

**MINUTES**  
MEETING OF IMPACT HARRISBURG  
February 21, 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  
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  
Anne Morrow, Recording Secretary

Officers of the Board or Board Directors Absent

Karl Singleton, Director

The Vice-Chair called the meeting to order at 10:35 a.m.

**1. Regular & Executive Meeting Minutes of February 7, 2017**

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

**"The minutes from Impact Harrisburg's Board of Directors regular meeting of February 7, 2017 be approved as printed."**

**MOTION CARRIED UNANIMOUSLY**

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

**"The minutes from Impact Harrisburg's Board of Directors executive session of February 7, 2017 be approved as printed."**

**MOTION CARRIED UNANIMOUSLY**

The Vice-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 10:36 a.m. and ended at 10:38 a.m.”**

**MOTION CARRIED UNANIMOUSLY**

## **2. Presentations for Compliance Manager**

Three presentations were provided to the Board from the response for proposal (RFP) respondents. Each presentation was scheduled to last no longer than thirty minutes and thereafter responded to questions from the Board. Outlined below are some highlights from the RFP and presentation of each firm. Mr. Grover arrived to the meeting at 10:53 a.m.

1. Matthew Kramer, Caliber Consulting LLP
  - a. Grant compliance and construction administration firm
  - b. Monitoring and compliance services for both public and private clients
  - c. Extensive experience
  - d. Sole proprietorship
  - e. Considerable experience with RACP projects thru Office of Budget
2. Gregory Koussis and Steve Krug, Capital Construction Management, LLC and Pauline Gracia-Allen, ECON Partners, sub-consultant
  - a. Construction management services firm
  - b. Services tailored to each project
  - c. Experienced in project oversight role
  - d. Comprehensive and diverse team
3. Annemarie Byrnes, Milligan & Company, LLC; Larry Segal, Impact PA Strategies and Desmone Architects, sub-contractors
  - a. Full-service consulting, accounting, tax and management advisory firm
  - b. Remote ongoing oversight
  - c. Customize scope of services for each project
  - d. Minority Business Enterprise and Veteran-owned
  - e. Considerable experience with RACP projects thru Office of Budget

The Q&A with the three presenters related to:

- invoicing/reimbursement procedures,
- support and/or guidance to the grantees,
- compliance/reporting,
- cost and
- working relationship.

After the presentations were given the Board evaluated the proposals and presentations with an extensive discussion. Concerns from the Board related around:

- cost,
- experience,
- staffing levels and
- travel expenses.

The Board then came to a decision on the selection of a Compliance Manager.

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

**“The Board enter into contract negotiations with Milligan & Company, LLC, with Impact PA Strategies and Desmone Architects as sub-contractors, consistent with both the RFP and Milligan’s response and today’s presentation with a contingency that the Board is satisfied with the review process and to obtain an executed agreement from Milligan & Company, LLC by the next Board meeting, Tuesday, March 7, 2017.”**

**Motion Discussion: Ms. Brock expressed concerns regarding the professional fees and billable hours for compliance monitoring between Milligan & Company, who has an hourly rate of \$178/hr. verses Caliber Consulting, who has an hourly rate of \$98/hr.**

**Mr. Montgomery felt there was more to be considered than just cost but to also evaluate the level of understanding. He felt Milligan had a level of creativity and innovation that came through in their presentation more than what was heard from the other firms.**

**Ms. Parker noted she understands the compliance part of the presentations but felt Milligan was offering more than just compliance management.**

**Mr. Hudson agreed as well and noted the Milligan Team offers a level of expertise that he feels justifies the cost.**

**MOTION CARRIED 7-1 with Ms. Brock casting a negative vote**

### **3. Treasurer’s Report**

The Treasurer reported she did not have any invoices for approval.

The audit is being reviewed and is expected to be received in the next week or two.

Mr. Grover noted he had received an invoice from McNees Wallace & Nurick, which he will forward on to the Treasurer.

### **4. Executive Director Report**

Executive Director Dow-Ford reported she will send out a memo by the end of this week updating the Board on the Grantee projects. Several contracts have been received and other contracts are expected in the near future. Signatures are being coordinated between the Chair,

Treasurer and Executive Director to finalize contracts received from the grantees. At this time the contract for Paxton Street Home Benevolent Society is fully executed.

The Treasurer and Executive Director have a meeting scheduled for later this week.

Grantee Name	Dollar Amount	Met With	Executed Contracts Rec'd from Grantees	Fully Executed Contract
City of Harrisburg/Capital Region Water Playground Resurfacing Collaborative	\$250,000.00	X		
Community First Fund	\$350,000.00	X		
East Shore YMCA	\$138,592.00	X		
Gamut Theatre	\$250,000.00	X		
Harrisburg Redevelopment Authority	\$500,000.00	X		
Harrisburg River Rescue	\$81,369.00	X	X	
Paxton Street Home Benevolent Society	\$100,000.00	X	X	X
Salvation Army	\$500,000.00	X	X	
TLC Construction and Renovations	\$500,000.00	X	X	
Tri-County Community Action Commission	\$204,759.00	X		
Tri-County Housing Development Corporation	\$350,000.00	X	X	
WebpageFX, Inc.	\$500,000.00	X		
YMCA-Camp Curtin	\$500,000.00	X		
City of Harrisburg Microsoft Office 365	\$250,000.00	X		
City of Harrisburg Multi-Modal Collaborative Facility	\$2,743,645.25	X		
Capital Region Water Multi-Modal Collaborative Facility	\$2,743,645.25	X		

## 5. Other Business

The Chair noted he would like to be part of the contract negotiations with Milligan & Company, LLC and would also like for Mr. Hudson to be part of that discussion. Executive Director Dow-Ford noted she will verbally notify Milligan & Company, LLC of the Board's selection as Compliance Manager. She will also begin creating a draft contract for circulation to the Board.

There being no further business, the Chair adjourned the meeting at 1:33 p.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for March 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 March, 2017.

A handwritten signature in blue ink, appearing to read "D. Hill", written over a horizontal line.

Mr. Doug Hill, Vice Chair

A handwritten signature in blue ink, appearing to read "B. Hudson", written over a horizontal line.

Mr. Brian Hudson, Secretary

