

**MINUTES**  
MEETING OF IMPACT HARRISBURG  
December 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  
Brittany Brock, Treasurer (by conference call)

Board of Directors Present:

Dale Laninga, Director  
Gloria Martin-Roberts, Director  
Russ Montgomery, Director (by conference call)  
Jackie Parker, Director

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

Board of Directors Absent:

Karl Singleton, Director

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

Mr. Singleton was excused from being absent from the meeting.

Mr. Montgomery joined the meeting by conference call at 11:10 a.m. Mr. Segal joined the meeting by conference call at 11:15 a.m.

**1. Executive Meeting Minutes of November 21, 2017**

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

**“The minutes from Impact Harrisburg’s Board of Directors executive session of November 21, 2017, be approved as printed.”**

**MOTION CARRIED UNANIMOUSLY**

**2. Regular Meeting Minutes of December 5, 2017**

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

**“The minutes from Impact Harrisburg’s Board of Directors regular meeting of December 5, 2017, be approved as printed.”**

**MOTION CARRIED UNANIMOUSLY**

### **3. Treasurer’s Report**

The Treasurer reported there are two items that are outstanding to Maher Duessel regarding the fiscal year-end audit for June 30, 2017. The Treasurer will submit outstanding items by the end of the year. A draft audit by Maher Duessel should be completed by the beginning of January 2018 for the Board’s review.

**ACTION: The Treasurer will circulate the fiscal June 30, 2017 year-end draft audit to the Board for review when received from the auditor.**

### **4. Finance Committee Report**

Executive Director Dow-Ford reported that a Finance Committee meeting was held on Thursday, December 14 at 3 p.m. at PHFA. Those in attendance were Mr. Grover, Mr. Hudson, Mr. Laninga, Ms. Martin-Roberts and Executive Director Dow-Ford.

The committee agrees a name needs to be decided on for the Community First Fund revolving loan initiative. The revolving loan program has been identified as the Harrisburg Opportunity Fund in the past. A formal action should be taken in the future on the naming of this initiative.

The committee reviewed the proposed guidelines from Community First Fund. Suggested changes to the proposed guidelines were distributed to the Board prior to the December 19 Board meeting.

Mr. Hudson suggested having Community First Fund attend the next Board meeting in January to further discuss the loan process.

Executive Director Dow-Ford and Ms. Parker will meet with CREDC on Wednesday, December 20 at 2 p.m. to discuss the educational portal piece in relation to the Harrisburg Opportunity Fund. Board members are welcome to attend.

**ACTION: Executive Director Dow-Ford will update the Board after meeting with CREDC on the educational portal piece prior to the next Board meeting on January 16.**

A draft copy of the Grant agreement will be forwarded to Community First Fund for review.

### **5. Executive Director Report**

Executive Director Dow-Ford provided an update on the status of grantee projects.

- Camp Curtin YMCA amended Grant contract has been executed by the Grantee and will be circulated to the Chair and Treasurer for signatures.
- Capital Region Water (CRW) and the City sent out a second request for proposal for the playground project. Bids are due tomorrow, December 20. Timing for project to begin is spring 2018.

- CRW Multi-Modal Grant contract should be executed by CRW tomorrow. The first phase of the Multi-Modal project with the City has begun. DBE issues and concerns are being work through and monitored.
- City of Harrisburg – Microsoft Office 365 project is complete. An audit will be conducted in January.
- East Shore YMCA started their project.
- Gamut Theatre Grant contract is pending.
- Harrisburg Redevelopment Authority project is ready to begin.
- River Rescue project is complete. Compliance team is reviewing documents for payment.
- Paxton Street Home project is complete.
- Salvation Army project is pending. Waiting on RACP grant decision.
- TLC Construction and Renovations submitted the 3<sup>rd</sup> request for payment. The Board is scheduled to tour TLC prior to the January 16 Board meeting.
- Tri County Community Action Commission plans to begin project in early 2018.
- Tri-County Housing Development Community project has been rebid.
- WebPage FX project is complete. An audit will be forthcoming.

Executive Director Dow-Ford circulated the Board meeting schedule for 2018. The Board meetings will be held on the 3<sup>rd</sup> Tuesday of every month at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA at 10:30 a.m. An advertisement will be placed in the local newspaper.

January: Tuesday, January 16, 2018  
 February: Tuesday, February 20, 2018  
 March: Tuesday, March 20, 2018  
 April: Tuesday, April 17, 2018  
 May: Tuesday, May 15, 2018  
 June: Tuesday, June 19, 2018

July: Tuesday, July 17, 2018  
 August: Tuesday, August 21, 2018  
 September: Tuesday, September 18, 2018  
 October: Tuesday, October 16, 2018  
 November: Tuesday, November 20, 2018  
 December: Tuesday, December 18, 2018

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

**“The Board accept the 2018 Board meeting schedule.”**

**MOTION CARRIED UNANIMOUSLY**

**IMPACT HARRISBURG GRANT AWARDS**

<b>Grantee Name</b>	<b>Dollar Amount</b>	<b>Date of Executed Contracts from Grantee</b>	<b>Date of Fully Executed Contracts</b>
City of Harrisburg Microsoft Office 365	\$250,000.00	4/5/17	4/18/17
<b>Infrastructure Contingency Grant TOTAL:</b>	<b>\$250,000.00</b>		
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
<b>Infrastructure Improvement Grants TOTAL:</b>	<b>\$5,487,290.50</b>		
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
<b>Community Building Grants TOTAL:</b>	<b>\$1,293,351.00</b>		
City of Harrisburg, Playground Resurfacing	\$250,000.00	10/22/17	10/25/17
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	
<b>Large Economic Development Grants TOTAL:</b>	<b>\$2,931,369.00</b>		

**6. Other Business**

Mr. Hudson asked to go in to executive session.

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

**“The Board voted to go into executive session for the discussion of the Executive Director contract and compensation. The executive session began at 12:08 p.m. and ended at 12:25 p.m.”**

**MOTION CARRIED UNANIMOUSLY**

There being no other business to discuss, the Chair adjourned the meeting at 12:25 p.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for January 16, 2018 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 16<sup>th</sup> day of January 2018.

  
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Mr. Neil Grover, Chair

  
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Mr. Brian Hudson, Secretary

