

MINUTES
MEETING OF IMPACT HARRISBURG
August 1, 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

Board of Directors Present:

Dale Laninga, Director
Gloria Martin-Roberts, Director
Jackie Parker, Director
Karl Singleton, Director

Others Present:

Sheila Dow-Ford, Executive Director
Larry Segal, Impact Pennsylvania Strategies, LLC/Compliance Team
Marita Kelley, Coordinator for the City of Harrisburg
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
Russ Montgomery, 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.

Treasurer Brock left the meeting at 11:57 a.m.

1. Regular Meeting Minutes of July 18, 2017

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

"The minutes from Impact Harrisburg's Board of Directors regular meeting of July 18, 2017, be approved as printed."

MOTION CARRIED UNANIMOUSLY

2. Treasurer's Report

The Treasurer reported the transfer from Wilmington Trust to Fulton Bank in the amount of \$1,020,000 was completed for the purpose of paying grantee reimbursements and Milligan &

Company, the Compliance Manager. Current investments with Wilmington Trust will stay in place over the next 6 months unless there's a need for a withdraw.

An engagement letter from the auditors is forthcoming. Maher Duessel inquired to commence field work for fiscal year-ending June 30, 2017. The Treasurer would like to arrange a visit with the auditor for field work to begin in September.

No invoices were received for payment at this time.

A reimbursement request form from Webpage FX was received for the full payment amount of \$500,000. The reimbursement request has gone through the approval process and payment will be released later this week.

The Finance Committee was unable to meet since its last meeting on Monday, July 17.

3. Executive Director Report

Executive Director Dow-Ford reported that efforts continue in working with Community First Fund (CFF) on a structure. A draft grant contract for CFF was provided to the Finance Committee for review.

The Compliance Team provided an update on the recent meeting with CFF. Some specific items are being worked through to make sure the funding will be distributed in the manner desired by the Board. The revolving loan fund through CFF, with funding from Impact Harrisburg, is to be a lending vehicle that will assist minority entrepreneurs who want to bring new businesses in to the City of Harrisburg.

CFF has advised Impact Harrisburg they have also received a grant from the Wells Fargo Diverse Community Capital program that will finance a full-time business development person committed to the City of Harrisburg for the next three years. Ms. Martin-Roberts requested that the Executive Director and Compliance Manager verify and confirm that the interest of Wells Fargo align with the interest of Impact Harrisburg.

The Chair asked that when the grant contract is executed that a timeline be confirmed when CFF will begin lending grant funds to City applicants.

On the administrative end of work, the By-Laws call for an annual report to be made at the close of the fiscal-year by the Executive Director and Treasurer. To begin this process, Executive Director Dow-Ford distributed a draft written summary of activities undertaken by the Executive Director and the Board from the period beginning January 1, 2016 through June 30, 2017. The forgoing list of activities performed during the prescribed period is not exhaustive, however, the list provides a compendium of the work performed. Treasurer Bock has not yet had the opportunity to review and comment upon the report at this time. While the report is currently in draft form, it will be presented to the Finance Committee for review and acceptance and a final report submitted to the Board.

The Chair recommended when the Board begins the next process of reviewing applications to allocate the remainder of the grant money, a calendar to track the steps to assist the Board through this process be kept by the Executive Director. The Chair is hopeful that additional funding is still a possibility.

The Compliance Team and Executive Director provided an update on the progress and status of projects:

- Paxton Street Ministries has been approved for payment for two draws with the remainder of their grant in the amount of \$12,768 be approved and released by the end of August. Complete funding will then be distributed. Ongoing project monitoring will continue.
- The funding for the City of Harrisburg for the Microsoft Office 365 project and for Webpage FX is also scheduled to be released. Both of these projects will be completely funded. Ongoing project monitoring will continue.
- A Cooperation Agreement was created and executed between the Redevelopment Authority Group and Webpage FX for grant drawdowns. Distribution of grant funds will be distributed directly to the Redevelopment Authority Group on behalf of Webpage FX.

The Chair requested clarity on the process of distributing grant funds by check once a request for reimbursement is received and approved.

Treasurer Brock advised the Grantee will complete and submit a reimbursement request form to the Compliance Team, who will review and approve the reimbursement request. The reimbursement request is then forwarded to the Executive Director who will also review and approve the reimbursement request. The Executive Director will submit the reimbursement request form to the Finance Committee for approval to pay. Once all reviews are completed and approved, the Treasurer will make the payment request through Gift & Associates, who will issue payment by check. The check is mailed to the Treasurer for verification and execution by two authorized signatures before the check is distributed by mail or hand delivered to the Grantee.

Ms. Martin-Roberts requested that the Board be notified electronically when a check is issued and distributed to a Grantee.

ACTION: Electronic notification will be sent to the Board by the Executive Director for each check payment issued and distributed to a Grantee.

The Compliance Team continued reporting on the project status and monitoring:

- The next 3 projects ready for funding are East Shore YMCA, Tri-County Housing Development Corporation and Harrisburg River Rescue.
- A meeting is being scheduled to reengage Harrisburg and CRW on the Multimodal project. Treasurer Brock requested to be included in the meeting.
- A meeting was held with Gamut Theatre and another meeting is scheduled for next week.
- A meeting is scheduled this afternoon with Harrisburg Redevelopment Authority and Harrisburg River Rescue.
- Projects that are ready for funding by October are TLC Construction and Renovations, YMCA Camp Curtin and Salvation Army.

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	4/5/17	4/18/17
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	4/3/17	4/18/17
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	3/9/2017	
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.

Executive Director Dow-Ford reported an email was received from Bruce Weber, the Budget & Finance Director from the City of Harrisburg, regarding the restricted receipts account, which was discussed at the last Board meeting. Whereby approval to authorize the dispersal of \$250,000 to the City of Harrisburg for the Microsoft Office 365 project with the understanding that the approval was contingent on the bases that the Board be satisfied with the bookkeeping and accounting records that would be set up to identify the Impact Harrisburg grant money for future use in FY 2018 and FY 2019 for software purposes, which are not currently invoiced. Mr. Weber’s email confirmed that the City of Harrisburg will deposit all grant monies received from Impact Harrisburg in to a separate/restricted grant fund account and the City will track all such monies by a unique task code in order to conform to Impact Harrisburg’s audit and compliance requirements.

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

An advertisement for the June 30, 2016 fiscal year-end audit will be published in the Central Penn Business Journal on Friday, August 11. The cost for the publication is \$65.

Ryan Grigsby has agreed to revamp and maintain the Impact Harrisburg website. Mr. Grigsby has begun enhancing and updating Impact Harrisburg's website. A maintenance agreement will be executed to acknowledge that Impact Harrisburg agrees to pay a \$125 per month to Mr. Grigsby for his services.

A press event will be scheduled in the near future to announce and highlight the work Impact Harrisburg has accomplished over the past year.

4. Other Business

There being no further discussion, the Chair adjourned the meeting at noon.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for September 5, 2017 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 15th day of August, 2017.



Mr. Neil Grover, Chair



Ms. Sheila Dow-Ford, Executive Director

