

MINUTES
IMPACT HARRISBURG
Board Meeting of January 28, 2020 10:30 a.m.
Pennsylvania Housing Finance Agency
211 North Front Street, Harrisburg

Jan-2020
Bd Mtg
Minutes
from the
Dec. 2019
Board
Approved

Officers of the Board Present:

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

Board of Directors Present:

Dale Laninga, Director
Russ Montgomery, Director
Karl Singleton, Director
Excused: Jacquelyn Parker

Others Present:

Sheila Dow-Ford, Executive Director
Marita Kelley, Coordinator for the City of Harrisburg

The Chair called the meeting to order at 11:05 a.m.

1. Regular Meeting Minutes:

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

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

MOTION CARRIED UNANIMOUSLY

2. Interim Treasurer's Report:

The Interim Treasurer moved approval of the final audit documents for the 2018-2019 fiscal year. Mr. Hill noted that Impact Harrisburg received a clean audit.

"Motion: To accept the final audit of the 2018-2019 fiscal year."

MOTION CARRIED UNANIMOUSLY

Mr. Hill provided an update on both the Fulton Bank Operating Account and the Wilmington Trust Investment Account. He noted that there was no necessity to transfer funds at this time. Mr. Hill distributed to the board for review, question and comment updated financial reports from the respective entities.

3. Draw Request:

Multimodal:

Mr. Hill noted that there was one draw request, from the City of Harrisburg, relating to the Multimodal Project. The reimbursement request is in the amount of \$451,312.58.

Mr. Hill, Mr. Larry Segal, the Impact Harrisburg compliance manager, and Ms. Dow Ford, the Executive Director, all noted that this amount represents a substantial portion of the amount remaining on Phase I of the multimodal project grant. Furthermore, the City and CRW are engaged in discussion to reconcile the allocation of the remainder of the Phase I grant, and will inform the board of its final reconciliation prior to submission of the draw request.

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

"The Board approve the City of Harrisburg draw request in the amount of \$451,312.58."

MOTION CARRIED: (6 IN FAVOR, ONE (1) OPPOSED)

East Shore YMCA:

Mr. Segal brought forward to the body the **"First Amendment to Impact Harrisburg Grant Agreement,"** under which the remainder of the East Shore YMCA grant will be used for additional miscellaneous capital improvement purposes, as are more particularly set forth in the amendment. This document amends the original Statement of Work initially approved by the board.

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

"The Board approve the 'First Amendment to Impact Harrisburg Grant Agreement.'"

MOTION CARRIED UNANIMOUSLY

4. Discussion regarding diversity on the Multimodal Project going forward:

Mr. Singleton expressed concern and questioned the continued challenges of the City of Harrisburg around diversity in the construction realm, particularly as it pertains to the Multimodal Project. Others concurred with the sentiments conveyed by Mr. Singleton. The discussion was robust, and the consensus was that the Impact Harrisburg board and team had consistently endeavored to move the city forward in this regard, but that its efforts have produced little to no positive results despite the best efforts of those charged with this responsibility.

The determination was made that the best approach at this juncture was to establish a meeting with the city's senior administration to lay out a plan to address the matter.

5. Other Business:

Mr. Hudson, the board secretary, submitted his resignation from the Impact Harrisburg Board of Directors, effective immediately. Mr. Hudson indicated that his resignation was commensurate with his retirement as the Executive Director of the Pennsylvania Housing Finance Agency (PHFA). The board thanked him for his long service as a member of the body, and for diligently engaging over many years in initiatives to improve the City of Harrisburg.

The board accepted Mr. Hudson's resignation.

6. Adjournment: The meeting adjourned at approximately 2:00 pm.

Minutes prepared and submitted by Sheila Dow Ford, Executive Director

Approved: Sheila Dow Ford Date: _____

MINUTES
IMPACT HARRISBURG
Reflecting Meeting of Tuesday, February 17, 2020, 10:00 a.m.
Via Zoom Video

Feb. 2020
②

Officers of the Board Present:

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

Board of Directors Present:

Dale Laninga, Director
Russ Montgomery, Director
Jacqueline Z. Parker, Director
Karl Singleton, Director

Others Present:

Sheila Dow-Ford, Executive Director
Larry Segal, Compliance Team

The Chair, Neil Grover, called the meeting to order at 10:10 a.m.

1. Regular Meeting Minutes :

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

“The minutes from the Impact Harrisburg Board of Directors meeting of January 28, 2020, be approved as printed.”

MOTION CARRIED UNANIMOUSLY

2. Interim Treasurer Report

a. Fulton Bank Account; Wilmington Trust Account:

Interim Treasurer, Mr. Hill, reported on both the Fulton and Wilmington Trust accounts. Copies of the most current statements from each entity were distributed to the board in advance of the meeting for review.

Mr. Hill reported that no action was needed for transferring funds at this time. There are sufficient funds in the Operating Fund to cover current draw requests.

Mr. Hill also noted that the board must continue to discuss potential distribution of the Trust Account Balance remainder, as projected in budget and financial statements. The expectation is that several contingencies must be considered in such analysis and decision-making. Mr. Hill also noted that staff is notifying grantees of the necessity to complete projects by September 2021.

b. Discussion of Structuring Framework for moving Forward:

Mr. Hill noted that the primary purpose of today's meeting was to give thoughtful consideration to how Impact Harrisburg should move forward to meet its mission as the funding and grant processes wind down.

Mr. Hill noted that such decision-making is within the province of the board, and that while the work of the body in meeting the expectations under the Strong Plan have been laudatory to date, another phase of such planning involves understanding and accepting that the organization will be different as it comes to the end of the funding round. The board must now plan how to pivot and manage the shift in priorities that initially involved establishing the framework for the work of the organization, and now must involve the introspection required to transition into the next phase of existence, which likely involves strategic dismantling and a reimagining of the organization.

Messrs. Grover and Hill noted that in planning the FY 2020-2021 budget, such factors must be taken into consideration.

Thus began a fulsome discussion on the work of Impact Harrisburg to date, and the prospect of the organization moving forward. All agreed that the work of the organization has been noteworthy in helping to build a stronger Harrisburg and in helping the City rebound from the fiscal difficulties of previous years.

There was significant discussion focused on the absence of a viable, meaningful economic champion for the City, as exists in other places, that would have a strong focus on building economic opportunity for all and in challenging various stakeholders to improve upon their engagements and to demand greater access and opportunity for all.

The board agreed that the Impact Harrisburg organization has filled that role- out of a desire to fulfill its mission in a broad and inclusive manner; out of a necessity to fill the longstanding void in the areas of diversity in all domains within the City; and out of a sense of what the communities and cultures within the City require if we are to move forward as a cohesive corporate and social unit with interlocking goals, opportunities and outcomes.

While the consensus clearly favored having Impact Harrisburg remain a viable entity, the reality with which the board continues to grapple is that of obtaining funding sufficient to underwrite the programs in place. No viable funding solutions have been identified, and the question of retaining the expertise required to build the internal apparatus required to manage a fundraising arm is also a challenging prospect.

b. Discussion of Framework for Moving Forward, cont'd

Interim Treasurer Hill requested the board consider managing the close-out of the grant projects as the organization finalizes its mandates under the Strong Plan and ushers in the final stages of the projects that remain open at this date.

Mr. Hill asked the board to engage in collective thinking and decision-making on drawing up a plan of alternatives for:

- a. Developing a strategy to wind down the operations of Impact Harrisburg, given that it is now in the stage of making final grant payouts to a smaller number of grant recipients, having ushered the majority through the process developed and implemented under the current schematic adopted at its inception;
- b. Developing and implementing a much smaller grant program that will utilize remaining funds and would have a short application, award and implementation timeframe. The thinking is to fund only those projects that could be completed within a six-month timeframe.
- c. Building a framework around alternate plans to maintain and grow the organization;
- d. Considering winding down in a manner that retains a viable legal entity that can be reinvigorated at some later date.

The board agreed to further examination of these alternatives and requested the executive director to undertake an analysis of each and report back to the board at the March meeting.

Other Business:

There being no further business to discuss, the Board Chair, Neil Grover, adjourned the meeting at 1:50 p.m.

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

Approved this 17th day of March, 2020.



MINUTES
IMPACT HARRISBURG
March 17, 2020 10:30 a.m.
Via Zoom Conference Call

March
2020
③

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
Jackie Parker, Director
Karl Singleton, Director

Others Present:

Sheila Dow-Ford, Executive Director
Larry Segal, Impact Pennsylvania Strategies, Compliance Consultant
Marita Kelley, Coordinator for the City of Harrisburg

The Chair called the meeting to order at 10:38 a.m.

1. Regular Board Meeting of Tuesday, February 18, 2020

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

"The minutes from Impact Harrisburg Board of Directors regular meeting of February 18, 2020, be approved as printed."

MOTION CARRIED UNANIMOUSLY

2. Interim Treasurer Report

Fulton Bank and Wilmington Trust statements: Interim Treasurer Hill reported the bank statements with Fulton Bank and Wilmington Bank were reviewed and are in good order. The board had the opportunity to review the statements and agreed with the assessment.

Budget Update: Interim Treasurer Hill provided an update on the status of the organization's budget, noting that most Impact Harrisburg projects have been completed, and therefore, as anticipated, remaining fund balances have been drawn down significantly, leaving less than three million dollars in total unencumbered, unallocated funds.

Mr. Hill indicated that the current budget projections anticipated the organization's viability extending out to June 2021, at which time the projects should all be completed, with the possible exception of the multimodal project.

He noted the board was at an inflection point regarding the question of how best to utilize remaining funds, and could choose from a range of options, including engaging in a scaled-down funding initiative in which smaller grants were provided to fund capital projects; funding one or

two larger projects currently in progress for which Impact Harrisburg funding has been sought; or, responding to the unprecedented moment posed by the recent coronavirus pandemic by establishing a fund to assist small businesses. Mr. Hill related his communications with Board Chairman Grover regarding the prospect of establishing a coronavirus special fund and indicated that the executive director and compliance consultant had been tasked with providing information to that end.

Mr. Grover reinforced the suggestion that the board consider developing and implementing a special program to assist small businesses negatively impacted by the coronavirus shutdown. Mr. Segal brought forward information on recent programs established across the nation to help small businesses mitigate the negative economic effects of shutdowns. It was noted that all such programs shared certain features including a streamlined application process and the delivery in an expedited manner of grant assistance to small businesses.

The board thereafter engaged in a full discussion of how best to address the crisis, and made the following determinations, framed as one motion.

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

- A. Impact Harrisburg will immediately initiate a series of conference calls with community stakeholders to determine how the organization can best work to help the city respond to the coronavirus;**
- B. Impact Harrisburg will immediately establish a grant program to help city small businesses, using as a template similar programs currently in place;**
- C. Impact Harrisburg will allocate \$500,000 to fund the small business grant program contemplated; and**
- D. Impact Harrisburg will invite the City of Harrisburg to work as a financial and administrative partner on the small business grant program contemplated hereunder.**

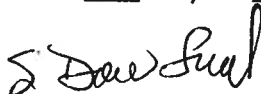
MOTION CARRIED UNANIMOUSLY

3. Other Business

There being no further business to discuss, the Chair adjourned the meeting at 1:04 p.m.

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

Approved this 28th day of April 2020.



April 2020
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MINUTES
IMPACT HARRISBURG
Wednesday, April 28, 2020, 1:00 P.M.
Via Zoom Conference Call

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

Others Present:

Sheila Dow-Ford, Executive Director
Larry Segal, Impact Pennsylvania Strategies, Compliance Consultant
Marita Kelley, Coordinator for the City of Harrisburg

The Chair called the meeting to order at 1:00 P.M.

1. Presentation by Chairman Neil Grover

Chairman Grover provided an overview of the status of the applicant pool for the Neighborhood Business Stabilization Program (NBSP), emphasizing that since the opening of the application portal the number of applications has surpassed 300. He discussed the data collected via the portal, conveying the broad range of diversity, along several metrics, of the applicant pool. Mr. Grover indicated that as we approach the stated grant announcement and distribution date, there are a number of items for review and determination by the board of directors, including whether to continue to accept applications or establish a cut-off date; determining whether to provide all grantees with a uniform amount, or to establish and apply criteria to demarcate categories of award allocations; the possibility of allocating additional dollars to the NBSP, and seeking additional contribution from the city.

To ensure the board has the information required to make informed decisions, Mr. Grover asked Interim Treasurer Hill to provide an overview of the overall financial status of Impact Harrisburg, and to lead a board discussion on resolving the factors under review as identified by Mr. Grover.

Presentation by Interim Finance Chair Doug Hill

Mr. Hill provided an overview of the Impact Harrisburg financials, discussing the monthly income and balance sheets submitted by Gift & Associates, and indicating that to-date, sufficient funds were in place at Fulton Banks to cover a finite set of grants. He also discussed the potential necessity to transfer funds from the Wilmington Trust long-term investment account into the Fulton account, pending the outcome of discussions and decisions about the NBSP grant pool.

As a prelude to the discussion regarding finalizing the scope of the NBSP, Mr. Hill indicated the organization's Economic Development Fund was at a level sufficient to allocate a finite amount of additional dollars to the grant program, should the board determine the efficacy of doing so. Mr. Hill then set forth a series of financial scenarios showing the amounts required to fund every eligible grant applicant to-date, at various levels.

After a robust and detailed discussion, the board determined it was prudent to establish a hard stop for accepting applications and, further, to establish a ceiling of 325 on the number of eligible grantees. Doing so enables the organization to provide each grantee with a meaningful award, while also including as many applications as feasible. In addition, the board determined the efficacy of establishing a uniform grant amount of \$5,000 per grantee. To meet these objectives the board decided to in make an additional allocation from the Economic Development Fund, into the NBSP, in the amount of \$750,000. While the board expressly did not make the additional Impact Harrisburg funding contingent upon a contribution from the city, the board conveyed its clear desire to seek from the city a \$250,000 contributory offset of this amount.

- "a. Motion to limit the number of NBSP eligible applicants to 325; and, further,**
- b. to provide each grantee a grant in the amount of \$5,000; and, further,**
- c. to provide an additional allocation from the Impact Harrisburg Economic Development Fund, in the amount of \$750,000; and, further,**
- d. to move funds from the Wilmington Trust account into the Fulton account, sufficient to cover the universe of eligible grants."**

MOTION CARRIED UNANIMOUSLY

2. Additional Matters


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

- "The proposal submitted by auditors MaherDuessel, to provide to Impact Harrisburg audit services for the fiscal years 2019 -2020; 2020-2021; and 2021-2022, within the scope of services and fee structure set forth within the proposal, be approved."**

MOTION CARRIED UNANIMOUSLY

There being no further business to discuss, the Chair adjourned the meeting at 3:15 p.m.

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

Approved this  21st day of July 2020.

May 2020
⑤

MINUTES

Impact Harrisburg Executive Session Meeting of Friday, May 22, 2020
Via Zoom Video Conference Call

Officers of The Board Present:

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

Board of Directors Present:

Dale Laninga, Director
Jacqueline Z. Parker, Director
Karl Singleton, Director

Board of Directors Absent/Excused:

Russ Montgomery, Director

The Chair, Neil Grover, called the meeting to order at 3:00 PM.

Review of the Implementation of the Neighborhood Business Stabilization Program

Chairman Grover explained that the sole purpose of the executive session meeting was to undertake a preliminary, board-only examination of the rollout of the Neighborhood Business Stabilization Program (NBSP).

The board discussed the pressures attendant to building and implementing a program under the many constraints present at this time. The constraints include the closure of all but essential businesses due to the COVID-19 pandemic; the necessity of facilitating the quick, efficient, effective and secure transfer of funds to NBSP grant recipients, many of whom operate businesses negatively affected by the pandemic; and balancing the need to work with expediency while also engaging in due diligence in obtaining required documentation from grantees while providing appropriate oversight and engaging in safety measures.

The board members received feedback from various stakeholders, including elected officials, small business owners and recipients, and through discussion with the administrative team. It was noted that many checks had been distributed under the distribution system established and communicated to grantees. Nonetheless, there remain a number of undistributed grantee checks due to logistical issues around travel and other matters. The administrative team will endeavor to deliver each check to each grantee.

Review of the Implementation of the Neighborhood Business Stabilization Program, cont'd

After significant board discussion of the rollout it was agreed that the board and administrative team had worked under difficult circumstances – the COVID 19 pandemic- to ensure that many small business owners within the City of Harrisburg received checks to help mitigate the detrimental financial effects of the pandemic and attendant mandated government shutdown of all commercial establishments, along with various other restrictions.

It was also determined that the board had put into place the required due diligence protocols to ensure that there were effective applicant assessment and grantee selection processes in place, and effective record-development protocols established. It was noted that the board worked closely with Impact Harrisburg accountants, Gift and Associates, to process and track grant checks.

It was further acknowledged that Harry Segal, a third -year law student, voluntarily provided valuable technical assistance to Larry Segal to structure an online data system to gather and assess applicant and grantee information of importance to the NBSP.

In acknowledgment of the generous and selfless contributions to this program made by Harry Segal, and in acknowledgment of the additional effort made by Larry Segal and Sheila Dow Ford to meet the goals and objectives established by the board to provide timely and substantive assistance to Harrisburg small business owners, the board moved by acclamation, and voted unanimously to:

- a. provide a \$5,000 honorarium to Harry Segal for his valuable assistance in building the NBSP;
- b. provide a \$5,000 bonus each to Larry Segal and Sheila Dow Ford, for their individual and collective efforts in working to make the NBSP a success.

There being no further business to discuss, the Board Chair, Neil Grover, dismissed the meeting at approximately 4:15 PM.

Approved at the Impact Harrisburg board meeting of June 1, 2020.

MINUTES
IMPACT HARRISBURG
June 1, 2020 10:00 A.M.
Via Zoom Conference Call

*June
2020
6*

Officers of the Board Present:

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

Board Members Excused:

Neil Grover, Director

Others Present:

Sheila Dow-Ford, Executive Director
Larry Segal, Impact Pennsylvania Strategies, Compliance Consultant
Marita Kelley, Coordinator for the City of Harrisburg

The Board Chair, Neil Grover, was recused from attendance due to the conflict of interest posed by virtue of his position as Harrisburg City Solicitor, and the board agenda items pertinent to the City of Harrisburg. In Mr. Grover's stead, the Second-Vice Chair, Gloria Martin Roberts, served as chair and led the meeting.

Acting Chair, Ms. Roberts, called the meeting to order at 10:10 A.M.

1. Motion to Approve Minutes of the May 22, 2020 Executive Board Meeting

Mr. Laninga brought the motion, seconded by Ms. Parker, to approve the minutes of the Executive Session of the Board of Directors held on May 22, 2020.

Motion Passed Unanimously

2. Presentation by Acting Chair, Ms. Martin-Roberts

Ms. Roberts introduced the two primary agenda items:

First, the delivery to the board of an update on the Neighborhood Business Stabilization Program (NBSP); and,

Second, the need for discussion and decision around the request of the City of Harrisburg for Impact Harrisburg to administer a second small business grant program, the funding of which will come from Community Development Block Grant (CDBG) dollars allocated to the city.

Presentation by Acting Chair, Ms. Martin- Roberts, cont'd

Ms. Roberts indicated that Mr. Hill, Mr. Segal and Ms. Dow-Ford had previously discussed in detail the administrative, legal and practical opportunities and challenges to Impact Harrisburg in working with the city on a second round. She asked Interim Treasurer Hill to provide additional context by providing a general overview of the financial impact of the NBSP, and the pros and cons of Impact Harrisburg again assuming an administrative role in bringing forward a comprehensive grant program so soon after substantially completing the NBSP.

3. NBSP Update:

Mr. Hill began by directing the board's attention to the explanatory memorandum earlier sent via email, setting forth preliminary details on the outcomes of the NBSP. Mr. Hill noted that the expectation was that approximately 314 grant checks of \$5,000 each were expected to be distributed and cashed by grantees. This amounts to an expected draw of \$1,570,000 against the \$1,750,000 set aside in the NBSP restricted receipts account for this purpose. Mr. Hill explained that there will be a required final account reconciliation once all grant checks delivered have been cashed and duly recorded by Gift & Associates, the Impact Harrisburg accounting firm managing the NBSP account.

Ms. Dow-Ford gave a general update on the status of the NBSP, indicating that most checks were in the hands of grantees, but also that there were challenges in getting checks to some businesses that shut down following the governor's directive, and were not responding to email and telephone messages. She indicated she would continue to endeavor to get checks to such establishments.

4. Discussion of Second Round of Small Business Grants:

Mr. Hill then turned to the city's request that Impact Harrisburg administer the planned second round of small business grants. He noted that on the financial side of such analysis, in underwriting \$1, 250,000 of the NBSP fund the board had largely drawn down the unallocated reserves within the Impact Harrisburg Large Economic Development Project Fund category. The discussion thereafter centered on the reality that the organization had only a small remainder to contribute to any initiative, including a second round of funding. After discussion the general sentiment expressed was to retain any unused Large Economic Development Project funds to reinvest in the stated Impact Harrisburg goal of helping economic development through funding capital projects within the city.

The discussion then turned to the prospect of Impact Harrisburg administering a grant program in which funding is provided under, and the program is subject to, the Community Development Block Grant (CDBG) federal and state law and regulatory scheme.

Much discussion ensued around the administrative and reporting complexities requiring strict adherence under the CDBG. It was noted that in anticipation of the board meeting discussion around the CDBG grant program, Mr. Segal and Ms. Dow-Ford arranged a conference call earlier in the day with Marc Wooley, City of Harrisburg Chief of Staff; Lillie Williams, City of Harrisburg; and, the CDBG consultant for the City of Harrisburg.

4. Discussion of Second Round of Small Business Grants, cont'd

The discussion included an appreciation of the degree to which the City of Harrisburg and Impact Harrisburg coordinated and worked effectively to successfully implement the NBSP. The overall outcome of the call was agreement that the parties would forge a path of cooperation and assistance to ensure the success of a second grant funding round. Impact Harrisburg’s representatives made clear that they could not commit to anything beyond an informal level of participation without the express consent of the board.

After discussion among the board of the need to balance the desire to assist the city with the administration of a program, against the challenge of adhering to the strict complexities of the CDBG program, the board determined it was best for the body to give the team authority to provide informal guidance and help to the city, and, further, to refrain from undertaking any formal administrative role.

Motion: It was moved by Jackie Parker and seconded by Russ Montgomery that:

“Impact Harrisburg will refrain from taking on any formal administrative or other role in overseeing a second grant or loan program for small businesses within the City of Harrisburg; and, further, the Impact Harrisburg administrative team shall have the authority to provide informal advice and direction to the City, should such advice be solicited.”

MOTION CARRIED UNANIMOUSLY

5. Request for reimbursement from City to Impact Harrisburg for \$250,000 contribution to NBSP

Board members requested that Ms. Dow-Ford follow-up on the request to obtain reimbursement from the city in the amount of \$250,000, which represents one-half of the additional \$500,000 Impact Harrisburg contributed to the NBSP fund, over and above its initial contribution of \$850,000. This additional contribution was made with the hope, but without written agreement or express expectation, that the city would underwrite one-half of the additional amount, thereby bringing its total contribution to the NBSP to \$750,000. The additional contribution made by Impact Harrisburg enabled the entity to provide NBSP grants at a meaningful level (\$5,000) to a substantial number of grantees.

It was moved by Jackie Parker and seconded by Dale Laninga that:

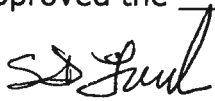
“The Executive Director shall request reimbursement from the City of Harrisburg in the amount of \$250,000.”

MOTION CARRIED UNANIMOUSLY

There being no further business the meeting was adjourned.

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

Approved the ___ day of _____ 2020.

A handwritten signature in black ink, appearing to read "S. Dow Ford", written over the signature line of the approval text.

Sept. 2020
(7)

MINUTES
IMPACT HARRISBURG
Tuesday, September 22, 2020, 10:00 a.m.
Via Zoom Video

Officers of the Board Present:

Neil Grover-Board Chair
Doug Hill, Vice-Chair, and Interim Treasurer

Board of Directors Present:

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

Board of Directors Absent/Excused:

Gloria Martin Roberts, Second Vice-Chair
Karl Singleton, Director

Others Present:

Sheila Dow-Ford, Executive Director
Larry Segal, Compliance Team

The Chair, Neil Grover, called the meeting to order at 10:00 a.m.

1. Board Minutes of Meeting of July 21, 2020

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

“The minutes from the Impact Harrisburg Board of Directors meetings of July 21, 2020 be approved as printed.”

MOTION CARRIED UNANIMOUSLY

2. Interim Treasurer Report

a. Fulton Bank Account; Wilmington Trust Account:

Interim Treasurer, Mr. Hill, reported on both the Fulton and Wilmington Trust accounts. Copies of the most current statements from each entity were distributed to the board in advance of the meeting for review.

b. Motion to approve the FY 2020-2021 Impact Harrisburg Budget

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

“The proposed budget for the FY 2020-2021 year be approved as presented at the July 21, 2020 meeting of the board.”

MOTION CARRIED UNANIMOUSLY

Interim Treasurer Report, cont'd

c. Discussion on planning for Impact Harrisburg future

Mr. Hill reminded the board of the need to address how to proceed in distributing the Trust Account Balance remainder, as projected in budget and financial statements. The expectation is that such discussion will occur at the October board meeting, with the understanding that several contingencies must be considered in such analysis and decision-making.

d. Update on FY 2019-2020 Audit:

Mr. Hill noted that the FY2019-2020 annual audit is underway, and that the executive director will keep the board apprised of the status of the audit.

e. Approval of Consulting Agreement Extension for PA Impact Strategies

Mr. Hill requested a motion to approve the grant extension proposed by PA Impact Strategies (Larry Segal) to continue to provide consulting services to Impact Harrisburg under the same terms and conditions, to June 30, 2021.

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

“The agreement between Impact Harrisburg and PA Impact Strategies (Larry Segal) shall be extended under the same terms and conditions, until June 30, 2021.”

MOTION CARRIED UNANIMOUSLY

3. Project Update- Administrative Team

a. Neighborhood Business Stabilization Program (NBSP):

The executive director reported that as requested by the board, the follow-up survey had gone out to all grant recipients; however, the response had been anemic. Board members expressed continuing interest in following up with the small business owners notwithstanding the small number of respondents to the follow-up survey. A few members volunteered to work with the executive director on placing calls to NBSP grant recipients to administer the survey telephonically.

Board members also reiterated concerns around whether the city had been able to implement a second round of small business funding, and, if so, what type of response was received.

The board directed the executive director to continue to make the inquiry regarding second round funding.

b. Motion to Approve Grant Contract Extensions:

The board considered the request to approve grant contract extensions on the following grant projects: Multi-modal project; Harrisburg/Capital Region Water Playground initiative; Tri-county Community Action Commission façade project; East Shore YMCA; the Harrisburg Redevelopment Authority.

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

“The grant contracts for the Multi-Modal project; the Harrisburg/Capital Region Water Playground initiative; the Tri-county Community Action Commission Façade project; the East Shore YMCA; and, the Harrisburg Redevelopment Authority be extended until September 30, 2021. ”

MOTION CARRIED UNANIMOUSLY

Executive Director Update:

Community Report:

Ms. Dow-Ford reported that she had terminated the agreement with the David A. Smith printing Company, initially tasked with the project, because of serious concerns around lack of communication, timeliness and adherence to COVID- masking and social distancing requirements. These factors, including a general lack of professionalism and the company having furloughed staff, negatively affected its ability to complete this project.

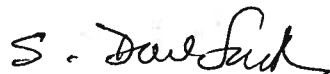
Ms. Dow-Ford is consulting with the Higher Information Group on bringing the project to reality.

Other Business:

There being no further business to discuss, the Board Chair, Neil Grover, adjourned the meeting at approximately 1:10 p.m.

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

Approved this 22nd day of October 2020.



Oct. 2020
8

MINUTES
IMPACT HARRISBURG
Reflecting Meeting of Tuesday, October 27, 2020, 10:00 a.m.
Via Zoom Video

Officers of the Board Present:

Neil Grover, Board Chair
Doug Hill, Vice-Chair, and Interim Treasurer

Board of Directors Present:

Dale Laninga, Director
Russ Montgomery
Karl Singleton

Board of Directors Absent/Excused:

Gloria Martin Roberts, Second Vice-Chair
Jacqueline Z. Parker, Director

Others Present:

Sheila Dow-Ford, Executive Director
Larry Segal, Compliance Team

The Chair, Neil Grover, called the meeting to order at 10:10 a.m.

1. Board Meetings of August 22, 2020

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

"The minutes from the Impact Harrisburg Board of Directors meetings of August 22, 2020 be approved as printed."

MOTION CARRIED UNANIMOUSLY

It was noted that meetings have been scheduled outside of the regular course of business in order to accommodate emergent work and schedule changes required as a result of the coronavirus pandemic.

2. Interim Treasurer Report

a. Fulton Bank Account; Wilmington Trust Account:

Interim Treasurer, Mr. Hill, reported on both the Fulton and Wilmington Trust accounts. Copies of the most current statements from each entity were distributed to the board in advance of the meeting for review.

Interim Treasurer Report, cont'd

Fulton Bank Account; Wilmington Trust Account, cont'd:

Mr. Hill reported that no action was needed for transferring funds at this time. There are sufficient funds in the Operating Fund to cover current draw requests.

Mr. Hill also noted that the board must continue to discuss potential distribution of the Trust Account Balance remainder, as projected in budget and financial statements. The expectation is that several contingencies must be considered in such analysis and decision-making. Mr. Hill also noted that staff is notifying grantees of the necessity to complete projects by September 2021.

b. Review, Discussion of FY 2020-2021 Annual Budget:

Mr. Hill noted the adoption at the previous meeting of the Impact Harrisburg FY 2020-2021 budget. He provided a summary of the various elements of the budget, as adopted.

c. Update on FY 2019-2020 Audit:

Mr. Hill reported that the FY2019-2020 annual audit is underway, and that the executive director will keep the board apprised of the status of the audit. He noted that staff had provided additional information to the auditors, as requested.

d. Reimbursement Requests:

Mr. Hill noted there were no reimbursement requests pending for review. As the administrative team works with grantees to expedite completion of projects, it is expected that reimbursement requests will increase over the next several board meetings.

Ms. Dow Ford noted that two annual insurance premium payments were made this quarter.

3. Project Update- Administrative Team

a. Neighborhood Business Stabilization Program (NBSP):

A summary of program outcomes was previously distributed to the board. The summary discussed the development of the NBSP; its purpose; the total number of applicants submitted and awarded; several "snapshots" of the community of awardees in the aggregate; and also, disaggregated demographic data that is helpful in understanding the diversity of the Harrisburg small business community.

Board members posed several questions regarding the follow-up with the small business owners. Also, board members asked if a second funding round had been implemented, and, if so, what type of response was received. Mr. Grover indicated a second round was in development, the details of which were forthcoming.

Project Update, Administrative Team, cont'd

As directed by the board, a second survey was developed by staff and administered to a representative sampling of first-round NBSP grantees. Mr. Laninga, Ms. Parker and Ms. Dow-Ford administered the survey; Mr. Segal compiled, summarized and reported out results, which were presented and discussed. General summary of outcomes: Respondents appreciated the NBSP, which gave small businesses much-needed emergency aid. Impact Harrisburg received high marks for leading the initiative. Businesses are still struggling. More help is needed.

b. Update on Multi-Modal; Community Action Commission; East Shore YMCA:

Mr. Segal, Impact Harrisburg's compliance consultant, indicated that as the coronavirus shutdown restrictions had lifted to some degree, grantees were restarting their projects, some at a more robust pace than others, picking up where they left off in the late-February/March timeframe. Mr. Segal indicated that he and the executive director were directing grantees to conclude their projects in as timely a manner as possible, in keeping with the September 2021 timeline.

East Shore YMCA: There was a robust discussion regarding the concerns of the East Shore YMCA that, due to several factors, including increased labor and materials costs, its initial budget to replace the Second Street perimeter wall required an additional \$40,000 over budget for completion. The Y inquired about the feasibility of Impact Harrisburg increasing its grant amount to bridge the funding gap. After discussion and acknowledgment of the value of the project, the Impact Harrisburg board determined that the Y should seek alternate sources of gap funding.

Executive Director Update:

a. Community Report:

Ms. Dow-Ford updated the board on the notice previously provided, that, given the challenges posed in obtaining a quality, timely work product from the David A. Smith printing Company, initially tasked with the project, the project has been transitioned to The Higher Information Group.

b. Disparity Study:

Ms. Dow-Ford noted that Mr. Grover posed the question of the feasibility of Impact Harrisburg funding a disparity study, to examine procurement and contracting ordinances, practices, policies and procedures within the City of Harrisburg. At Mr. Grover's direction, Ms. Dow-Ford undertook initial research on the status of disparity studies within the Commonwealth, and elsewhere. She provided some initial information to provide a context for the discussion. Mr. Grover explained that broadly speaking, under long-standing U.S. Supreme Court precedent, any change to a statute or ordinance which considers specific demographic factors such as race, must withstand "strict-scrutiny." Disparity studies are used to gather and provide the requisite data undergirding such government strategies.

Executive Director Update, cont'd

Disparity Study Discussion, cont'd:

Mr. Singleton noted the work of his colleagues in partnering with the Commonwealth on its two recent disparity studies. He encouraged the board to examine this work, a copy of which he emailed to board members, and expressed general support for moving forward. Other board members requested additional information and the opportunity to discuss several questions, including whether undertaking a disparity study aligns with the framework outlined in the Impact Harrisburg enabling documents, and whether the board would undertake a study in tandem with the City or as a stand-alone underwriter. The board requested the executive director to gather additional information for review and discussion, to assist in decision-making.

Other Business:

There being no further business to discuss, the Board Chair, Neil Grover, adjourned the meeting at 1:35 p.m.

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

Approved this 22nd day of December 2020.

Sheila Dow-Ford, Exec. Dir.