

**MINUTES**  
MEETING OF IMPACT HARRISBURG  
May 5, 2015, 2 P.M.  
Pennsylvania Housing Finance Agency  
211 North Front Street  
Harrisburg, PA 17105

Officers of the Board Present:

Neil Grover, Chair  
Doug Hill, Vice-Chair  
Les Ford, Secretary  
Brittany Brock, Treasurer

Board of Directors Present:

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

Board of Directors Absent:

Karl Singleton, Director

Others Present:

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

Mr. Grover called the meeting to order at 2:11 p.m. Mr. Singleton was unable to attend the meeting due to a prior meeting commitment. The Board was aware prior to the meeting that he might be absent.

Mr. Grover welcomed everyone to the meeting and then introduced Mr. Andy Enders with Enders Insurance Associates. Mr. Enders indicated that he was a recovering attorney and that his family had been in the insurance business for over 60 years. Enders Insurance provides a full range of insurance services including coverages for non-profit organizations such as Impact Harrisburg. They serve as a broker and have relationships with a number of insurance companies. He specifically referenced their experience with the Cincinnati Insurance Companies for their coverage of non-profit organizations. Enders Insurance office is located on Linglestown Road though Mr. Enders is a resident of the City.

He provided information on

1. The types of insurance the Board would want to obtain
2. The Board and its members exposure to risk
3. Strategies and having internal controls in place
4. The cost for coverage
5. The length of time until coverage is in place.

Mr. Enders recommended that as a non-profit the Board should have Directors & Officers insurance, General Liability insurance and Bond insurance. He verbally quoted an approximate amount of \$1,200/year for the cost of coverage. However, he noted an application would need to be completed and reviewed by an underwriter. Mr. Enders responded to various questions and provided the Board with an application and his business card. The Board thanked him for his recommendations regarding Board insurance.

Mr. Grover proceeded to the first item of business.

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

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

**"The minutes from the Impact Harrisburg Board of Directors meeting of April 21, 2015 be approved."**

**MOTION CARRIED UNANIMOUSLY**

**2. Board Insurance**

The Board discussed moving forward to purchase Board insurance thru Enders Insurance.

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

**"The Board retains Enders Insurance as Broker for purchasing Directors & Officers insurance, General Liability insurance and Bond insurance for Impact Harrisburg."**

**MOTION CARRIED UNANIMOUSLY**

**ACTION: Within the next week, Ms. Brock will complete and submit the application to Enders Insurance. Any questions regarding the application will be addressed to Mr. Antonacci.**

**3. Depository RFP**

Ms. Brock reported the Depository RFP was distributed to the selected local banks. Questions from the depositories were addressed and answered. No proposals have been received at this time. The due date for submitting a response to the Board is Tuesday, May 12.

**ACTION: Ms. Brock will email all Depository RFP responses to the Board prior to the next meeting.**

**4. Executive Director Search Committee status**

Ms. Martin-Roberts reported she has compiled a list of core interview questions that she, Mr. Laninga and Mr. Hill submitted. The Board further discussed the interview process; specifically the length of an interview, the number of questions to ask and that the interview should be structured around the job description and mission of the organization. The Board anticipates the pay range to be between \$60,000 and \$75,000 but is negotiable. The Board plans to begin interviewing the first week of June.

**ACTION: The Board is to prioritize their list of interview questions and email it to Ms. Martin-Roberts by Friday, May 15. A revised list of interview questions will be circulated to the Board by the next meeting.**

## **5. Office Space**

Mr. Singleton had circulated an email with an update from Pinnacle Health (PH) on the office space they have available prior to the Board meeting. The email noted PH agreed to supply the office with furniture, computers and a printer. He is inquiring if IT support can be provided. However, PH noted that they would not be able to supply a copier due to their medical privacy considerations and that their fax and other services are linked to a specific PH Network. Also as a precaution, PH informed Mr. Singleton that there could be a possibility in the future that they would need additional office space. If this need arises, Impact Harrisburg would be asked to relinquish the office space and relocate. PH believes this is unlikely to happen but felt it was necessary to advise the Board ahead of time. If anyone else would like to see the office, PH is available to show it this Wednesday or Friday. Please call first to schedule an appointment.

**ACTION: Several Directors will meet Friday afternoon to tour the office space at Pinnacle Health on North Third Street. Mr. Grover will call to schedule an appointment.**

## **6. Meeting Schedule**

Mr. Hudson noted he would not be in attendance at the next Board meeting on May 19. Ms. Brock noted she will participate via conference call.

## **7. Discussion on Application Guidelines**

The Board will begin thinking about what modifications, if any, they may want to make to the proposed guidelines. Further discussion of the guidelines is necessary.

**ACTION: The Board noted they will schedule a working session in the near future to review and/or modify the proposed guidelines.**

## **8. Other Business**

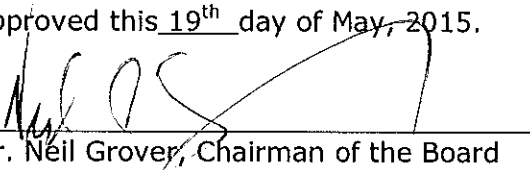
Ms. Brock suggested that the Board consider securing an accountant to assist with annual audits as well as payroll services. The Board discussed this matter and noted that they did not feel an RFP was necessary but instead would ask that a letter of interest be provided for consideration of services.

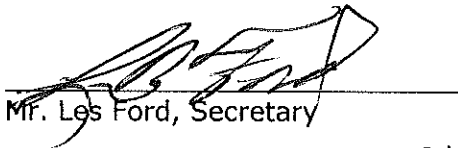
**ACTION: Ms. Brock will present a list of accountants to the Board at the next meeting.**

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 19, 2015, at 2 p.m.

Approved this 19<sup>th</sup> day of May, 2015.

  
Mr. Neil Grover, Chairman of the Board

  
Mr. Les Ford, Secretary