

**MINUTES**  
MEETING OF IMPACT HARRISBURG  
June 6, 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:

Gloria Martin-Roberts, Director  
Russ Montgomery, Director  
Karl Singleton, Director

Others Present:

Sheila Dow-Ford, Executive Director  
Fred Reddig, Coordinator for the City of Harrisburg  
Anne Morrow, Recording Secretary  
Andrew Sheaf, DCED Policy Specialist

Officers and Board of Directors Absent:

Brian Hudson, Secretary  
Dale Laninga, Director  
Jackie Parker, Director

The Chair called the meeting to order at 10:47 a.m.

Mr. Singleton arrived to the meeting at 11:01 a.m.

**1. Regular Meeting Minutes of May 16, 2017**

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 May 16, 2017, be approved as printed.”**

**MOTION CARRIED UNANIMOUSLY**

**2. Treasurer’s Report**

Executive Director Dow-Ford noted an invoice was received from McNees Wallace & Nurick in the amount of \$1,016 for litigation and work related to the June 30, 2016 year-end audit.

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

**"Invoice #814118 from McNees Wallace & Nurick, in the amount of \$1,016 for work relating to the Sunshine Act litigation and June 30, 2016 year-end audit, be approved for payment."**

**MOTION CARRIED UNANIMOUSLY**

The Treasurer reported the current account balance at Wilmington Trust is \$11,964,781. Fifty-seven percent of the funds are in cash & equivalents and 43% are invested in fixed income securities.

The current cash balance in the Operating Account at Fulton Bank as of April 30, 2017 is \$133,094.

The Finance Committee met to review and discuss the reimbursement policy and template documents. Further discussion will be reported under the Executive Director Report.

During the Finance Committee meeting clarity was requested on the work that Milligan & Company completed for Phase I. Information was provided to the Finance Committee to satisfy this inquiry.

The Finance Committee advised a complete project evaluation checklist that adds the 3 remaining projects that Milligan & Company had not yet evaluated will need to be included on the final evaluation checklist. Once the Board receives a final evaluation checklist, Milligan & Company can submit an invoice for payment of \$10,000 for completing Phase I of their Letter Agreement.

The FY 15-16 audit has been completed and Mr. Reddig reminded the Board that the By-Laws provide that it be advertised in a newspaper of general circulation. Ms. Dow-Ford stated that this would be done by the next meeting.

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

Executive Director Dow-Ford reported prior to today's Board meeting she circulated the reimbursement policy and invoicing procedure documents electronically to the Board for review.

The Finance Committee had presented some modifications that were already incorporated in to the reimbursement policy and invoicing documents. Further questions from the Board were satisfied by Executive Director Dow-Ford.

A motion was then made to accept the reimbursement policy and template documents.

It was moved by Ms. Martin-Roberts and seconded by Mr. Montgomery to:

**"Approve the written Impact Harrisburg reimbursement policy for Grantee Invoicing and Draws on grant funding awards."**

**MOTION CARRIED UNANIMOUSLY**

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

**“Approve the packet of forms created by Executive Director Dow-Ford and Milligan & Company for cash flow, project draws, authorization signatures and project filing for each of the Grantees.”**

**MOTION CARRIED UNANIMOUSLY**

Milligan & Company along with the Executive Director will distribute the reimbursement policy and packet of forms to the Grantees. Distribution will be completed either by email or hard copy.

The Chair recommended that the reimbursement policy and packet of forms be posted to the Impact Harrisburg website.

A Sharefile account will be set up for each Grantee and Board Director by Milligan & Company for the purpose of scanning and sharing of project documents. Executive Director Dow-Ford will send each Board member an email that will provide each Board Director access to the Grantee project files. Ms. Morrow will also have access to the Sharefile accounts as an internal back-up of documents.

A draft Grantee contract for Community First Fund has been prepared by the Executive Director. Prior to presenting the draft contract to the Board for approval, it will first be presented to the Finance Committee for review and recommendations.

Milligan & Company will be in attendance at the June 20 Board meeting to provide an update on the Grantee projects.

**IMPACT HARRISBURG GRANT AWARDS**

<b>Grantee Name</b>	<b>Dollar Amount</b>	<b>Date of Executed Contracts from Grantee</b>	<b>Date of Fully Executed Contracts</b>
City of Harrisburg Microsoft Office 365	\$250,000.00		
<b>Infrastructure Contingency Grant TOTAL:</b>	<b>\$250,000.00</b>		
Capital Region Water Multi-Modal Collaborative Facility	\$2,743,645.25		
City of Harrisburg Multi-Modal Collaborative Facility	\$2,743,645.25		
<b>Infrastructure Improvement Grants TOTAL:</b>	<b>\$5,487,290.50</b>		
Community First Fund	\$350,000.00		
East Shore YMCA	\$138,592.00	4/11/2017	5/2/2017
Gamut Theatre	\$250,000.00		
Tri-County Community Action Commission	\$204,759.00	3/31/2017	3/31/2017
Tri-County Housing Development Corporation	\$350,000.00		
<b>Community Building Grants TOTAL:</b>	<b>\$1,293,351.00</b>		
City of Harrisburg, Playground Resurfacing	\$250,000.00		

Grantee Name	Dollar Amount	Date of Executed Contracts from Grantee	Date of Fully Executed Contracts
Harrisburg Redevelopment Authority	\$500,000.00	4/27/2017	5/2/2017
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
Salvation Army	\$500,000.00	12/5/2016	4/4/2017
TLC Construction and Renovations	\$500,000.00	12/14/2016	4/4/2017
Webpage FX, Inc.	\$500,000.00	3/28/2017	4/4/2017
YMCA-Camp Curtin	*\$250,000.00		
<b>Large Economic Development Grants TOTAL:</b>	<b>\$2,431,369.00</b>		

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

#### **4. Other Business**

The Chair asked that the Board be prepared to attend a longer meeting at the last Board meeting of the fiscal year on June 20<sup>th</sup> for reviewing By-Laws and corporate policies as well as Milligan & Company's report on the status of Grantee projects.

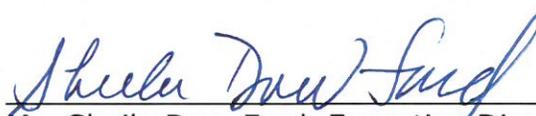
There being no further discussion, the Chair adjourned the meeting at 11:38 a.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for June 20, 2017 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 20<sup>th</sup> day of June, 2017.

  
 \_\_\_\_\_  
 Mr. Neil Grover, Chair

  
 \_\_\_\_\_  
 Ms. Sheila Dow-Ford, Executive Director