

**MINUTES**  
MEETING OF IMPACT HARRISBURG  
August 15, 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

Board of Directors Present:

Dale Laninga, Director  
Russ Montgomery, Director  
Jackie Parker, Director  
Karl Singleton, Director

Others Present:

Sheila Dow-Ford, Executive Director  
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:

Brittany Brock, Treasurer  
Gloria Martin-Roberts, Director

The Vice-Chair called the meeting to order at 10:46 a.m.

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

**1. Regular Meeting Minutes of August 1, 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 August 1, 2017, be approved as printed."**

**MOTION CARRIED UNANIMOUSLY**

**2. Treasurer's Report**

No report was provided.

**3. Executive Director Report**

Executive Director Dow-Ford reported an invoice was received from Mr. Grigsby in the amount of \$125 for maintenance services for the Impact Harrisburg website.

Efforts continue in working with Community First Fund (CFF) on a revolving loan structure. A draft grant contract for CFF was provided to the Finance Committee for review.

The Executive Director and Treasurer plan to meet later this week to work on finalizing an annual report to the Board.

The next round of grant applications is pending due to a number of circumstances already in motion and will be revisited at a later date.

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

- Camp Curtin YMCA recently became aware of some structural deficiencies relating to a wall located at the swimming pool annex. Camp Curtin is considering asking the Board to increase the grant application from \$500,000 to \$550,000 to include the wall structural repairs.
- East Shore YMCA will need to reduce the amount of their grant application due to a shortfall in funding.
- TLC Construction is ready to start their project.
- Harrisburg River Rescue project work is complete. Final documentation is being obtained. It is anticipated that a request for payment to be made directly to the contractor in the amount of approximately \$81,000 will be submitted within the next 30 days.
- Gamut Theatre is moving forward with their funding match.
- An update on Harrisburg Redevelopment Authority will be presented at the next Board meeting.

Mr. Laninga inquired on the status of payment to Paxton Ministries, City of Harrisburg Microsoft Office 365 project and Webpage FX. Executive Director Dow-Ford advised the Grantee reimbursement requests have been reviewed and approved by the Compliance Team, Executive Director and Finance Committee and are with the Treasurer for release of payment.

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

#### 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
<b>Infrastructure Contingency Grant TOTAL:</b>	<b>\$250,000.00</b>		
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
<b>Infrastructure Improvement Grants TOTAL:</b>	<b>\$5,487,290.50</b>		
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	
<b>Community Building Grants TOTAL:</b>	<b>\$1,293,351.00</b>		

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	
<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.

The advertisement for the June 30, 2016 fiscal year-end audit was published in the Central Penn Business Journal on Friday, August 11. A copy of the publication is forthcoming.

The Impact Harrisburg website has been revamped. Meeting minutes, policy documents and forms are currently being posted.

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

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

**"The Board voted to go into executive session for further discussion of a legal matter. The executive session began at 11:24 a.m. and ended at 11:28 a.m."**

#### **MOTION CARRIED UNANIMOUSLY**

Executive Director Dow-Ford noted she received an electronic version of the 2017 Engagement Letter with Maher Duessel. The Engagement Letter will be reviewed and distributed to the Board, if necessary, prior to the next Board meeting for approval.

The Chair recommended that the Finance Committee begin evaluating all the various professional service contracts around the January timeframe to analyze that the services and rates are all in order and acceptable.

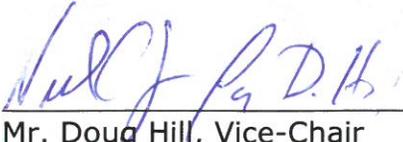
The Chair noted the City and Capital Region Water executed a reimbursement agreement that will be used in both contracts as a tool for paying contractors for the playground project and multi-modal project.

There being no further discussion, the Vice-Chair adjourned the meeting at 11:33 a.m.

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 5<sup>th</sup> day of September, 2017.

Handwritten signature of Doug Hill in blue ink, written over a horizontal line.

Mr. Doug Hill, Vice-Chair

Handwritten signature of Brian Hudson in blue ink, written over a horizontal line.

Mr. Brian Hudson, Secretary