

**MINUTES**  
**MEETING OF IMPACT HARRISBURG**  
February 7, 2017, 10:30 A.M.  
Pennsylvania Housing Finance Agency  
211 North Front Street, Harrisburg

Officers of the Board Present:

Neil Grover, Chair  
Brian Hudson, Secretary  
Brittany Brock, Treasurer

Board of Directors Present:

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

Others Present:

Sheila Dow-Ford, Executive Director  
Fred Reddig, Coordinator for the City of Harrisburg (via conference call)  
Anne Morrow, Recording Secretary  
Christine Vendal, Reporter for the Patriot-News Company

Officers of the Board or Board Directors Absent

Doug Hill, Vice-Chair  
Karl Singleton, Director

Executive Director Dow-Ford called the meeting to order at 10:52 a.m.

**1. Regular & Executive Meeting Minutes of January 17, 2016**

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

**“The minutes from Impact Harrisburg’s Board of Directors regular meeting of January 17, 2017 be approved as printed.”**

**MOTION CARRIED UNANIMOUSLY**

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

**“The minutes from Impact Harrisburg’s Board of Directors executive session of January 17, 2017 be approved as printed.”**

**MOTION CARRIED UNANIMOUSLY**

## **2. Treasurer's Report**

The Treasurer presented several invoices for approval.

1. Reimbursement to Executive Director Dow-Ford for the publication of the 2017 Impact Harrisburg meeting schedule in the Sunday newspaper of the Patriot-News, in the amount of \$166.68;
2. Post Office Box annual renewal fee, in the amount of \$112.00;
3. McNees Wallace & Nurick, litigation correspondence and work relating to the independent contractor agreement, in the amount of \$714.00; and
4. A recommendation by the Finance Committee to give a good faith donation to the Heinz-Menaker Senior Center for supplying work space and access to a copier for Executive Director Dow-Ford for a 9 month period in 2016; in the amount of \$2,000; (Executive Director Dow-Ford had no opinion or involvement on this recommendation.)

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

**"The invoices and a \$2,000 donation to Heinz-Menaker Senior Center be approved and paid in the amounts stated above."**

### **MOTION CARRIED UNANIMOUSLY**

All documents for the audit have been submitted to Maher Duessel with the exception of a few disclosure forms. The auditor was in contact with McNees Wallace & Nurick for the documents needed relating to litigation. A draft copy of the audit should be available for review at the next Board meeting.

Last week, the Finance Committee met to review the 3 Compliance Manager proposals received from Capital Construction Management, LLC, Caliber Consulting LLP and Milligan & Company, LLC. Ms. Parker noted she has had past experience with Milligan & Company and some involvement with representatives from Capital Construction Management. The Treasurer also noted she has had past experience with Caliber Consulting and Mr. Hudson noted he had past experience with all 3 entities. The Finance Committee recommended interviewing all 3 entities at the next Board meeting. Mr. Reddig noted the City's Codes Office will have a role with inspecting the construction projects. This could minimize the impact of the cost. Ms. Parker also noted the Compliance Manger will work with the City's local economic revitalization tax administrator (LERTA) on some of the qualifications relating to for-profit organizations and some will overlap.

Mr. Grover arrived at the meeting at 11:09 a.m.

There was further discussion regarding the audit disclosure form. To provide more clarity a corporate disclosure form will be created that relates back to the Conflict of Interest policy. This form also needs to be completed and provided to the auditors. The disclosure form will be completed on an annual basis by the Board of Directors and Executive Director.

## **3. Executive Director Report**

Executive Director Dow-Ford reported she has received executed contracts from the Salvation Army, Harrisburg River Rescue, Paxton Ministries and TLC Construction. The contracts for the YMCA-Camp Curtin and East Shore YMCA are currently being reviewed by their lawyers. The contracts from the YMCA's, Tri-County Housing Development Corporation and Tri-County

Community Action Commission are also expected to be received very shortly. The City's contracts are expected to be signed by the next Board meeting.

Grantee Name	Dollar Amount	Met With	Executed Contract Rec'd
Salvation Army	\$500,000.00	X	X
Harrisburg Redevelopment Authority	\$500,000.00	X	
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	X
TLC Construction and Renovations	\$500,000.00	X	X
Paxton Street Home Benevolent Society	\$100,000.00	X	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	

Project start dates:

- River Rescue has a start date for the end of February.
- Salvation Army is pushed out due to their capital campaign.
- Paxton Street Ministry is ready to start their preconstruction and is waiting to receive funds. Ideally, they would like to receive funds in the next week or two.
- TLC Construction and Renovations is ready to start at the end of February or early March.
- A response from Webpage FX is pending regarding the structure of their real estate holding company.
- The Multi-Modal project between the City and CRW will be a bit delayed due to the way the projects are prioritized and the flow of money sources. Executive Director Dow-Ford will provide the Board with a report regarding the timing changes to this project.

At last week's Finance Committee meeting, Executive Director Dow-Ford was advised to inform grantees who are ready to begin work that project reimbursement will not be approved until a Compliance Manager is on board. Any expenditure incurred prior to that time will be at their own risk.

Company files will be permanently housed at the HACC office with Executive Director Dow-Ford. Executive Director Dow-Ford will request to obtain an additional key to the HACC office for Board access and security. An additional key will also be made for the filing cabinet(s) inside the office for Board access, if necessary.

#### **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 11:34 a.m. and ended at 11:43 a.m."**

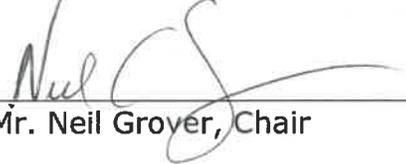
**MOTION CARRIED UNANIMOUSLY**

There being no further business, the Chair adjourned the meeting at 11:43 a.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for February 21 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 February, 2016.<sup>17</sup>

  
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Mr. Neil Grover, Chair

  
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Mr. Brian Hudson, Secretary