

MINUTES
MEETING OF IMPACT HARRISBURG
December 5, 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
Brittany Brock, Treasurer

Board of Directors Present:

Dale Laninga, Director
Gloria Martin-Roberts, Director
Russ Montgomery, Director
Karl Singleton, Director

Others Present:

Sheila Dow-Ford, Executive Director
Marita Kelley, Coordinator for the City of Harrisburg

Officers and Directors of the Board Absent:

Brian Hudson, Secretary
Jackie Parker, Director

Vice-Chair Hill called the meeting to order at 10:40 a.m.

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

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

Mr. Singleton left the meeting at 11:24 a.m.; Ms. Brock and Ms. Martin-Roberts left the meeting at 11:54 a.m.

1. Regular and Executive Meeting Minutes of November 21, 2017

Vice-Chair Hill asked if there were any changes or addendums to the November 21, 2017 regular meeting minutes. There being no changes, Vice-Chair Hill noted the minutes were approved as printed.

No motion was made regarding the executive session minutes. Vice-Chair Hill asked that the executive session minutes be held for discussion and a motion at the next regular Board meeting on December 19, 2017.

2. Executive Director Report

Executive Director Dow-Ford noted an amendment to the Camp Curtin YMCA Grant contract was prepared and circulated prior to the meeting for review. The amendment includes increasing the grant funding from \$250,000 to \$500,000. It also notes that the Camp Curtin YMCA Board agrees

to commit to matching funds in the amount of \$250,000, taking the total amount of the project to \$750,000, which includes the original scope of work for a swimming pool room plus the structural repairs now needed.

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

“The Camp Curtin YMCA amendment to the Grant Agreement, notating the revision to the scope of work and increasing the grant funding to \$500,000 with a match of \$250,000 from the Camp Curtin YMCA Board; making the total project amount to \$750,000, be approved”

MOTION CARRIED UNANIMOUSLY

Executive Director Dow-Ford circulated and reported on the project matrix update:

- The Grant contract with Capital Region Water is being pursued. A meeting to finalize the execution of the Grant contract is being scheduled presently.
- City of Harrisburg Microsoft Office 365 project is complete. Software has been purchased and an audit of the payment of funds will be performed.
- WebPage FX project is complete. A building has been purchased and an audit will be forthcoming.
- The Multi-modal contract with the City has begun. Work started on Third Street. Impact Harrisburg was part of the ground breaking along with the City and CRW. Further discussion and action regarding the diverse business enterprises (DBE) component is being pursued.
- 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 DBE. A submission of the first and final draw for payment was received for this project. The Executive Director’s recommendation is that payment be processed. The Executive Director reiterated that the General Requirements defined under the Impact Harrisburg Program Requirements notes that each Grantee is responsible for applying these requirements.

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

“The payment request from Harrisburg River Rescue in the amount of \$81,369 be approved and paid.”

**MOTION CARRIED with a vote 6-1
Mr. Singleton opposing**

- Harrisburg Redevelopment Authority project is ready to begin.
- Paxton Street Home submitted a third request for payment. Payment was disbursed with a shortfall of approximately \$1,000. The shortfall will be processed and disbursed immediately.
- Salvation Army is on hold awaiting to see if a grant will be received from the Redevelopment Assistance Capital Program.

- TLC Construction and Renovations was paid for their second draw request. A third draw request is pending. The project is coming along nicely. TLC would like to provide an update to the Board on the status of their project at the next Board meeting on December 19.
- Tri-County Community Action Commission is ready to begin work in early 2018.
- Tri-County Housing Development Corporation has gone out for a rebid. The current challenges are around the roofing and the prevailing wage tax issue.
- An ambitious timeline is tentatively scheduled with Community First Fund for the end of January 2018. Executive Director Dow-Ford recommended a working group be created and scheduled to further review and discuss the proposed loan guidelines for the Harrisburg Loan Fund. The working group will consist of Mr. Hudson, Ms. Martin-Roberts, Mr. Montgomery and Ms. Parker; however, all Board Directors are welcome to attend. Executive Director Dow-Ford will work with outside counsel in developing a draft of the Grant contract; and work is in process with CREDC and the City on getting the loan educational component in place.

ACTION: Executive Director Dow-Ford will schedule a working group session for next week to further fine tune and develop the loan criteria proposal for the Harrisburg Loan Fund for Board review and approval.

December 19, 2017

Executive Director Dow-Ford plans to meet with City Council within the new year. Further details on the date and time of the meeting will follow.

Ms. Brock noted M&T Bank has various diversity inclusion groups, one of which is the African American group. The African American group has a focus not only on internal networking but would also like to be a financial resource for the community at large. Once the educational component is in place with Community First Fund, the African American group has indicated their interest in participating as trainers for the Harrisburg Loan Fund.

Executive Director Dow-Ford will circulate the 2018 regular Board meeting dates at the next Board meeting on December 19 for review and approval. The Board decided to meet once a month beginning in January.

ACTION: Executive Director Dow-Ford will create and circulate the 2018 regular Board meeting dates for the Board's review and approval.

December 19, 2017

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	\$500,000.00	Pending	
Large Economic Development Grants TOTAL:	\$2,931,369.00		

3. Treasurer's Report

The Treasurer reported the Finance Committee will be scheduling a meeting prior to the end of the year to review and/or renew the following agreements:

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

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.

December 19, 2017

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

The web developer has been added to the list to receive monthly payments automatically for website services. Executive Director Dow-Ford confirmed that project site photos will soon be on the website.

The Executive Director noted an audit extension has been issued. In relation to the Executive Director's contract, given Mr. Hudson's absence at today's Board meeting, an Executive session was postponed.

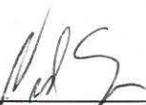
4. Other Business

There being no other business to discuss, the Vice-Chair adjourned the meeting at 11:59 a.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for December 19, 2018 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 19th day of December, 2017.



~~Mr. Doug Hill, Vice Chair~~
Mr. Neil Grover, Chair



Ms. Sheila Dow-Ford, Executive Director

