

**MINUTES**  
**MEETING OF IMPACT HARRISBURG**  
April 18, 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  
Russ Montgomery, Director  
Karl Singleton, Director

Others Present:

Sheila Dow-Ford, Executive Director  
Anne Morrow, Recording Secretary

Officers of the Board Absent:

Gloria Martin-Roberts, Director  
Jackie Parker, Director

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

Mr. Montgomery arrived to the meeting at 11:04 a.m.

Executive Director Dow-Ford teleconferenced into the meeting at 11:04 a.m. to provide a brief update and disconnected from the call at 11:08 a.m.

**1. Regular Meeting Minutes of April 4, 2017**

It was moved by Mr. Hudson and seconded by Ms. Brock that:

**“The minutes from Impact Harrisburg’s Board of Directors regular meeting of April 4, 2017, be approved as printed.”**

**MOTION CARRIED UNANIMOUSLY**

**2. Treasurer’s Report**

The Treasurer reported the audit has been completed. Management responses relating to the audit findings were sent electronically to Maher Duessel. Mr. Hudson noted a copy of the email should be sent to Executive Director Dow-Ford and Ms. Morrow for record keeping.

The Treasurer noted the audit finding to improve controls over bank reconciliation process was not withdrawn as stated in the April 4, 2017 meeting minutes but was restated by the auditors. The auditors recommend that although Gift & Associates, the accountants, undertake an account

reconciliation process, Impact Harrisburg should regularly receive copies of such reconciliations. The Treasurer will contact Gift & Associates to put this protocol in place.

The first quarter Investment Account statement ending March 31, 2017 was received from Wilmington Trust. Copies of the statement were distributed electronically to the Board and also handed out at the meeting. There was not further discussion on the Investment Account statement.

An invoice from Enders Insurance Associates was received for payment in the amount of \$371 for the renewal of bonds.

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

**“The invoice from Enders Insurance Associates, in the amount of \$371, for the renewal of bonds, be approved for payment.”**

**MOTION CARRIED UNANIMOUSLY**

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

The Chair noted two contracts from the City, one for the Microsoft Office 365 software and the other for the Multi-Modal project, were signed by the City. Mr. Hill will execute the contracts as Vice-Chair in place of the Chair, along with Executive Director Dow-Ford and Ms. Brock as Treasurer.

He also noted the Compliance Manager Agreement, as well as the Maher Duessel letter, were both executed. The Chair was not aware of any other contracts being signed.

The City’s playground contract is pending signatures. The Chair noted Capital Region Water (CRW) will oversee the bidding and construction on this project. The City has grants with DCNR and is in line for another grant. The City will execute a reimbursement agreement, as Grantee, with CRW.

The Chair along with other Directors and the Executive Director attended the meeting with Community First on April 5. Concerns were expressed over what interest rate would be charged on the loans they issue and noted they didn’t want the interest rate to go above 5%, if at all possible.

The Chair noted it was communicated to Community First that the Board wanted to mirror PHFA’s auditing process. This type of a process will need to first be discussed internally by Community First and they will respond in the near future.

The Chair recommended obtaining financial statements from Community First if financial statements have not already been received through the application process.

Executive Director Dow-Ford was unable to attend the meeting but did teleconference into the meeting for a short period to provide the following update.

- The work with Milligan & Company has begun. All of the Grantee applications and signed contracts have been transferred electronically to Milligan & Company. In addition, the

Executive Director and Larry Segal spent several hours last week meeting with two of the Grantees - TLC Construction and Renovations and Webpage FX.

- Milligan & Company is setting up an on-line shared file for Impact Harrisburg and Milligan & Company to access and share documents.
- More Grantee meetings are being scheduled for the coming weeks.
- Executive Director Dow-Ford has asked Mr. Segal to be prepared to attend the next Board meeting on Tuesday, May 2 at 10:30 a.m. to provide a more comprehensive update on the compliance initiatives.
- Executive Director Dow-Ford confirmed the City's contracts for the Multi-Modal initiative and the Microsoft Office 365 software were executed and now will need to be signed by the Board's Vice-Chair and Treasurer.
- The Executive Director continues to work with Grantees to finalize contracts and get the projects moving forward.
- Executive Director Dow-Ford is working on a policy addressing Grantee/Grantor draw-down protocols. This proposed policy will go before the Finance Committee at its May 1, 2017 meeting with an expectation to bring the proposed policy before the full board on May 2, 2017.
- Grantees are being made aware during the initial meeting with Mr. Segal and the Executive Director that until a policy is in place and Board approved, invoice submissions will not be processed for payment.

Grantee Name	Dollar Amount	Date of Executed Contracts from Grantee	Date of Fully Executed Contracts
Harrisburg River Rescue	\$81,369.00	1/26/2017	4/4/2017
Paxton Street Home Benevolent Society	\$100,000.00	2/2/2017	2/14/2017
East Shore YMCA	\$138,592.00		
Tri-County Community Action Commission	\$204,759.00	3/31/2017	3/31/2017
YMCA-Camp Curtin	*\$250,000.00		
City of Harrisburg Microsoft Office 365	\$250,000.00	4/5/2017	4/18/2017
City of Harrisburg, Playground Resurfacing	\$250,000.00		
Gamut Theatre	\$250,000.00		
Community First Fund	\$350,000.00		
Tri-County Housing Development Corporation	\$350,000.00		
Harrisburg Redevelopment Authority	\$500,000.00		
Salvation Army	\$500,000.00	12/5/2016	4/4/2017

Grantee Name	Dollar Amount	Date of Executed Contracts from Grantee	Date of Fully Executed Contracts
TLC Construction and Renovations	\$500,000.00	12/14/2016	4/4/2017
WebpageFX, Inc.	\$500,000.00	3/31/2017	4/4/2017
Capital Region Water Multi-Modal Collaborative Facility	\$2,743,645.25		
City of Harrisburg Multi-Modal Collaborative Facility	\$2,743,645.25	4/3/2017	4/18/2017

\*YMCA Camp Curtin amount has been adjusted based on a review of the application by the Executive Director.

**4. Other Business**

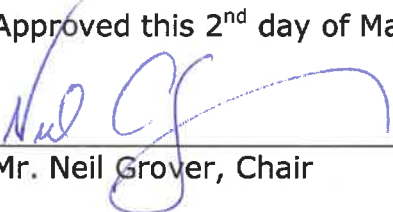
There was no other business.

The Chair adjourned the meeting at 11:24 a.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for May 2, 2017 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 2<sup>nd</sup> day of May, 2017.

  
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 Mr. Neil Grover, Chair

  
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 Mr. Brian Hudson, Secretary