

MINUTES
MEETING OF IMPACT HARRISBURG
July 6, 2017, 10:30 a.m.
Pennsylvania Housing Finance Agency
211 North Front Street, Harrisburg

Officers of the Board Present:
Neil Grover, Chair

Board of Directors Present:
Dale Laninga, Director
Russ Montgomery, Director
Jackie Parker, Director
Karl Singleton, Director

Others Present:
Sheila Dow-Ford, Executive Director
Fred Reddig, Coordinator for the City of Harrisburg
Marita Kelley, Deputy Director, Governor's Center for Local Government Services
Andrew Sheaf, Policy Specialist, Governor's Center for Local Government Services
Anne Morrow, Recording Secretary

Officers and Directors of the Board Absent:
Doug Hill, Vice-Chair
Brian Hudson, Secretary
Brittany Brock, Treasurer
Gloria Martin-Roberts, Director

The Chair called the meeting to order at 10:45 a.m.

Officers and Directors of the Board that were absent are excused.

Mr. Singleton departed from the meeting at 11:05 a.m.

Executive Director Dow-Ford welcomed all in attendance.

Executive Director Dow-Ford noted Mr. Reddig announced his retirement last week as of July 31. DCED Secretary Davin appointed Marita Kelley as the new Act 47 Coordinator for the City of Harrisburg. She will be taking on her new role as Recovery Coordinator on July 31, 2017.

Mr. Reddig was recognized by Executive Director Dow-Ford and the Board for his assistance and service to the Board of Impact Harrisburg and to the City of Harrisburg.

1. Regular Meeting Minutes of June 20, 2017

It was moved by Ms. Parker and seconded by Mr. Montgomery that:

"The minutes from Impact Harrisburg's Board of Directors regular meeting of June 20, 2017, be approved as printed."

MOTION CARRIED UNANIMOUSLY

2. Treasurer's Report

No report was provided.

3. Annual Elections of Board Officers

The Chair requested annual elections be added to the meeting agenda for the next Board meeting. Due to the absence of four (4) Board member's Annual Elections will be postponed until the next meeting.

4. Executive Director Report

Executive Director Dow-Ford reported the distribution of funds for three (3) Grantees - City of Harrisburg Microsoft Office 365 project (\$250,000), Paxton Street (\$100,000) and Webpage FX (\$500,000), will be finalized next week. The Compliance Manager provided the following update:

"The first three (3) projects are ready for reimbursement disbursement. Milligan & Company has been working with the Grantees to complete the paperwork necessary for disbursement in accordance with the policies and procedures and is working with the Grantees to gather the necessary elements that are needed to complete the forms with the supporting documentation. The City of Harrisburg, Paxton Street and Webpage FX will be submitting their reimbursement packet for review and approval."

Side note - after Milligan & Company reviews and confirms that all the documentation is compliant the reimbursement packet will be forwarded to the Executive Director for final approval by the Finance Committee.

Milligan & Company continued their report by saying - "Each request will be submitted with a brief summary memo, which will detail the project status, confirm readiness for reimbursement disbursement and identify any outstanding issues. Specific compliance status will be addressed as well."

"All Impact Harrisburg Grantees have been notified in writing of the policies, procedures and expectations. As part of this notification and ongoing technical assistance, our compliance folks will also be accessing real projections and draw-down demands."

Milligan & Company will submit a draw-down schedule by the next Board meeting.

It was noted at the last Board meeting that a phone conversation between the Treasurer and Wilmington Trust was scheduled for last Friday. Discussions included monthly transfers between Wilmington Trust and Fulton Bank and the required internal controls for this process.

A Finance Committee meeting is scheduled for Thursday, July 13 at 2:45 p.m. to discuss:

- 1.) The distribution of funding to the three (3) Grantees - City of Harrisburg Microsoft Office 365 project, Paxton Street and Webpage FX;
- 2.) Project status and monitoring updates from the Compliance Manager, and
- 3.) Community First Fund contract.

A Share file program through Milligan & Company will be created for the Board in the next week to view the Grantee project documents.

Project status updates by the Compliance Manager and Executive Director:

- Pending contracts: YMCA - Camp Curtin, Capital Region Water Multi-Modal Collaborative Facility, Community First Fund and Gamut Theatre. Executive Director Dow-Ford stated CRW has a new solicitor which has slowed their review down, though it is expected to be returned this week.
- Community First Fund contract is in draft format. Executive Director Dow-Ford will work with Mr. Hudson to get the contract finalized and submitted to the Finance Committee for review. A meeting with Community First Fund will be scheduled to further discuss the revolving fund underwriting criteria as well as the Grantee contract.
- A follow-up call has been placed to Gamut Theatre and Salvation Army for a project status update.

IMPACT HARRISBURG GRANT AWARDS

Grantee Name	Dollar Amount	Date of Executed Contracts from Grantee	Date of Fully Executed Contracts
City of Harrisburg Microsoft Office 365	\$250,000.00	Received - Executed Dates Needed	
Infrastructure Contingency Grant TOTAL:	\$250,000.00		
Capital Region Water Multi-Modal Collaborative Facility	\$2,743,645.25	Pending	
City of Harrisburg Multi-Modal Collaborative Facility	\$2,743,645.25	Pending	
Infrastructure Improvement Grants TOTAL:	\$5,487,290.50		
Community First Fund	\$350,000.00	Pending	
East Shore YMCA	\$138,592.00	4/11/2017	5/2/2017
Gamut Theatre	\$250,000.00	Pending	
Tri-County Community Action Commission	\$204,759.00	3/31/2017	3/31/2017
Tri-County Housing Development Corporation	\$350,000.00	Received - Executed Dates Needed	
Community Building Grants TOTAL:	\$1,293,351.00		
City of Harrisburg, Playground Resurfacing	\$250,000.00	Received - Executed Dates Needed	
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	Pending	
Large Economic Development Grants TOTAL:	\$2,431,369.00		

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

Mr. Laninga inquired if the contract for the City's Microsoft Office 365 project had been executed given their request for a disbursement. Executive Director Dow-Ford stated that it had and she would provide the date of execution.

The HACC MOU for office space and the Retention Policy have been finalized and fully executed. Copies of these documents will be electronically distributed.

A sample of an annual audit notice was forwarded to Maher Duessel for review. Once their comments are received, the 2016 annual audit notice will be advertised in a local newspaper of general circulation.

Revised language for the annual Conflict of Interest disclosure statement was also forwarded to Maher Duessel for review. If there are no issues, the Chair requested that the disclosure statement be sent out to the Board for an electronic vote and approval.

Executive Director Dow-Ford noted she was in contact with Ryan Grigsby, a web developer, regarding the Impact Harrisburg website. The cost will be approximately \$100 a month to maintain the site. Further discussions are scheduled for Tuesday, July 11.

5. Other Business

Mr. Laninga inquired if the Chair received any word from Judge Leadbetter relating to a legal matter with PA Media Group regarding the Sunshine Act.

The Chair noted no response has been received from the judge.

Executive Director Dow-Ford noted once funding has been disbursed to all 16 Grantees, the Board will need to decide its functionality for the future.

The Chair noted discussions around the remainder of the grant funds should be targeted sometime in the first quarter.

There being no further discussion, the Chair adjourned the meeting at 11:37 a.m.

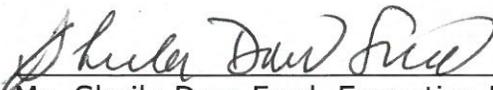
Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for August 1, 2017 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 18th day of July, 2017.



Mr. Neil Grover, Chair



Ms. Sheila Dow-Ford, Executive Director