

MINUTES
MEETING OF IMPACT HARRISBURG
September 5, 2017, 10:30 a.m.
Pennsylvania Housing Finance Agency
211 North Front Street, Harrisburg

Officers of the Board Present:

Neil Grover, Chair
Brian Hudson, Secretary
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
Marita Kelley, Coordinator for the City of Harrisburg
Andrew Sheaf, Policy Specialist, Governor's Center for Local Government Services

Officers and Directors of the Board Absent:

Doug Hill, Vice-Chair
Russ Montgomery, Director

The Chair called the meeting to order at 10:36 a.m.

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

The Chair left the meeting at 11:55 a.m.

1. Regular and Executive Meeting Minutes of August 15, 2017

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

"The regular minutes from Impact Harrisburg's Board of Directors regular meeting of August 15, 2017, be approved as printed."

MOTION CARRIED UNANIMOUSLY

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

"The executive minutes from Impact Harrisburg's Board of Directors regular meeting of August 15, 2017, be approved as printed."

MOTION CARRIED UNANIMOUSLY

2. Treasurer's Report

The Treasurer noted she is in receipt of Maher Duessel's Engagement Letter for the 2017 fiscal year-end audit. The Treasurer will confirm the cost agrees with what was quoted.

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

"To accept the Maher Duessel Engagement Letter for the 2017 fiscal year-end audit with the condition that if the cost is more than 10% from last year's cost the Treasurer will notify the Board."

MOTION CARRIED UNANIMOUSLY

In preparing for the 2017 fiscal audit, Board members who haven't completed the Conflict of Interest form will need to do so before September 30. Forms are to be submitted to the Executive Director.

The Treasurer reported grantee fund checks were distributed to Webpage FX, City of Harrisburg Microsoft Office 365 project and Paxton Ministries. These are the first three Grantees to receive grant funds.

3. Executive Director Report

Executive Director Dow-Ford reported the Impact Harrisburg website has been revamped. Meeting minutes, policy documents and forms are being posted. Payment to Mr. Grigsby is pending in the amount of \$125. Executive Director Dow-Ford will work with the Finance Committee to have payment released.

The advertisement for the June 30, 2016 fiscal year-end audit was published in the Central Penn Business Journal on Friday, August 11, 2017. A proof of publication has been received.

The Executive Director and Treasurer are working together on finalizing the annual report to the Board. A summary of progress and achievements has been established and are being written in a narrative format.

The Compliance Team and Executive Director provided an update on the progress and status of Grantee projects. The Executive Director noted, not only are monitoring and compliance being tracked, a great deal of technical assistance is being provided by the Compliance Team.

- Paxton Ministries submitted a second request for reimbursement.
- Salvation Army is being represented by Delta Development. Currently waiting to see if they will be approved for a RACP grant. The project is on hold pending a match.
- East Shore YMCA will be submitting a scope and match modification to their grant application.
- Harrisburg River Rescue project is 98% complete and has submitted documentation for reimbursement.
- Camp Curtin YMCA discovered structural damage in the pool annex. Will need to update the Sources and Uses document along with the Scope of Work for Board's approval.
- TLC Construction and Renovations is ready to start project.
- Meetings on the Multi-modal project have occurred between the City of Harrisburg and Capital Region Water (CRW). A task schedule and cash flow will be important in tracking this project. A meeting in the near future will be scheduled to include PennDOT.
- The City of Harrisburg, playground resurfacing project, is ready to start.

- Tri-County Community Action Commission is pushing toward a September construction start.
- Tri-County Housing Development Corporation is looking towards an October construction start.
- With the Pennsylvania Housing Finance Agency (PHFA) providing a \$650,000 commitment, Community First Fund has evolved in to a million-dollar revolving loan program between Impact Harrisburg and PHFA.

The Board agreed to invite Camp Curtin YMCA to an upcoming Board meeting to gain a better perspective on the changes to their 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	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.

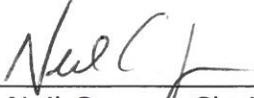
4. Other Business

There being no other business to discuss, the Chair adjourned the meeting at 12:27 p.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for September 19, 2017 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 19th day of September, 2017.



Mr. Neil Grover, Chair



Mr. Brian Hudson, Secretary