

**MINUTES**  
**IMPACT HARRISBURG**  
June 18, 2019, 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, and Interim Treasurer  
Gloria Martin Roberts, Second Vice-Chair

Board of Directors Present:

Dale Laninga, Director  
Jackie Parker, Director  
Karl Singleton, Director

Others Present:

Sheila Dow-Ford, Executive Director  
Larry Segal, Impact Pennsylvania Strategies, Compliance Consultant  
Marita Kelley, Coordinator for the City of Harrisburg  
Anne Weaver Morrow, Recording Secretary  
Charlotte Katzenmoyer, Capital Region Water, Chief Executive Officer  
David Stewart, Capital Region Water, Director of Engineering  
Michael Doweary, Capital Region Water, Director of Administration  
Tremayne Terry, Capital Region Water, Diversity Professional

Officers and Directors of the Board Absent and Excused:

Brian Hudson, Secretary  
Russ Montgomery, Director

The Chair called the meeting to order at 10:38 a.m.

**1. Presentation by Capital Region Water**

Capital Region Water (CRW), an important Grantee of Impact Harrisburg and component to rebuilding the city, gave an informative presentation to the Board. CEO Katzenmoyer covered an array of topics CRW is employing to build the foundation for future growth in the City of Harrisburg. CRW provides the drinking water, wastewater and stormwater services for the City of Harrisburg and the surrounding communities. CRW is responsible for operations, capital improvements, customer service, call center, information technology, accounting, and financial matters. CEO Katzenmoyer noted the Water Quality Report in 2018 outperformed all federal and state drinking water standards. An overview of CRW's capital projects shows \$300M in capital spending will occur over the next 20 years, which is needed to address years of deferred maintenance and to build the City Beautiful H2O Program Plan (CB H2O Plan). The CB H2O Plan is CRW's responsible approach to addressing infrastructure deterioration and water quality compliance events.

Executive Director Dow-Ford noted the projects with CRW are going well. The Board is anxious to get the 4<sup>th</sup> Street playground project concluded and is looking forward to working with CRW in the future. Mr. Singleton acknowledged CRW and team for their commitment over the last two years

regarding the minority business enterprise (MBE) portion on projects and for taking the lead on possible joint ventures.

**2. Executive Meeting of April 16, 2019**

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

**"The minutes from Impact Harrisburg Board of Directors executive session meeting of April 16, 2019, be approved as printed."**

**MOTION CARRIED UNANIMOUSLY**

**3. Regular Board Meeting of May 21, 2019**

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

**"The minutes from the Impact Harrisburg Board of Directors regular meeting of May 21, 2019, be approved as printed."**

**MOTION CARRIED UNANIMOUSLY**

**4. Interim Treasurer Report**

Interim Treasurer Hill reported the bank statements with Fulton Bank and Wilmington Bank were reviewed and are in good order.

Interim Treasurer Hill recommended a motion to approve the following invoice draw requests:

1. Maher Duessel: \$5,115 for the completion of the 2018 audit
2. The Ellison Group: \$2,500 to facilitate the Strategic Planning Retreat on May 21, 2019
3. Sheila Dow-Ford: \$125.93 for the reimbursement of the Citrix annual fee for file storage
4. Sheila Dow-Ford: \$67 for the reimbursement of the USPS annual PO Box fee
5. Larry Segal, Impact PA Strategies: \$3,500 for compliance consultant services (this will be a recurring monthly payment)

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

**"The five (5) draw requests presented be approval for payment."**

**MOTION CARRIED UNANIMOUSLY**

Wilmington Trust contacted the Interim Treasurer approx. a month ago regarding the Investment Portfolio. Interim Treasurer Hill instructed Wilmington Trust to stay the course with the investments for now until the Board decides on its future.

A chart listing the Grantee draws was circulated for review. Draw payments from 2017 to current day were listed. Interim Treasurer Hill noted the East Shore YMCA may need approx. \$55,000 of their funding carried over to FY2019-20. Mr. Segal will follow-up with the Interim Treasurer on the Multi-Modal funding numbers, as the chart doesn't include Phases II and III. CRW has not drawn down on their grant for the Parks and Recreation project totaling \$250,000 even though two of the three playgrounds are completed.

As we approach the fiscal year-end, Interim Treasurer Hill is working with Gift & Associates on a minor reconciliation item. He noted the grant disbursements are processed using cashier checks and the bank charges an \$11 fee per cashier check. A total amount is logged on the statement per month. Currently an \$11 discrepancy needs to be entered to reconcile the numbers.

Maher Duessel submitted an engagement letter for continued services to complete the FY2018-19 audit. The proposed amount is not to exceed \$5,265.00. The Finance Committee will review the audit schedule for a recommendation to the Board.

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

**"The Board approve the Maher Duessel engagement letter for FY2018-2019 audit services, not to exceed \$5,265.00."**

**MOTION CARRIED UNANIMOUSLY**

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

**"The Board approve the yearly contracts with HACC to lease office space at a monthly fee of \$375.00 from July 1, 2019 to June 30, 2020 and with Gift & Associates to continue accounting services."**

**MOTION CARRIED UNANIMOUSLY**

There are no scheduled Grantee payments for June and July.

Going forward an income and balance sheet monthly statement from Gift & Associates will be distributed by Interim Treasurer Hill.

##### **5. Finance Committee Report**

The projected FY2019-20 budget was reviewed. The Chair asked for a motion to approve the FY2019-20 budget.

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

**"The Board approve the projected FY2019-20 budget."**

**MOTION CARRIED UNANIMOUSLY**

The Redevelopment Authority has requested to sole source the demolition portion of the project. Once the work is completed for the City, the City will bill the Redevelopment Authority. In turn, the Redevelopment Authority will submit a draw request to Impact Harrisburg for payment to be made directly to the City.

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

**"The Board approve the request from the Redevelopment Authority to sole source the demolition portion of the project and pay the City of Harrisburg directly for the work completed."**

**MOTION CARRIED UNANIMOUSLY**

## **6. Executive Director Report**

Mr. Segal noted there are currently no draw requests by the Grantees.

The following are considerations requested by the Grantees:

- East Shore YMCA has an approx. balance of \$52,000. The YMCA would like to use the remaining funds to create an exercise room and want to utilize the remaining funding to purchase exercise equipment.
  - The Chair recommended the East Shore YMCA put the parameters in writing to the Board for consideration.
- Salvation Army is expected to submit a draw request in August. With a pending opening date in September, Salvation Army inquired if Impact Harrisburg would hold their grant funding until a grant agreement is received from the Dept. of Budget.
  - The Board agreed the loan for the building would be an acceptable match and would approve to pay an August draw request, if submitted.
- The City of Harrisburg continues to track DBE participation for the Multi-Modal project. Executive Director Dow-Ford reinforced the Board's request for continued and proactive DBE tracking in writing to the City. Regular updates on the DBE participation on the upcoming Phase II and III pre-bids were also requested. DBE participation updates will be provided at the next Board meeting.
- A complaint was filed against TLC with the Dept. of Labor and Industry (L&I) regarding prevailing wage. Executive Director Dow-Ford received a request from L&I for TLC's records, which, after conferring with TLC, were provided to L&I.

Executive Director Dow-Ford circulated the Harrisburg Business Opportunity Fund (HBOF) quarterly report. Community First Fund reported two (2) new loans were approved and are expected to close. There are four (4) additional loans in the pipeline totaling approx. \$250,000. Efforts were increased to improve business development along with adding a second person to assist with outreach. Brochures have been distributed throughout the market and have added HBOF on their website. CFF will showcase HBOF in the next business letter and will work more closely with the City to help promote HBOF.

Recently a Board Director saw CFF featured in the Business Journal and noted HBOF wasn't mentioned in the article. Consideration is being taken on how to move forward with the HBOF and if a new loan fund administrated by and/or through the Board will be created. The Board has asked for specific data from CFF regarding the HBOF. Further discussions will continue.

The Strategic Planning Retreat Report from Keith Ellison, Retreat Facilitator, was distributed to the Board. Executive Director Dow-Ford asked that the Board review the report and be prepared to have further discussions in the August/September timeframe. In addition, a report will be completed by the Executive Director summarizing the work of Impact Harrisburg to-date.

Furthermore, the Board will need to determine what type of grant funding will occur in phase II and how the implementation process will take place. Executive Director Dow-Ford suggested

reconvening on this topic at the September Board meeting. The Chair recommended the Board breakout into small groups to meet over the summer to further discuss the strategic planning report before September.

## **5. Other Business**

Mr. Singleton requested an executive session.

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

**"The Board voted to go into executive session for the discussion of the Executive Director contract. The executive session began at 12:51 p.m. and ended at 1:04 p.m."**

**MOTION CARRIED UNANIMOUSLY**

A Finance Committee meeting is scheduled for Tuesday, August 13, 2019 at 1:00 a.m., at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA, prior to the annual Board meeting.

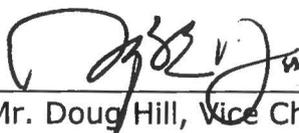
There being no further business to discuss, the Chair adjourned the meeting at 1:04 p.m.

Meeting minutes were written by the Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for August 20, 2019 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 20<sup>th</sup> day of August 2019.

  
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Mr. Neil Grover, Chair

  
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Mr. Doug Hill, Vice Chair