

MINUTES
IMPACT HARRISBURG
October 14, 2019 12:00 p.m.
Pennsylvania Housing Finance Agency
211 N. Front Street
Harrisburg, PA 17110

Officers of the Board Present:

Neil Grover, Chair
Doug Hill, Vice-Chair, and Interim Treasurer
Gloria Martin Roberts, Second Vice-Chair
Brian Hudson, Secretary

Board of Directors Present:

Russ Montgomery, Director
Jackie Parker, Director
Karl Singleton, Director

Others Present:

Sheila Dow-Ford, Executive Director
Larry Segal, Impact Pennsylvania Strategies, Compliance Consultant
Keith Ellison, The Ellison Group, Inc., Retreat Facilitator

The Chair called the meeting to order at 12:05 p.m.

Regular Board Meeting of September 17, 2019

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

"The minutes from the Impact Harrisburg Board of Directors regular meeting of September 17, 2019, be approved as printed."

MOTION CARRIED UNANIMOUSLY

1. Interim Treasurer Report

Interim Treasurer Hill noted that we will require a transfer of funds from Wilmington Trust into the Fulton Bank Operating Account in order to accommodate upcoming draw requests.

Motion: "To approve the transfer of funds from Wilmington Trust into the Fulton Bank Operating Account in amount determined appropriate by interim treasurer."
MOTION CARRIED UNANIMOUSLY

Interim Treasurer Hill also requested a motion to approve the invoice submitted by The Ellison Group for the facilitation of the Board strategic planning session on October 14, 2019.

MOTION: "To approve payment of the invoice in the amount of \$2,500 submitted by The Ellison Group for facilitation of the October 14, 2019 strategic planning session.

MOTION CARRIED UNANIMOUSLY

2. Finance Committee Report

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

"The two (2) draw requests presented be approved for payment."

a. Salvation Army Draw #1 in the amount of \$500,000;

b. Harrisburg Redevelopment Authority Draw #3 in the amount of \$35,755.79; and, Draw #4 in the amount of \$5,634.29.

MOTION CARRIED UNANIMOUSLY

The Finance Committee also brought forward a recommendation to approve a six-month extension of the Compliance Consulting Agreement between Larry Segal/Impact Pennsylvania Strategies LLC and Impact Harrisburg in the amount of \$3,500/month. The agreement term will begin November 1, 2019 and terminate April 30, 2019.

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

"The Board approve the extension of the Compliance Consulting Agreement between Impact Pennsylvania Strategies LLC and Impact Harrisburg in the amount of \$3,500/month for a period of six-months to continue the consulting work on the projects."

MOTION CARRIED UNANIMOUSLY

As to Wilmington Trust, the recommendation is that the current investments will remain as they are. We will invite the Wilmington Trust representative in to provide a briefing to the board at its next meeting.

5. Executive Director Report

Project updates were provided for –

- a) CRW Parks & Rec – Two playgrounds are completed; the third playground, at Fourth and Dauphin, anticipated to be completed by Fall 2019, has been delayed. We will keep the board updated on its status.
- b) City of Harrisburg Multi-Modal project – The final draw request initially anticipated for submission to the board for the last drawdown on Phase I of the project has been put hold pending the reconciliation between the City and CRW on the work allocation under the shared agreement between the parties. The executive director and compliance consultant met with CRW and has conferred with City officials on

this matter. The City and CRW have determined it is best for them to meet to discuss and determine the correct time and resource project allocation between the parties and thereafter, to work with the Impact Harrisburg compliance consultant and executive director to resubmit the project draw request to Impact Harrisburg. Phase II and III work will take place in 2020.

- c) East Shore YMCA project is moving forward; Mr. Segal indicated that as requested by the Impact Harrisburg board at its September meeting, the Y is in the process of obtaining renderings of the fence which they propose to replace the wall currently on the Second Street side of the facility; upon receipt they will submit the drawings to the board for review; the cost is anticipated to be in the range of \$24,000 to \$25,000. Further, the Y is obtaining more information on purchasing and installing building security cameras, which was also proposed as an optimum use of the remaining Impact Harrisburg grant funding, of approximately \$25,000, excluding the cost of the fence. These two projects will result in the drawdown of the \$49,000 in funds remaining under the East Shore YMCA grant.
- d) Harrisburg Redevelopment Authority project continues to move forward, with draws # 2 and 3, totaling \$41,390.09 approved by the board at the October meeting.
- e) Salvation Army project draw for the total grant in the amount of \$500,000 was approved by the board at the October meeting.
- f) Tri-County Community Action project is projected to begin in late winter of 2019.

Mr. Singleton reiterated the request for an in-person update to the City's Multi-Modal project DBE participation. Executive Director Dow-Ford confirmed the City has provided recent data on their DBE participation numbers, which has been provided to the board. It was noted that the request for a full, written report from the City that will provide an update on the DBE participation percentages, efforts being put forth, and statistics by the City's awarded contractors for the Multi-Modal project, has yet to be provided. This requirement is very important, and the Board stands behind its mission to not only spur economic development but to increase the DBE participation work environment in the City.

5. Other Business

The Executive Director noted that Impact Harrisburg is unofficially no longer a participant in the Harrisburg Business Opportunity Fund. Mr. Hudson confirmed that The Commonwealth Cornerstone Group has placed an additional \$350,000 investment into the Fund; this investment brings Commonwealth Cornerstone's total investment to \$1,000,000. The additional \$350,000 investment by Commonwealth Cornerstone is intended to replace the initial Impact Harrisburg investment in the same amount. Community First Fund's representative is working with the Impact Harrisburg Executive Director to return its initial \$350,000 investment, as agreed to by the parties.

The Directors expressed the Board's desire to focus on the population in the City that cannot access capital and to determine methods for reaching this population through methods such as grants and micro loans. The Board must decide if a new grant funding round or loan fund is the course the Board wants to move forward with, and if so, select a sub-committee that will begin to create guidelines, parameters, and projection.

A Finance Committee meeting is scheduled for Tuesday, November 12, 2019 at 10:00 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 1:122 p.m.

Meeting minutes were written by the Executive Director, Sheila Dow Ford.

The next Board meeting is scheduled for Tuesday, November 19, 2019 at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 17th day of December 2019.



Mr. Neil Grover, Chair

Mr. Brian Hudson, Secretary