

MINUTES
MEETING OF IMPACT HARRISBURG
July 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

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
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:

Brian Hudson, Secretary
Brittany Brock, Treasurer
Karl Singleton, Director

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

Executive Director Dow-Ford welcomed all in attendance.

The Officers and Directors of the Board that were unable to attend the meeting were excused.

1. Regular Meeting Minutes of July 6, 2017

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

"The minutes from Impact Harrisburg's Board of Directors regular meeting of July 6, 2017, be approved as printed."

MOTION CARRIED UNANIMOUSLY

2. Annual Election of Board Officers

The Chair asked Executive Director Dow-Ford to hold the Board's annual election.

Current Officers are: Chair - Mr. Neil Grover; Vice-Chair - Mr. Doug Hill; Secretary - Mr. Brian Hudson and Treasurer - Ms. Brittany Brock.

Executive Director Dow-Ford opened the floor to nominations for the Board's annual election of Officers.

Hearing no nominations Executive Director Dow-Ford asked for a motion to approve the slate of candidates mentioned who hold current positions.

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

"For the annual election for Officers of the Board, the Board accepts the slate of candidates currently serving in those positions for another year: Chair - Mr. Neil Grover; Vice-Chair - Mr. Doug Hill; Secretary - Mr. Brian Hudson and Treasurer - Ms. Brittany Brock."

MOTION CARRIED UNANIMOUSLY

Executive Director Dow-Ford suggested those serving on the Finance Committee continue serving in that capacity; Committee Chair - Ms. Brittany Brock, Members - Mr. Neil Grover, Mr. Doug Hill and Mr. Brian Hudson.

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

"The Board accept the members serving on the Finance Committee for another year: Committee Chair - Ms. Brittany Brock; Members - Neil Grover, Doug Hill and Brian Hudson."

MOTION CARRIED UNANIMOUSLY

3. Treasurer's Report

Vice-Chair Hill reported the Finance Committee met yesterday, Monday, July 17 to review and discuss:

1. The distribution of funds to three (3) Grantees
 - a. City of Harrisburg Microsoft Office 365,
 - b. Paxton Street Ministries and
 - c. Webpage FX,
2. Community First Fund contract and
3. The internal controls for fund transfers between Wilmington Trust and Fulton Bank.

The Webpage FX project is properly complete. The Compliance Manager is satisfied with the work that's been done and all reporting is complete. The Finance Committee confirmed that Webpage FX met all the match requirements. One outstanding item for Webpage FX is to confirm that they've purchased flood insurance on the building. The Finance Committee authorized the release of \$500,000 to Webpage FX.

The awarded grant to Paxton Ministries is \$100,000. Two draws have been submitted for reimbursement. An invoice dated June 2 in the amount of \$42,232 and an invoice in July for

\$45,000. An invoice for the remainder of the funds will be submitted next month in the amount of \$12,768. All aspects of the project are good. The Finance Committee authorized the release of payment for the two submitted invoices.

The City's Microsoft Office 365 project was awarded \$250,000. Current invoices received from the City total \$165,864. The balance of funds to be distributed to the City totals \$84,136. The Microsoft Office software involves a three (3) year contract with the service provider. The contract from the service provider allows the City to pay for the software in annual payments over the next 3 years. With that said there will be two (2) additional draws from the City in the amount of \$40,003, which leaves approximately a \$4,000 balance. The City's request to Impact Harrisburg is to release the full \$250,000 inasmuch as everything is obligated, however, the difficulty from an accounting and auditing standpoint is that there isn't a paper trail for the invoices for the next 2 years for the software purchase.

It is recommended by the Finance Committee that the funds be placed in a restricted receipt account at the City. This restricted account will not be a separate account but a separate line item entry on the City's accounting records. The Finance Committee has inquired with the City's finance department to verify that a line item can be created for the software funds and will be entered on the City's records in this manner.

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

"The Board authorize the dispersal of \$250,000 to the City of Harrisburg for the Microsoft Office 365 project with the understanding that this is a contingent motion based on the Board being satisfied that the bookkeeping and accounting records are set up in a way that the funds will be restricted to their future use in FY 2018 and 2019 for software purposes, which are not currently invoiced. If the City is not able to create a separate line item for the software funds for FY 2018 and 2019, it is recommended that the Board only release the funds currently invoiced for in the amount of \$165,864."

There was discussion on the motion. Ms. Parker confirmed the motion is contingent on the City auditors being satisfied that the funds will be properly accounted for by the City. Mr. Montgomery inquired if there has been a response from the auditors. Vice-Chair Hill advised a call has been placed to the City's finance department but due to vacation leave the City's response is pending.

MOTION CARRIED UNANIMOUSLY

Vice-Chair Hill noted one invoice was received for approval from McNeese Wallace & Nurick in the amount of \$4,801.00 for work related to the year-end June 30, 2016 audit and IRS Form 990 preparation services.

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

"Invoice #470275 from McNeese Wallace & Nurick, in the amount of \$4,801 for work relating to the year-end June 30, 2016 audit and IRS Form 990 preparation services, be approved for payment."

MOTION CARRIED UNANIMOUSLY

The Chair noted the transfer is in place from Wilmington Trust to Fulton Bank in the amount of \$1,020,000 for grantee reimbursements and payment to the Compliance Manager, Milligan & Company.

Executive Director Dow-Ford suggested the Board meet on Tuesday, August 1, at Webpage FX for a walk-thru of the building that was purchased through grant funding from Impact Harrisburg. Mr. Reddig also suggested the Board consider including a press announcement to highlight this monumental occasion with Webpage FX showing the work Impact Harrisburg has accomplished over the past year.

The Chair noted the Treasurer verified with Wilmington Trust on the process to initiate a funds transfer between Wilmington Trust and Fulton Bank. A verbal request with Wilmington Trust can be requested by the Treasurer to make a withdraw and two (2) authorized signatures will be required by Fulton Bank to release funds. After Mr. Reddig inquired, the Chair asked Executive Director Dow-Ford to verify that the Treasurer can only make transfers from Wilmington Trust to Fulton Bank.

Executive Director Dow-Ford noted over the next two weeks she will present to the Finance Committee a draft of step-by-step procedures for withdrawals by the Grantees.

4. Executive Director Report

Executive Director Dow-Ford reported she presented a draft contract for Community First Fund to the Finance Committee for review. Further discussion is needed with the Finance Committee before it is ready for approval.

Executive Director Dow-Ford reported Ms. Morrow worked with Ms. Byrnes to set up the Share file account. Board members now have access to all project files.

Project status updates by the Compliance Manager and Executive Director:

- East Shore YMCA is the next project that is ready to move forward for funding.
- Working closely with TLC Construction and Renovations to make sure they meet all objectives and criteria. A status report will be presented at the next Board meeting on August 1.
- Phone calls have been placed to Gamut Theatre for a status update.
- Salvation Army is moving forward with their fund raising.
- River Rescue is moving forward with their fund raising and project bids.
- Executive Director Dow-Ford will be contacting Capital Region Water to finalize and execute their contract for the MultiModal project.

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.

Revised language for the annual Conflict of Interest disclosure statement was forwarded to Maher Duessel for review. There were no issues with the revised language. The Chair asked for a motion to approve the proposed annual Conflict of Interest disclosure statement per the Board’s By-Laws.

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

“Approve the proposed annual Conflict of Interest disclosure statement to be compliant with the By-Laws.”

MOTION CARRIED UNANIMOUSLY

The Chair noted the By-Laws require the Conflict of Interest disclosure statement be filed by September 30, 2017. Executive Director Dow-Ford asked those in attendance at today's Board meeting to complete and sign the disclosure form.

A copy of the HACC MOU will be electronically distributed to the Board and Ms. Morrow for record retention purposes.

An advertisement in the Central Penn Business Journal for the 2016 year-end audit will be completed tomorrow.

A meeting with Ryan Grigsby, a web developer, regarding the Impact Harrisburg website is scheduled for later today. If Mr. Grigsby is in agreement to update and maintain the website for Impact Harrisburg, a maintenance agreement will be drafted for the Finance Committee to review and approve to contract with Mr. Grigsby.

5. Other Business

Mr. Reddig extended his appreciation to the Board for their commitment and dedication. He noted the Board took the necessary steps needed to put processes in place to be where they are today. Mr. Reddig noted as he exits his role as Coordinator for the City of Harrisburg, he is pleased to see the dollars that were set aside, roughly \$12.3 million from the Strong Plan consummation, are now being deployed and is very optimistic that the funds will help to further economic and community development in the City, which is what is necessary to achieve the long-term sustainability we are all looking to accomplish in Harrisburg.

The Board in return recognized Mr. Reddig for his contributions to the Board and the City of Harrisburg.

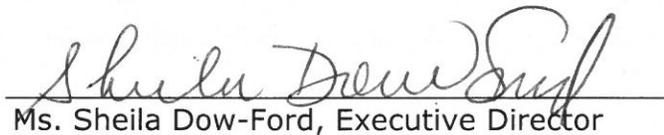
There being no further discussion, the Chair adjourned the meeting at 11:47 a.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for August 15, 2017 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 1st day of August, 2017.


Mr. Neil Grover, Chair


Ms. Sheila Dow-Ford, Executive Director