

**MINUTES**  
MEETING OF IMPACT HARRISBURG  
January 17, 2017, 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  
Fred Reddig, Coordinator for the City of Harrisburg  
Anne Morrow, Recording Secretary

Officers of the Board or Board Directors Absent

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

Prior to the regular Board meeting, Dan Betancourt, President & CEO and Glenda Machia, Vice President, Development, with Community First Fund, a community building grantee who was awarded \$350,000 from Impact Harrisburg provided a handout and Power Point presentation to the Board regarding their revolving loan program. The Board was interested in learning more about their loan process and who was eligible to receive a loan.

Community First Fund will use their award money to create and operate the Harrisburg Opportunity Loan Fund, a permanent revolving loan fund to support business and commercial development, with a focus on Midtown and Allison Hill neighborhoods. The project will help tear down barriers that persons of color, especially minorities and women, face in accessing business loans. Community First was recently awarded a grant from Wells Fargo that will support the hiring of an individual to administer the grant. Their funds will be matched by \$1.4M in other funds to create a \$1.75M loan fund for the program. The mission of Community First Fund is to create economic opportunity for low income communities and individuals, including people of color and women. The presentation was well received and satisfied the Board's questions and concerns.

Mr. Grover called the meeting to order at 12:02 p.m.

**1. Regular & Executive Meeting Minutes of December 20, 2016**

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

**"The minutes from Impact Harrisburg's Board of Directors regular meeting of December 20, 2016 be approved as printed."**

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

**“The minutes from Impact Harrisburg’s Board of Directors executive session meeting of December 20, 2016 be approved as printed.”**

**MOTION CARRIED UNANIMOUSLY**

## **2. Treasurer’s Report**

Executive Director Dow-Ford provided a brief update on the audit. The audit is anticipated to be completed by month-end. As part of the audit a disclosure form is necessary to be completed by the Board and Executive Director. The disclosure form was emailed by the Treasurer at the end of the last Board meeting. Executive Director Dow-Ford noted she will send a reminder out with further details of exactly what needs to be completed on the disclosure form. The audit is scheduled to be completed by January 31.

A Finance Committee meeting is to be scheduled by the beginning of February. Availability of members is still needed.

## **3. Executive Director Report**

A legal notice was published in the January 15, 2017 Patriot News Sunday newspaper, which listed the 2017 Board meetings. 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 in July falls on a holiday, therefore, the Board will meet on Thursday, July 6<sup>th</sup>.

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

The contracts with the City of Harrisburg relating to the playground project, Computer 365 Software project and the Multimodal project are pending execution. The indemnification language was agreed upon by both parties and the contract modified accordingly.

Most of the grantees are now waiting for their Board’s approval to execute their Grant agreements.

Grantee Name	Dollar Amount	Met With	Executed Contract Rec'd
Salvation Army	\$500,000.00	X	X
Harrisburg Redevelopment Authority	\$500,000.00		
City of Harrisburg/Capital Region Water Playground Resurfacing Collaborative	\$250,000.00	X	
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	

There was discussion on the recent state grant announcement for the Webpage FX project though there was no mention of Impact Harrisburg's grant which is part of the project. It was noted that Mr. Laninga and Mr. Reddig both emphasized the importance of the Board's requirement of the grantees to acknowledge this Board regarding any media involvement.

The RFP for a Compliance Manager was distributed on December 22, 2016. Several questions were received in response to the RFP. The Director has prepared answers to the questions though in order to be responsive to the questions the due date for proposals has been extended for an additional 2 weeks.

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|--|-----------------------------|
| 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 20, 2017 |
| 4. Proposal Deadline by 5 p.m.               | Friday, January 27, 2017    |

#### 4. Other Business

The Chair requested they move to executive session.

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

**"The Board voted to go into executive session to further discuss a legal matter. The executive session began at 12:28 p.m. and ended at 12:38 p.m."**

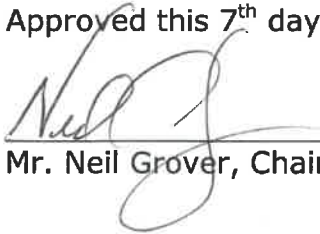
**MOTION CARRIED UNANIMOUSLY**

There being no further business, the Chair adjourned the meeting at 12:38 p.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for February 7 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 7<sup>th</sup> day of February, 2016.1



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Mr. Neil Grover, Chair



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Mr. Brian Hudson, Secretary