

MINUTES
MEETING OF IMPACT HARRISBURG
November 21, 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
Larry Segal, Impact Harrisburg Compliance Team
Anne Morrow, Recording Secretary

Officers and Directors of the Board Absent:
Doug Hill, Vice-Chair
Russ Montgomery, Director

Executive Director Dow-Ford called the meeting to order at 10:42 a.m.

The Officers and Directors of the Board not in attendance were excused.

Ms. Brock arrived at the meeting at 10:55 a.m.

Mr. Grover arrived at the meeting at 11:32 a.m.

1. Regular Meeting Minutes of September 19, 2017 and November 7, 2017

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

“The regular minutes from Impact Harrisburg’s Board of Directors regular meeting of September 19, 2017, be approved as printed.”

MOTION CARRIED UNANIMOUSLY

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

“The regular minutes from Impact Harrisburg’s Board of Directors regular meeting of November 7, 2017, be approved as printed.”

MOTION CARRIED UNANIMOUSLY

2. Finance Committee Report

The Executive Director reported she and Ms. Parker met with Melissa Stone from the Capital Region Economic Development Corporation (CREDC) on Monday, November 20, 2017 to further discuss the educational component of the Harrisburg Opportunity Fund through Community First Fund. This is the type of community partnership CREDC is interested in and wants to be invested in. CREDC will not charge for this educational service.

ACTION: The Executive Director will provide a template outlining the direction and timeline for a completed and executed contract; an educational curriculum and the tracking of loans by the next Board meeting.

December 5, 2017

Kutztown Corporation and SCORE were also contacted by the Executive Director. Ms. Stone will contact the Small Business Association (SBA) and follow-up with the Executive Director. The Harrisburg Young Professionals are also interested in the educational aspect of the Harrisburg Opportunity Fund. Executive Director Dow-Ford noted another meeting will be scheduled soon to get all parties working together.

The Executive Director and Treasurer's Annual Report was submitted and accepted by the Board.

All contract agreements are being reviewed and renewed, as necessary. Any renewal agreements will be given to Maher Duessel.

3. Executive Director Report

Mr. Segal from the Compliance Team provided an update on the monitoring and status of projects.

- The Camp Curtin YMCA presented a revised scope of work along with a request to increase the grant funding in the amount of \$250,000; making the total grant funding to \$500,000 to cover the structural deficiency of the building. The Camp Curtin YMCA Board of Directors also agreed to fund \$225,800 to assist with this project. The contractor is ready to begin work on December 1, 2017. The Compliance team recommends a letter be created for Reynolds to proceed without prejudice for work to begin on December 1, 2017.

ACTION: The Executive Director and Compliance Team will create a formal amendment to the Grant Agreement referencing the change of scope and additional funding.

December 5, 2017

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

"The Camp Curtin YMCA's revised scope of work and request for increase in grant funding be approved in the amount of \$250,000; making the total grant funding amount to \$500,000."

MOTION CARRIED UNANIMOUSLY

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

"The Camp Curtin YMCA proceed with work without prejudice pending a formal approval by the Board of an amended Grant Agreement."

MOTION CARRIED UNANIMOUSLY

Executive Director Dow-Ford noted the City of Harrisburg and Capital Region Water's multi-modal project broke ground on Third Street a couple weeks ago kicking off the project. Both Mayor Papenfuse and Chairman Kurowski acknowledged Impact Harrisburg as a prominent partner

Mr. Segal continued with project updates:

- TLC Construction and Renovations are on track and plan to finish the inside of their building by the end of the year. A Board visit is being worked on for in January 2018. A second draw request has been received and is being reviewed for approval of payment.
- Paxton Street Home submitted their third request for disbursement.
- East Shore YMCA is ready to start work.
- Harrisburg River Rescue project work is complete. There are two areas where this project is deficient – 1.) No documentation of Prevailing Wage and 2.) No documentation of using a diverse business enterprises (DBE). A submission of the first and final draw for payment was received for this project.

ACTION: Executive Director Dow-Ford will contact Harrisburg River Rescue to verify and confirm if Prevailing Wage and DBE was utilized on their project.

December 5, 2017

Ms. Brock recommended to the Compliance Team and Executive Director that necessary Prevailing Wage and DBE documentation be obtained on current and future projects confirming the requirement is being met.

ACTION: Executive Director Dow-Ford and Mr. Segal will compile and confirm that Prevailing Wage and DBE requirements are being met and documentation is on file for current and future projects.

December 19, 2017

- Tri-County Housing Development Corporation is rebidding a request for proposal, otherwise, the project is ready to begin.
- A meeting is schedule with the Harrisburg Redevelopment Authority and work has begun.
- Salvation Army is on hold awaiting to see if a grant will be received from the Redevelopment Assistance Capital Program.

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.

4. Treasurer's Report

The Treasurer reported the fiscal year 2016-17 and 2017-18 budgets were circulated prior to the meeting. It was noted that the Legal Fees were increased due to the expectation that the Board will be consulting legal advice relating to the Community First Fund Grant Agreement. The Brokerage Fees were added as a new line item this fiscal year. Mr. Hudson recommended adding the Investment Income to show the amount of earning. The Treasurer noted \$100,000 will be added to the line item under Investment Income.

In the first quarter of 2018, the Treasurer will create a cash flow spreadsheet listing each project and drawdown.

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

"The Board approve the fiscal-year 2017-18 budget with the revision to add the Investment Income amount of \$100,000."

MOTION CARRIED UNANIMOUSLY

A Finance Committee meeting will be scheduled by the end of the year to review and/or renew the following agreements:

- Executive Director
- Milligan & Company, Compliance Team
- Fulton Bank
- Wilmington Trust

The agreement with the auditor, Maher Duessel, is a 3-year agreement and will terminate on June 30, 2018. The agreement with the accountant, Gift & Associates, is a continual agreement unless a change in terms is made either by Impact Harrisburg or Gift & Associates.

ACTION: Finance Chair Brock will contact the Finance Committee members by electronic email to determine their availability for a December Finance Committee meeting to be held at the Pennsylvania Housing Finance Agency for reviewing and/or renewing the above four agreements.

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Once a Finance Committee meeting is scheduled, Ms. Martin-Roberts recommended the Finance Chair advise the date and time to the entire Board.

5. Other Business

Mr. Hudson noted he met with the representatives from Community First Fund (CFF) and received a copy of the proposed guidelines for the Harrisburg Opportunity Fund. Mr. Hudson asked Executive Director Dow-Ford to circulate CFF's proposed guidelines to the Board for review.

ACTION: Executive Director Dow-Ford will circulate by electronic email the Harrisburg Opportunity Fund proposed guidelines received from Community First Fund to the Board for review.

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

"The Board voted to go into executive session for the discussion of the Executive Director contract and compensation. The executive session began at 11:58 a.m. and ended at 12:26 p.m."

MOTION CARRIED UNANIMOUSLY

There being no other business to discuss, the Chair adjourned the meeting at 12:26 p.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

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

Approved this 5th day of December, 2017.



Mr. Neil Grover, Chair



Mr. Brian Hudson, Secretary