

**MINUTES**  
MEETING OF IMPACT HARRISBURG  
October 4, 2016, 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  
Brian Hudson, Secretary

Board of Directors Present:

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

Others Present:

Sheila Dow-Ford, Executive Director  
Fred Reddig, Coordinator for the City of Harrisburg  
Anne Morrow, Recording Secretary

Mr. Grover called the meeting to order at 10:47 a.m.

**1. Regular & Executive Meeting Minutes of September 21, 2016**

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

**"The minutes from Impact Harrisburg's Board of Directors regular meeting of September 21, 2016 be approved as printed."**

**MOTION CARRIED UNANIMOUSLY**

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

**"The minutes from Impact Harrisburg's Board of Directors executive session of September 21, 2016 be approved as printed."**

**MOTION CARRIED UNANIMOUSLY**

**2. Treasurer's Report**

The Treasurer reported she received 2 invoices for the Board's approval for payment. The first invoice is from McNees Wallace & Nurick relating to the Sunshine Act litigation, Invoice #792688, in the amount of \$845 and the second invoice is from Gift & Associates in the amount of \$315 for their September monthly fee for accounting services.

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

**“The invoices from McNeese Wallace & Nurick, in the amount of \$845, for litigation relating to the Sunshine Act and from Gift & Associates, in the amount of \$315, for the September monthly fee for accounting services, be approved for payment.”**

**MOTION CARRIED UNANIMOUSLY**

The account balance ending July 31, 2016 for the Investment Account at Wilmington Trust was \$12,113,750.29. The current account balance for the Operating Account at Fulton Bank is \$49,694. The 3<sup>rd</sup> quarter statement from Wilmington Trust is expected to arrive within the week. A more detailed update on the Investment Account will then be provided by the Treasurer.

The Treasurer scheduled a Finance Committee meeting for Friday, October 14, 2016 at 3 p.m. at M&T Bank for the purpose of discussing the investment accounts and invoice reimbursement procedures.

### **3. Executive Director Report**

Executive Director Dow-Ford recapped discussion from the last Board meeting when the Board expressed their concerns whether each applicant was in compliance with the Pennsylvania Prevailing Wage and Federal Davis-Bacon Acts. The Board felt this information was an essential component of their decision making process for the Large Economic Development Project and Community Building Grant Project applications. Executive Director Dow-Ford provided the results on a hand out sheet for the Board's review.

Mr. Hill arrived at the meeting at 11:10 a.m.

Executive Director Dow-Ford reported 5 scoring sheets have been received from Board members for the Large Economic Development Project applications and 3 scoring sheets have been received for the Community Building Grant Project applications. The remainder of the scoring sheets should be completed and submitted as soon as possible.

The Review Committee will be meeting on Tuesday, October 18, 2016 at 9:30 a.m. to finalize recommendations for the selection(s) of the project applications.

**ACTION: Executive Director Dow-Ford will send the final scoring results of the project application totals and averages to the Board electronically prior to the October 18<sup>th</sup> Committee meeting.**

Project reimbursement procedures are currently being worked on. A project reimbursement template letter will soon be created and sent electronically for the Board's review and approval.

**Other Business**

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

**"The Board voted to go into executive session to further discuss a legal matter. The executive session began at 11:31 a.m. and ended at 11:33 a.m."**

**MOTION CARRIED UNANIMOUSLY**

Ms. Martin-Roberts, Mr. Montgomery and Ms. Parker departed the meeting at 11:33 a.m.

The Board agreed that the next step will be getting project procedures, monitoring and reporting in place and documented.

There being no further business, the Chair adjourned the meeting at 11:41 a.m.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for October 18<sup>th</sup> at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 18<sup>th</sup> day of October, 2016.

  
Mr. Neil Grover, Chair

  
Mr. Brian Hudson, Secretary

