

**MINUTES**  
MEETING OF IMPACT HARRISBURG  
April 21, 2015, 2 P.M.  
Pennsylvania Housing Finance Agency  
211 North Front Street  
Harrisburg, PA 17105

Officers of the Board Present:

Neil Grover, Chair  
Brittany Brock, Treasurer

Board of Directors Present:

Brian Hudson, Sr., Director  
Dale Laninga, Director  
Gloria Martin-Roberts, Director (via phone)  
Jackie Parker, Director  
Karl Singleton, Director

Board of Directors Absent:

Doug Hill, Vice-Chair  
Les Ford, Secretary

Others Present:

Fred Reddig, Coordinator for the City of Harrisburg  
Anne Morrow, Recording Secretary

Mr. Grover called the meeting to order at 2:07 p.m. It was noted Mr. Hill and Mr. Ford would not be in attendance. Written or verbal notification was provided by Mr. Hill and Mr. Ford prior to the meeting. Ms. Martin-Roberts joined the meeting via conference call.

**1. Minutes of April 7, 2015**

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

**“The minutes from Impact Harrisburg Board of Directors meeting of April 7, 2015 be approved.”**

**MOTION CARRIED UNANIMOUSLY**

**2. By-Laws**

Mr. Grover noted Mr. Antonacci has the final version of the By-Laws and will be submitting it along with the application for filing for a 501(c)(3) corporation. There was no further discussion on the By-Laws at this time.

**3. Selection of an Executive Director**

Mr. Hudson noted he was working on a draft advertisement for the newspaper for an Executive Director and will circulate the ad to the Board for review and comments.

Mr. Hudson agreed to cover the initial cost of the advertisement through PHFA until reimbursement can be provided by Impact Harrisburg.

The Board accepted the final position description that was presented at the April 7, 2015 Board meeting. The Board discussed having the job description posted to the Commonwealth website prior to advertising the job in the newspaper. Mr. Reddig agreed to post the ad to the DCED website located at [www.newPA.com](http://www.newPA.com), under the Act 47 Municipalities Financial Program web page - <http://www.newpa.com/act47> under the City of Harrisburg for Impact Harrisburg.

Mr. Grover also noted the City would post the advertisement and position description on the City's website as well. The Board further agreed that applications would be accepted until May 22 and that applicants should send their responses electronically to the Impact Harrisburg Gmail account, [impactharrisburg@gmail.com](mailto:impactharrisburg@gmail.com), or mail a hard copy to Mr. Grover at the Office of the Solicitor.

The Board agreed to set time aside the first week of June to begin interviews for an Executive Director.

**ACTION: Mr. Grover will provide a draft press release electronically to the Board by tomorrow, which will coincide with the job advertisement posting.**

**ACTION: The Board will communicate electronically in an effort to create a list of core interviewing questions. Ms. Martin-Roberts will take the lead in compiling a list of core interviewing questions for the Board's consideration.**

#### **4. Office Space**

Mr. Singleton reported he was able to tour the office space at Pinnacle Health that is located at the old Polyclinic Hospital on Third Street. The space that's available includes 2 offices and a receptionist area. The office space would include office furniture and access to a shared meeting room. Mr. Singleton also discussed obtaining computers, IT support and a copier, all free of charge, through Pinnacle.

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

**"The office space and meeting room that was verbally agreed upon with Pinnacle Health located on the 3<sup>rd</sup> floor in the old Polyclinic Hospital, Third Street, Harrisburg, and available at no cost, be accepted by Impact Harrisburg for use by the Board, Executive Director and any other employee associated with Impact Harrisburg for conducting business."**

**MOTION CARRIED UNANIMOUSLY**

#### **5. Board Insurance**

The Board discussed inviting local insurance companies to the next Board meeting for consideration in obtaining Board insurance and to answer any questions the Board may have.

**ACTION: Ms. Brock noted she will invite Mr. Andy Enders with Enders Insurance Associates to the next Board meeting to discuss Board insurance.**

## 6. Depository RFP

Prior to the meeting, edits to the Depository RFP were provided to Ms. Brock. Edits were discussed at the meeting and agreed to be incorporated into the RFP. Ms. Brock will send the Depository RFP out by the end of the week to the following banks for depository consideration: Metro Bank, Mid Penn Bank, M&T Bank, PNC Bank and Fulton Bank.

The Board briefly discussed the Investment RFP. Once the Investment RFP is finalized, the Investment Policy from the Harrisburg Strong Plan should be included in the RFP packet and posted to the DCED Act 47 website.

**ACTION: Further discussion is needed on the Investment RFP.**

## 7. Open meetings – transparency

The Board discussed the process of having open meetings and being transparent. It was noted, again, that this Board is not required to follow the Sunshine Act but because its funds are public money, the Board feels the public needs to know how they are coming to their decisions prior to the awarding of funds. It was decided that once an Executive Director has been hired, the Board will assign this as an initial item for the Director to address.

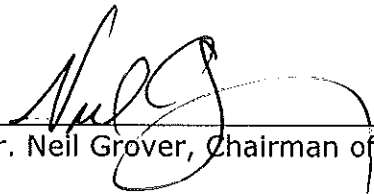
**ACTION: The written policy for open transparent meetings will be the task of the Executive Director.**

The Chair adjourned the meeting at 2:57 p.m.

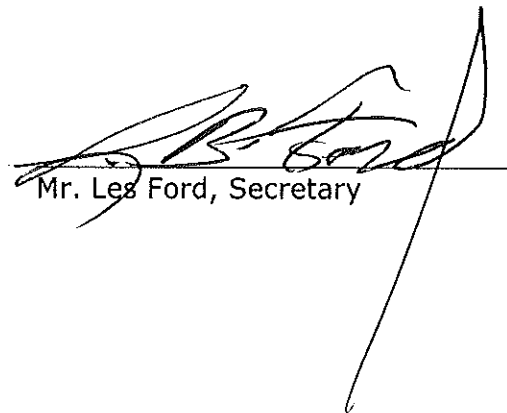
Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next meeting will be held at the Pennsylvania Housing Finance Agency on Tuesday, May 5, 2015, at 2 p.m.

Approved this 5<sup>th</sup> day of May, 2015.



Mr. Neil Grover, Chairman of the Board



Mr. Les Ford, Secretary