

MINUTES
MEETING OF IMPACT HARRISBURG
October 18, 2016, 10:30 A.M.
Pennsylvania Housing Finance Agency
211 North Front Street, Harrisburg

Officers of the Board Present:

Neil Grover, Chair
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

Officers of the Board Absent

Doug Hill, Vice-Chair
Brittany Brock, Treasurer

Mr. Grover called the meeting to order at 10:43 a.m.

1. Regular & Executive Meeting Minutes of October 4, 2016

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

“The minutes from Impact Harrisburg’s Board of Directors regular meeting of October 4, 2016 be approved as printed.”

MOTION CARRIED UNANIMOUSLY

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

“The minutes from Impact Harrisburg’s Board of Directors executive session of October 4, 2016 be approved as printed.”

MOTION CARRIED UNANIMOUSLY

2. Treasurer’s Report

In the Treasurer’s absence, Mr. Hudson provided the Treasurer’s report. Prior to this Board meeting the Treasurer distributed electronically the fiscal-year 2015/16 budget and 2016/17 budget for the Board’s review and approval. Mr. Hudson noted the budgets reflect the additional column for an “actual” balance, which had been previously discussed. There were no other

changes. The FY15/16 budget balance was \$12,207,231. There being no further discussion, Mr. Hudson asked for a motion to approve the FY15/16 budget.

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

“The fiscal-year 2015/2016 budget be approved as presented.”

MOTION CARRIED UNANIMOUSLY

In addition, Mr. Hudson asked for the Board to approve the FY16/17 budget, noting updates to the FY16/17 budget may occur depending on the grant awards that will be discussed and approved later in the meeting.

There being no further questions or discussion, Mr. Hudson asked for a motion to approve the FY16/17 budget.

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

“The fiscal-year 2016/2017 budget be approved as presented.”

MOTION CARRIED UNANIMOUSLY

Mr. Hudson noted the Treasurer advised there was only one invoice for approval by the Board for Gift & Associates, in the amount of \$2,205 for October’s monthly service accounting fee and for the 1099 tax form and yearly tax return preparation fee.

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

“The invoice received from Gift & Associates, in the amount of \$2,205, for the October monthly accounting service fee and for the 1099 tax form and yearly tax return preparation service fee, be approved for payment.”

MOTION CARRIED UNANIMOUSLY

A Finance Committee meeting was held on Friday, October 14, 2016 at 3 p.m. at M&T Bank. Those in attendance were Ms. Brock, Mr. Hill, Mr. Hudson and Executive Director Dow-Ford. Issues discussed were in relation to the allocation of the grant awards and updates on the annual budget, investments and the status of the annual audit currently being undertaken.

Mr. Hudson reiterated that grant awards have been approved in the amount of \$250,000 to the City of Harrisburg for an Economic Development Contingency application for the purchase of computer software and to the City of Harrisburg and Capital Region Water each in the amount of \$2,743,645.25 for the Multi-Modal Transportation Collaborative project. The amount remaining, \$5,269,940.50 will be awarded for the Large Economic Development and Community Building projects.

Mr. Hudson noted the Finance Committee also discussed the hiring of a construction manager for the purpose of monitoring each project. The committee believes it’s necessary to have a

construction manager who will manage the oversight of each project with the assistance of the Executive Director. Regular updates will be provided to the Board to make sure everything is in compliance and that work is being completed as determined on a weekly and monthly basis.

Mr. Hudson also noted the Treasurer is waiting to receive the 3rd quarter statements from Wilmington Trust. Once the grant awards are issued, the Investment Manager will scale back on investing long-term. Current investments are mostly in short-term investments, which will mature in a year or less.

3. Executive Director Report

Executive Director Dow-Ford reported the Review Committee has met over the past few months as a whole for the purpose of reviewing the project applications for the Large Economic Development projects and the Community Building projects. There were 12 applications each for the economic development category and community building category that were reviewed. At the conclusion of today's meeting recommendations will be made for the approval of grant awards.

Executive Director Dow-Ford noted the grant contract which was previously approved will be used for the awarded projects. She noted the Board also reiterated the importance of insuring that as we move to approve the grants the scope of work for each contract should be modified as appropriate to reflect any particular contingencies the Board has indicated should be highlighted that is of relevance and importance as we move forward. The project reimbursement procedures are currently being worked on.

4. Other Business

The Chair and Executive Director Dow-Ford both thanked the Board for their time and hard work that went into reviewing the 24 applications that were received. The Chair noted the Review Committee as a whole has made a recommendation for a hard cut-off on the overall average score. The Chair asked for a motion to adopt the committee's recommendation.

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

"A hard cut-off on the total average score be set at 70 points for determining grant awards."

MOTION CARRIED UNANIMOUSLY

Secondly, based on the recommendations of the Review Committee, the Chair asked for a motion to accept the report of the committee to award the following amounts to the applicants as listed below.

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

"The Board award a total of \$4,224,720.00 to 13 projects listed below based upon the committee's review."

MOTION CARRIED UNANIMOUSLY

Under the Large Economic Development Project category the following eight organizations will receive grants:

1. Salvation Army (\$500,000)
2. Harrisburg Redevelopment Authority (\$500,000)
3. City of Harrisburg/Capital Region Water-Playground Resurfacing Collaborative (\$250,000)
4. YMCA-Camp Curtin (\$500,000)
5. WebpageFX (\$500,000)
6. Harrisburg River Rescue (\$81,369)
7. TLC Construction and Renovations (\$500,000)
8. Paxton Street Home Benevolent Society (\$100,000)

Under the Community Building Project category the following five organizations will receive grants:

1. Tri-County Housing Development Corporation (\$350,000)
2. East Shore YMCA (\$138,592)
3. Gamut Theatre (\$250,000)
4. Tri-County Community Action Commission (\$204,759)
5. Community First Fund (\$350,000)

A press event will take place this Thursday at 9:30 a.m. either in the Capitol Rotunda or at the Pennsylvania Housing Finance Authority office. A press release will be distributed announcing the awardees names and dollar amounts.


ACTION: Executive Director Dow-Ford will send out award letters electronically as well as a hard copy by U.S. mail to all 13 awardees by the end of the day on Tuesday, October 18, 2016.


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 November 1 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 1st day of November, 2016.


Mr. Neil Grover, Chair


Mr. Brian Hudson, Secretary