

**MINUTES**  
IMPACT HARRISBURG  
December 17, 2019, 10:30 a.m.  
Pennsylvania Housing Finance Agency  
211 North Front Street, Harrisburg

Dec. 2019

(4)

Officers of the Board Present:

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

Board of Directors Present:

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

Others Present:

Sheila Dow-Ford, Executive Director  
Larry Segal, Impact Pennsylvania Strategies, Compliance Consultant (via telephone)  
Marita Kelley, PA DCED Coordinator for the City of Harrisburg  
Chris Sporcic, Senior Institutional Advisor, Wilmington Trust

Officers and Directors of the Board Absent and Excused:

Brian Hudson, Secretary

The Chair called the meeting to order at 10:45 a.m.

**1. Presentation by Chris Sporcic, Senior Advisor, Wilmington Trust**

Mr. Sporcic provided the board and others present with a quarterly update on the status of the Impact Harrisburg account. The Closing Market Value with Accrued Income as of October 31, 2019: \$4,133,726.23.

The board discussed the feasibility of maintaining the same balance around investments of funds, and to revisit the issue, as appropriate, at regular meetings of the board and finance committees. The board engaged in a spirited discussion with Mr. Sporcic around the American economy, generally, and economic forecasts for the next twelve months.

**2. Regular Board Meeting of October 14, 2019**

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

**"The minutes from the Impact Harrisburg Board of Directors board meeting of October 14, 2019, be approved as printed."**

**MOTION CARRIED UNANIMOUSLY**

### **3. Interim Treasurer's Report**

Interim Treasurer Hill reported the Fulton Bank Operating Account and Wilmington Bank Investment Account statements were reviewed and found to be in good order. The Fulton Bank account statement was circulated to the board for review. The board had previously reviewed the Wilmington Trust account statement. An income statement and balance sheet from Gift & Associates was also circulated to the board for review.

Interim Treasurer Hill noted there were no draw requests or invoices submitted for approval. He stated under the Executive Director's Report there would be discussion around the status of the multimodal draft draw request submitted by the City, which has been held in abeyance by Impact Harrisburg until the City and Capital Regional Water resolve the questions around work and resource allocation affecting payment.

Interim Treasurer Hill also noted the Executive Director will bring forth information on the status of the East Shore YMCA's proposal to modify its statement of work under the grant agreement, given the prioritization of projects to address the remainder of their funding which will carry over to FY2019-20.

### **4. Executive Director Report**

Executive Director Dow-Ford noted there are currently no draw requests submitted for consideration by Grantees. She stated, however, a few grantee matters require board attention.

The following items are under consideration:

- **East Shore YMCA**: The ESYMCA has a balance of \$49,000. The board reviewed ESYMCA-submitted drawings of a new wall on the Second Street side of the facility, as well as lighting and security cameras and fixtures for which it proposes to use the remaining funding. There was discussion around the proposed uses, with the consensus that the proposal is satisfactory but must receive formal board approval.
  - At the recommendation of the Chair, the board directed the Executive Director to prepare an amendment to the current ESYMCA statement of work, reflecting the parameters of the modified proposed scope of work. This amendment will be submitted to the board for review and approval at its next regularly scheduled meeting.
- The **City/CRW Multimodal Project** Phase I draft final draw request remains in limbo as the two parties meet to resolve matters around the allocation of time and resources to the project. Impact Harrisburg will continue to hold the draw documents until the parties resolve the matter and present a formal draw request to Impact Harrisburg.
  - The Board agreed that Ms. Dow-ford and Mr. Segal should continue to work with the parties to facilitate an expedited resolution of the matter.

- The **City of Harrisburg** states that it continues to track DBE participation for the Multi-Modal project. Executive Director Dow-Ford reinforced the Board's request for continued and proactive DBE tracking in writing to the City. Regular updates on the DBE participation on the upcoming Phase II pre-bids were also requested.
- The **Harrisburg Business Opportunity Fund**: The board awaits the reimbursement of \$350,000 from **Community First Fund**, and has asked the Executive Director to manage the transfer of the funds pursuant to the agreement between the parties. It was noted that the Commonwealth Cornerstone Group has transferred an additional \$350,000 to the Harrisburg Business Opportunity Fund as a replacement for the withdrawal of the same amount of Impact Harrisburg funding.

The **Strategic Planning Retreat Phase II Report** from Keith Ellison, Retreat Facilitator, was distributed to the Board. Electronic copies of the report were previously provided to board members. The board requested a meeting for the purpose of discussing the future work of Impact Harrisburg, and the conclusions of members as identified and memorialized in the retreat report. Executive Director Dow-Ford was directed to find a date separate from the next regularly scheduled board meeting to convene the body for the purpose of reviewing the retreat report and determining a long-term strategy and direction.

**Second Round Funding**: After a fulsome discussion, the board decided that it was feasible to move forward with a second round of funding. To implement the concept the body must determine the structure of such funding and develop an implementation process.

### **Other Business**

There being no further business to discuss, the Chair adjourned the meeting at 1:15 p.m.

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

The next Board meeting is scheduled for January 21, 2020 at 10:30 a.m., at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 28<sup>th</sup> day of January 2020.

*S Dow Ford, E.D.*