

MINUTES
MEETING OF IMPACT HARRISBURG
March 7, 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
Brittany Brock, Treasurer (via conference call)

Board of Directors Present:

Dale Laninga, 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

Brian Hudson, Secretary
Gloria Martin-Roberts, Director
Russ Montgomery, Director
Karl Singleton, Director

The Chair called the meeting to order at 10:48 a.m.

1. Regular & Executive Meeting Minutes of February 21, 2017

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

"The minutes from Impact Harrisburg's Board of Directors regular meeting of February 21, 2017 be approved as printed."

MOTION CARRIED UNANIMOUSLY

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

"The minutes from Impact Harrisburg's Board of Directors executive session of February 21, 2017 be approved as printed."

MOTION CARRIED UNANIMOUSLY

2. Treasurer's Report

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

The Treasurer will follow up with Maher Duessel on the status of the audit.

Mr. Grover noted he received an invoice from McNees Wallace & Nurick and will forward it on to the Treasurer.

Executive Director Dow-Ford recommended having a Finance Committee meeting next week for the purpose of reviewing and executing Grantee contracts. She will contact committee members for their availability.

Executive Director Report

Executive Director Dow-Ford provided an update on Grantee contracts.

- Tri-County Housing Development Corporation is in the process of executing their contract.
- YMCA Camp Curtin is ready to execute their contract.
- Tri-County Community Action Commission is ready to execute their contract.
- City of Harrisburg/CRW (playground resurfacing project) is ready to execute their contract.
- Gamut Theatre is requesting a delay of Phase 2 of their project while they work on the match funding.
- Community First Fund would like their proposed agreement to be reviewed before executing. To be reviewed by the Finance Committee.
- City of Harrisburg (Microsoft Office 365) is requesting a 3 year agreement as the Microsoft license is for a 3 year period with annual payments. Their request will be reviewed by the Finance Committee.
- WebpageFX submitted proposed changes to the contract in relation to their real estate holding company. To be reviewed by the Finance Committee.
- East Shore YMCA contract is pending.

Grantee Name	Dollar Amount	Date of Executed Contracts from Grantee	Date of Fully Executed Contracts
City of Harrisburg/Capital Region Water Playground Resurfacing Collaborative	\$250,000.00		
Community First Fund	\$350,000.00		
East Shore YMCA	\$138,592.00		
Gamut Theatre	\$250,000.00		
Harrisburg Redevelopment Authority	\$500,000.00		
Harrisburg River Rescue	\$81,369.00	*	
Paxton Street Home Benevolent Society	\$100,000.00	*	*
Salvation Army	\$500,000.00	*	
TLC Construction and Renovations	\$500,000.00	*	
Tri-County Community Action Commission	\$204,759.00		

Grantee Name	Dollar Amount	Date of Executed Contracts from Grantee	Date of Fully Executed Contracts
Tri-County Housing Development Corporation	\$350,000.00	*	
WebpageFX, Inc.	\$500,000.00		
YMCA-Camp Curtin	\$500,000.00		
City of Harrisburg Microsoft Office 365	\$250,000.00		
City of Harrisburg Multi-Modal Collaborative Facility	\$2,743,645.25		
Capital Region Water Multi-Modal Collaborative Facility	\$2,743,645.25		

The Chair requested that the Board obtain a letter from Gamut Theatre for record keeping purposes that explains Gamut's request to delay the start of their project. Their request relates to their not receiving the RACP grant. They are now pursuing other sources of match and a restructuring of their project.

Ms. Parker also requested more information on Webpage FX's real estate holding company, Harrisburg Redevelopment Group LLC, as to who their principals are and what their relationship is with each other.

Mr. Reddig suggested including dates that the contracts are executed to the chart so as to keep the Board informed of where the projects stand. Ms. Dow-Ford agreed to add that information to the chart.

A draft contract for Milligan & Company for Compliance Manager was circulated at the meeting for review and discussion. There was considerable discussion by members of the Board concerning language that would allow the contract to be terminated after the initial assessment of the projects is completed should the scope of work vary significantly from what was anticipated. The Board discussed adding additional language regarding a termination clause. The Chair noted he will send out additional language electronically to the Board for their review and approval that states **"After Phase I, should either party be unable to be in agreement for any reason, the contract can be terminated by either party"**. Once the additional language is agreed upon by the Board, Executive Director Dow-Ford will incorporate the language into the contract for finalizing. A final version of the Compliance Manager contract will be then sent electronically to the Board for final approval. Once approved by the Board, Executive Director Dow-Ford will send the contract to Milligan & Company for execution.

Executive Director Dow-Ford noted she was in contact with HACC about another office key. HACC's policy is to only provide 1 key per office. Should a Board Director require access to the office, assistance can be obtained through HACC's personnel. However, an extra key is available for access to the filing cabinet. The Board will need to determine who should be in possession of the key.

There being no further business, the Chair adjourned the meeting at 11:51 a.m.

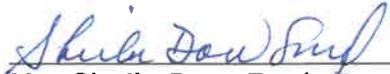
Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for March 21 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 21st day of March, 2017.



Mr. Neil Grover, Chair



Ms. Sheila Dow-Ford, Executive Director