

MINUTES

MEETING OF IMPACT HARRISBURG
November 7, 2017, 10:30 a.m.
Pennsylvania Housing Finance Agency
211 North Front Street, Harrisburg

Officers of the Board Present:

Neil Grover, Chair
Brittany Brock, Treasurer

Board of Directors Present:

Dale Laninga, Director
Russ Montgomery, Director
Karl Singleton, Director (via conference call)

Others Present:

Sheila Dow-Ford, Executive Director
Annemarie Byrnes, Impact Harrisburg Compliance Team (by conference call)
Larry Segal, Impact Harrisburg Compliance Team (by conference call)
Marita Kelley, Coordinator for the City of Harrisburg
Anne Morrow, Recording Secretary

Officers and Directors of the Board Absent:

Doug Hill, Vice-Chair
Brian Hudson, Secretary
Gloria Martin-Roberts, Director
Jackie Parker, Director

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

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

Mr. Singleton joined the meeting by conference call at 11:03 a.m.

Impact Harrisburg Board of Directors did not hold a meeting in the month of October due to other business conflicts.

A quorum was reached when Mr. Singleton joined the meeting by conference call.

Executive Director Dow-Ford presented a memorandum with updates on various grant projects with the intent to facilitate and expedite both discussion and decision-making items. It was also noted that the Finance Committee met on Wednesday, October 25, 2017 and reviewed the following projects: Paxton Ministries, Camp Curtin YMCA, East Shore YMCA TLC Construction, Harrisburg River Rescue and Community First Fund. The Chair noted he, Mr. Hill, Mr. Hudson, Ms. Brock and Ms. Parker as well as the Executive Director attended the Finance Committee.

The Chair asked the Compliance Team to provide an update on Camp Curtin YMCA's request for modification to the scope of work and request to increase their grant award to \$250,000, adjusting the initial grant request to a revised project amount of \$500,000. A formal letter from Camp

Curtin's Executive Director, Jamien Harvey, revising the scope of work was presented to the Board for review and discussion. The revised scope of work and request for additional funding is a follow-up to the discussion and direction decided by the Board at its September 5, 2017 regular Board meeting. The request to revised the scope of work is due to a structural deficiency that's now been determined inside the building, making it necessary to request an increase in funding.

After the Compliance Team provided an update regarding the Camp Curtin YMCA, the Treasurer confirmed funds are available should the Board decide to grant additional funds in the amount of \$250,000 to the Camp Curtin YMCA project.

The Chair noted the Finance Committee's recommendation is for Executive Director Dow-Ford and the Compliance Team to first prepare an amendment to Camp Curtin's Grant Agreement for the Board's review and approval before a motion is made to increase Camp Curtin's overall project to \$500,000.

ACTION: Executive Director Dow-Ford will prepare an amendment to the Camp Curtin YMCA's Grant Agreement; providing specific conditions in the Grant Agreement relating to the revised scope of work and request to increase the grant funding by \$250,000 for a total project amount of \$500,000.

November 21, 2017

1. Regular Meeting Minutes of September 19, 2017

The Chair deferred making a motion to approve the September 19, 2017 meeting minutes until the full Board is present at the next Board meeting on Tuesday, November 21, 2017.

2. Treasurer's Report

The Treasurer reported an electronic vote was made on October 25, 2017 by the Executive Director requesting Board approval to transfer \$1.1 million from Wilmington Trust to Fulton Bank to cover anticipated grantee draws that will occur over the next ninety days.

Electronic Board Vote: Yes-8
Mr. Laninga voted No

The Treasurer noted the on October 25, 2017, the Finance Committee was presented with several draw requests and discussed future disbursements. From this discussion, the Finance Committee recommended a transfer of \$1.1 million from Wilmington Trust to Fulton Bank to cover the anticipated draws over the next two to three months.

The Treasurer noted disbursements were issued two weeks ago to the following Grantees:

- \$147,000.26 – TLC Construction and Renovations
 - \$40,395 was also approved to be released to Johnson Controls once an invoice is received
- \$50,223.73 – Paxton Ministry

Anticipated reimbursements:

- Community First Fund
- TLC Construction and Renovations
- Harrisburg River Rescue in the amount of \$81,369

Projects in the pipeline:

- Harrisburg Redevelopment Authority
- City of Harrisburg/Capital Region Water Parks and Recreation
- Tri-County Housing Development Corporation
- Tri-County Community Action Commission

Mr. Laninga noted his vote not to transfer funds from Wilmington Trust to Fulton Bank was made based on the information that was provided in the email. He felt further information was necessary to understand how the Finance Committee came to the decision on the transfer amount. The Finance Committee Chair acknowledged his concern and said more detail will be given for any future electronic vote.

The Treasurer reported the fiscal year 2017-18 budget was circulated for the Board's review. A copy of the FY 17-18 budget will also be electronically emailed to the Board for a motion at the next Board meeting on Tuesday, November 21, 2017.

The estimated amounts budgeted for FY 17-18 were reviewed and discussed by the Board. The Chair suggested increasing the Legal Fees budget from \$10,000 to \$20,000 with the expectation that the Board will consult legal advice relating to the Community First Fund Grant Agreement and/or as a contingency placeholder.

The Treasurer noted the budget for the Bank Fees are fees charged by Fulton Bank for the cost of each check issued at a cost of \$13/check. Ms. Brock will contact the Manager at Fulton Bank to request a reduction in the check fee cost, anticipating this amount will increase significantly going forward.

ACTION: The Treasurer will make suggested adjustments by the Board and will recirculate the FY17-18 budget by electronic email for review, with an anticipated motion by the Board at the next Board meeting on Tuesday, November 21, 2017.
November 9, 2017

ACTION: The Treasurer will report back to the Board regarding the budgeted Bank Fees relating to the check cost by Fulton Bank.
November 21, 2017

3. Executive Director Report

The Executive Director reported the Agreement between Mr. Grigsby, webmaster, and Impact Harrisburg was executed. A copy of the agreement will be circulated to the Board.

ACTION: The Executive Director will circulate electronically to the Board a copy of the executed agreement between Impact Harrisburg and Mr. Grigsby.
November 21, 2017

Work continues with the Compliance Team, specifically on the compliance piece for each project. This piece is moving forward and is in good shape.

Audit materials are being complied between the Executive Director and Treasurer. Every component has been completed that is required to be provided under the By-Laws.

The Chair and Executive Director are working on getting the Executive Director Agreement extended. Details are currently being worked out. This agreement is the only outstanding item that is needed by the auditor.

Maher Duessel was given access to the sharefile folder for viewing the Grantee Agreements. The remaining Grantee Agreements that aren't on the sharefile will be uploaded soon.

An update was provided on the outcome discussions with the local organizations, which provide business development, financial and accounting education to local entrepreneurs seeking access to capitalize with funding their business ventures. The four entities involved are SCORE, Kutztown Small Business Development Center (SBDC) and Capital Region Economic Development Corporation (CREDC) who are housed together at the Harrisburg Regional Chamber of Commerce and operate in tandem. The fourth entity is Shippensburg University, which is county specific for Dauphin County. CREDC has volunteered to act as a conduit with SCORE and Kutztown SBDC. Mr. Montgomery suggested the Executive Director also contact Harrisburg Area Community College (HACC) to see what services are offered for assisting local business entrepreneurs.

ACTION: Executive Director Dow-Ford will contact HACC to inquire on services that can assist local entrepreneurs with capitalizing their funds.

November 21, 2017

Executive Director Dow-Ford noted the Finance Committee had a discussion and the Board will want to discuss the degree the Board will want to be immersed and engaged in setting up and following through on the ongoing education for applicants through the Harrisburg Opportunity Fund. The Finance Committee provided a target date of January 2018 for finalizing the Grantee Agreement with Community First Fund.

Executive Director Dow-Ford noted she was contacted and met with the new Harrisburg City Council members along with some of the current City Council members to discuss the work Impact Harrisburg is involved in. Council President Williams extended an invite for Executive Director Dow-Ford to come back and meet with the entire City Council.

The East Shore YMCA submitted a letter requesting to revise their scope of work regarding a match. The letter notes the East Shore YMCA would like to use the men's dormitory renovations that were completed over the summer at a cost of \$111,297 as a match for obtaining the grant with Impact Harrisburg instead of what was originally listed in their application.

It was moved by Ms. Brock and seconded by Mr. Laninga that:

"The Board accept the letter from the East Shore YMCA requesting to revise their match by using the men's dormitory renovations at a cost of \$111,297 for the Impact Harrisburg Grant."

MOTION CARRIED UNANIMOUSLY

Harrisburg River Rescue submitted documentation for a draw in the amount of \$81,369, which is the entire amount of their grant. The draw request is currently being reviewed by the Compliance

Team. It was noted that Harrisburg River Rescue has not yet submitted documentation reflecting compliance with the Prevailing Wage Act.

Ms. Byrnes with the Compliance Team indicated should the Grantee fail to supply wage information language she will provide a note in the file as a caveat stating "based on a review of the documentation and expenses provided, Milligan Associates notes that the project did not provide documentation of compliance with PA Prevailing Wage".

Until the documentation can be completely reviewed, there is no indication that the information has been omitted. All other aspects of the project are in accordance with the intended project usages. Executive Director Dow-Ford reiterated that the Program Guidelines state that Grantees failing to comply with Prevailing Wage do so at their own risk.

Ms. Brock inquired if photos of the projects have been taken. The Executive Director noted photos have been taken and will put a slide show together for the Board's view. Mr. Grover indicated that all project photos should be posted to the website.

ACTION: The Executive Director will work with Mr. Grigsby, webmaster, to post the project photos to the website. December 5, 2017

Salvation Army's grant request with the Redevelopment Assistance Capital Program is pending but should be moving forward soon.

Gamut Theatre has continued work with fundraising. A complete report will be provided at the next Board meeting on November 21, 2017.

All bids were denied for the City of Harrisburg playground project. The City will advertise another request for proposal.

The Multi-Modal collaborative project is moving forward between the City and Capital Region Water. It is anticipated the first draw will be in the spring of 2018.

A significant aspect in the monitoring component for each project is making sure the Grantee's are involving minority and disadvantaged business enterprises.

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		

Grantee Name	Dollar Amount	Date of Executed Contracts from Grantee	Date of Fully Executed Contracts
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.

4. Other Business

There being no other business to discuss, the Chair adjourned the meeting at 12:16 p.m.

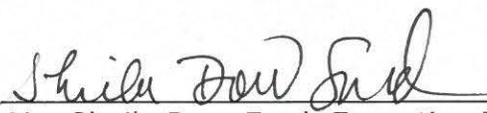
Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for November 21, 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



 Ms. Sheila Dow-Ford, Executive Director