Board meeting schedule. All meetings will be held at the Pennsylvania Housing Finance Agency in the Board meeting room at 211 North Front Street, Harrisburg, PA 17101 and will begin at 10:30 a.m. The meetings will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month except in July. The first Tuesday falls on a holiday, therefore, the Board will meet on Thursday, July 6<sup>th</sup>. These dates will also be advertised in the Patriot-News newspaper.

January 3 & 17  
 February 7 & 21  
 March 7 & 21  
 April 4 & 18  
 May 2 & 16  
 June 6 & 20

July 6 & 18  
 August 1 & 15  
 September 5 & 19  
 October 3 & 17  
 November 7 & 21  
 December 5 & 19

Executive Director Dow-Ford provided an update on the meetings with the grantees. She noted a meeting is scheduled today with the City of Harrisburg to discuss the playground project, Computer 365 Software project and the Multimodal project.

Grantee Name	Dollar Amount	Met With	Meeting Scheduled	Discussion	Executed Contract Rec'd
Salvation Army	\$500,000.00	X			
Harrisburg Redevelopment Authority	\$500,000.00				
City of Harrisburg/Capital Region Water Playground Resurfacing Collaborative	\$250,000.00		12/20/2016		
YMCA-Camp Curtin	\$500,000.00	X			
WebpageFX, Inc.	\$500,000.00		X		
Harrisburg River Rescue	\$81,369.00	X			
TLC Construction and Renovations	\$500,000.00	X			X
Paxton Street Home Benevolent Society	\$100,000.00	X			
Tri-County Housing Development Corporation	\$350,000.00	X			
East Shore YMCA	\$138,592.00		X		
Gamut Theatre	\$250,000.00			X	
Tri-County Community Action Commission	\$204,759.00	X			
Community First Fund	\$350,000.00	X			

A signed agreement has been received from TLC Construction and Renovations. Two other grantees are in the process of finalizing their grant contracts. Executive Director Dow-Ford's end of year goal is to have as many executed contracts as possible. She previously extended an invitation to the Treasurer to attend any of the contract meetings with her and has also extended this invitation to the Board.

The RFP for a Compliance Manager will be finalized this week and emailed to a selected list of firms provided by Board members. Any additional names should be forwarded to Executive Director Dow-Ford by Dec. 22. The RFP identifies tentative dates of events:

- |  |                             |
|--|-----------------------------|
| 1. RFP release date                          | Thursday, December 22, 2016 |
| 2. Deadline to submit written questions      | Friday, January 6, 2017     |
| 3. Release of responses to written questions | Wednesday, January 11, 2017 |
| 4. Proposal Deadline by 5 p.m.               | Friday, January 13, 2017    |
| 5. Decision by Impact Harrisburg             | Tuesday, January 17, 2017   |

The project reimbursement procedures are still being worked on and will be finalized once a Compliance Manager has been hired. It was suggested by the Chair that Executive Director Dow-Ford also inquire with Mahar Duessel regarding the reimbursement procedures to verify the procedures cover all necessary steps.

The Board reviewed the RFP for a Compliance Manager and agreed some additional edits were needed before it was distributed. Modifications to the RFP will be completed tomorrow, with the release date of Thursday, December 22, 2016. A list of names has been compiled. Any additional names should be forwarded immediately to Executive Director Dow-Ford.

The Board agreed to invite Community First to the next Board meeting to gain a better perspective of their lending initiative.

**ACTION: Executive Director Dow-Ford will invite Community First to the next Board meeting on January 3 for a presentation regarding their lending initiative. The Board would like to view Community First's documentation prior to the meeting.**

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

The Chair noted a receipt from the IRS was received granting Impact Harrisburg an extension on the filing of its tax return.

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

**"The Board voted to go into executive session to further discuss a legal matter. The executive session began at 11:33 a.m. and ended at 11:53 a.m."**

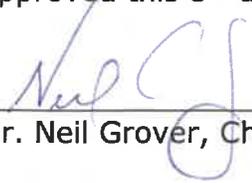
**MOTION CARRIED UNANIMOUSLY**

There being no further business, the Chair adjourned the meeting at 11:53 a.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for January 3 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 3<sup>rd</sup> day of January, 2016.<sup>7</sup>

  
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Mr. Neil Grover, Chair

  
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Mr. Brian Hudson, Secretary