

MINUTES
MEETING OF IMPACT HARRISBURG
September 19, 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 (by conference call)
Annemarie Byrnes, Impact Harrisburg Compliance Team (by conference call)
Larry Segal, Impact Harrisburg 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:

Brittany Brock, Treasurer
Gloria Martin-Roberts, Director

The Chair called the meeting to order at 10:40 a.m.

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

Mr. Singleton left the meeting at 11:13 a.m.

Ms. Dow-Ford disconnected from the meeting at 11:17 a.m.

Ms. Parker left the meeting at 11:54 a.m.

1. Regular Meeting Minutes of September 5, 2017

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

"The regular minutes from Impact Harrisburg's Board of Directors regular meeting of September 5, 2017, be approved as printed."

MOTION CARRIED UNANIMOUSLY

2. Camp Curtin YMCA Presentation

Mr. Jamien Harvey, Executive Director, with the Camp Curtin YMCA provided the Board with an update on the Camp Curtin project. Camp Curtin YMCA submitted an application for \$250,000 for an indoor turf area. Mr. Harvey advised the Board that during the bid process it was discovered that there was additional structural damage to the pool room that will also need repairing. Mr. Harvey requested approximately \$250,000 - \$300,000 of additional funding from the Board to help complete the overall project.

The Compliance Team suggested Camp Curtin YMCA bring back to the Board one complete bid for the total project, which will include an indoor turf area and repairs to the structure of the pool room. Mr. Harvey agreed to go back to the contractors to request a combined bid for one project. The Board will reevaluate the full scope of the Camp Curtin YMCA project by the October 17 Board meeting to determine how much additional funding will be awarded.

The Chair asked for a motion to award up to \$15,000 of the original grant to Camp Curtin YMCA to be pursued for professional services to rephrase the pool annex project. The Chair advised Mr. Harvey to communicate with the Mr. Segal on the rephrasing cost. Mr. Segal will communicate back to the Board the overall cost of the Camp Curtin YMCA project.

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

“The Board approve the Camp Curtin YMCA on rephrasing an estimate of the overall scope of work that will combine the two projects as one complete project; and that the rephrasing cost will not exceed up to \$15,000.”

MOTION CARRIED UNANIMOUSLY

2. Executive Director Report

Ms. Parker circulated information regarding the type of loan criteria she would like to have included in the loan criteria process with Community First Fund (CFF). Mr. Montgomery noted Executive Director Dow-Ford advised she will set up meetings with SCORE and the Small Business Development Center with assisting CFF applicants.

Mr. Segal from the Compliance Team provided an update on the progress and status of the Grantee projects. He met with the Finance Committee to discuss the Camp Curtin YMCA, East Shore YMCA and TLC Construction and Renovations projects.

- Further follow-up is needed with the East Shore YMCA on a match.
- TLC Construction and Renovations has started work and will be submitting a reimbursement form next week to cover the cost of materials. A second request for reimbursement for labor cost will be forthcoming.
- River Rescue noted they will be submitting a reimbursement request in the near future.
- A meeting was held with the City to help move the playground project and the multi-modal project forward. The Compliance Team is looking to simulate the multi-modal projects into

a singular process. A reimbursement agreement between the City and Capital Region Water was also achieved.

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	6/20/2017
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	4/24/17	6/20/17
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.

3. Treasurer's Report

Mr. Hudson provided an update on the Treasurer's report.

The Treasurer received an invoice from McNees Wallace & Nurick in the amount of \$408 relating to Judge Leadbetter's Order involving PA Media Group, WITF, Inc., and Hearst Properties Inc., d/b/a WGAL-TV, relating to the Sunshine Act.

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

"The invoice from McNees Wallace & Nurick, in the amount of \$408, for litigation relating to the Sunshine Act, be approved for payment."

MOTION CARRIED UNANIMOUSLY

4. Finance Committee Report

Mr. Hudson provided an update on the Finance Committee.

Mr. Hudson noted Ms. Brock, Finance Chair, advised that the Executive Director and Treasurer provided an annual report to the Finance Committee for review. The Finance Committee will review the draft annual report and provide final comments. The annual report will be circulated to the Board at the next regularly scheduled meeting.

Documentation for the upcoming audit has been submitted to Maher Duessel for review. The auditor has requested an updated Executive Director agreement. The Finance Committee requested that the Executive Director submit a summary of activities from January 2015 through June 2017. The summary of activities will be reviewed by the Finance Committee as part of the governance process with further discussion and review of the Executive Director agreement.

5. Other Business

There being no other business to discuss, the Chair adjourned the meeting at 12:05 p.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for November 7, 2017 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 21st day of November, 2017.



Mr. Neil Grover, Chair



Mr. Brian Hudson, Secretary