

**SOUTHERN ALLEGHENIES PLANNING AND DEVELOPMENT COMMISSION
BOARD OF DIRECTORS' MEETING
July 15, 2015
Commission Office**

Convened: 10:00 A.M.

Adjourned: 11:30 A.M.

Members in Attendance:

Mr. Jay Cessna
Mrs. Sharon Clapper
Hon. S. Paul Crooks
Hon. Craig Cutchall
Hon. Irvin Dasher
Hon. R. Dean Fluke
Hon. Doug Lengenfelder
Hon. Rodney McCray

Mrs. Heather Meck
Hon. Kirt Morris
Mr. Dennis Munko
Hon. Jeff Thomas
Hon. Pamela Tokar-Ickes
Hon. Terry Tomassetti
Hon. John Vatavuk
Hon. Mark Wissinger

Others in Attendance:

Mr. Brandon Carson
Mr. George Gvozdich
Mr. Clark Hostetter
Mr. Steven K. Howsare
Ms Katie Kinka

Mrs. Trudy Mitchell
Mrs. Debbi Prosser
Mrs. Deborah Shaffer
Mrs. Susan Whisler

CALL TO ORDER:

Commissioner Thomas, President, called the meeting to order at 10:00 A.M

MINUTES, May, 20, 2015:

A motion was entered by Commissioner Lengenfelder to approve the May 20, 2015 minutes, as presented. The motion was seconded by Commissioner Crooks and was unanimously approved.

ACCOUNTS PAYABLE:

Mr. Clark Hostetter, Action Accounting, presented and responded to questions regarding the Accounts Payables for May and June and provided a brief overview of the bank summaries indicating that the Commission is currently in a good financial standing. He also stated that the Commission has funds and also a line of credit that can be utilized should finalization of the State budget be delayed.

A motion was entered by Commissioner Wissinger to approve the Accounts Payable, as presented. The motion was seconded by Commissioner McCray and was unanimously approved.

Mr. Hostetter explained that, as required by IRS regulation, SAP&DC is following the Office Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, Final Rule. Although not mandated by IRS regulation, a resolution adopting this requirement is presented for acceptance by the SAP&DC Board of Directors.

A motion was entered by Commissioner Cutchall to accept SAP&DC following the Office Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, Final Rule. The motion was seconded by Commissioner Lengenfelder and was unanimously approved.

BUSINESS LENDING SERVICES:

Mrs. Trudy A. Mitchell, Director, Business Lending Services, presented and reviewed the actions taken by the Loan Review Committee. The application for Justin N. & Shelby Y. Gochnour was approved, as presented. This application is now presented to the Board of Directors for concurrence.

A motion was entered by Commissioner Tokar-Ickes to concur with the action taken by the Loan Review Committee, as presented. The motion was seconded by Commissioner Crooks and was unanimously approved.

JOBS 1ST FINAL REPORT:

Mrs. Debbi Prosser, Director, Business Development Services, provided the final report for the Jobs 1st initiative that was undertaken by a partnership between the SAWIB and SA PREP Network for activity from July 1, 2014 through June 30, 2015.

This project was labor intensive and due to the time needed to complete approximately 1,400 assessments coupled with the necessity of all training and other activities being completed by June 30, 2015 some of the goals for this program were not met. However, this project received a 90% or better satisfaction rating overall. It is hoped that funding for this program will be available again in the future.

PREP 3RD QUARTER STATUS REPORT:

Mrs. Prosser presented and reviewed a report summarizing the performance of SAP&DC's core and region specific components under its Appalachian Regional Commission and Commonwealth-funded Programs through the third quarter of FY 2014-2015. These programs represent the largest single revenue source within the Commission's operating budget and support a majority of the Commission's economic and community development efforts.

TRAVEL REQUEST FOR APTAC CONFERENCE:

Mrs. Prosser requested approval for Mr. James Gerraughty, Procurement Program Manager, and Mr. Brandon Peters, Procurement Specialist, to attend the Association of Procurement Assistance Centers Fall Training Conference and Membership meeting in Washington, DC, November 8-12, 2015. The total cost of the request is \$7,126 and was included in the budget planning process.

A motion was entered by Commissioner Vatauvuk to approve the travel request for Mr. James Gerraughty, Procurement Program Manager, and Mr. Brandon Peters, Procurement Specialist, to attend the Association of Procurement Assistance Centers Fall Training Conference and Membership meeting in Washington, DC, November 8-12, 2015, as presented. The motion was seconded by Commissioner Crooks and was unanimously approved.

FY 2015-2019 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY UPDATE:

Mr. Brandon Carson, Director, Planning and Community Development Division, reported that SAP&DC contracted with Urban Partners to complete the required five-year update to the region's Comprehensive Economic Development Strategy (CEDS). A draft of the updated document was presented at the May 20, 2015 SAP&DC Board meeting and a thirty day public comment period concluded on June 26, 2015. The comments that were received have been incorporated in the final document. Once approved by the SP&DC Board, the document will be submitted to the Economic Development Administration (EDA) for review.

Mr. Carson explained that as part of the scope of work, the consultant was tasked with development of a website due to EDA insistence that the CEDS document be modernized. He then introduced Ms Katie Kinka, Community Development Program Manager, who provided an overview of the CEDS website.

A motion was entered by Commissioner Lengenfelder to approve the FY 2015-2019 Comprehensive Economic Development Strategy Update, as presented. The motion was seconded Commissioner Tomassetti and was unanimously approved.

FY 2015 APPALACHIAN REGIONAL COMMISSION (ARC) INVESTMENT PACKAGE:

Mr. Carson reported that SAP&DC is required each year to submit its project recommendations for funding through the Appalachian Regional Commission (ARC).

Mr. Carson then presented and provided a detailed review of the list of the projects that were developed from requests received by SAP&DC staff. Additional projects may be added later by the Board, as requested. He further explained that there is a limited amount of money allotted for projects submitted by all seven of Pennsylvania's Local Development Districts (LDDs); therefore, all projects may not be funded.

A motion was entered by Commissioner Morris to approve the projects recommended for Appalachian Regional Commission FY 2015 funding, as presented. The motion was seconded by Commissioner McCray and was unanimously approved.

EXECUTIVE ORDER 12372 PROJECTS:

SAP&DC is designated by the Federal Office of Management and Budget (under E.O. 12372) to review requests for Federal financial assistance within its six-county service area for concurrence with relevant regional planning documents. Mr. Carson briefly reviewed those projects requesting federal financial assistance, as presented, and stated that all are consistent with the Commission's Comprehensive Economic Development Strategy.

A motion was entered by Commissioner Lengenfelder to approve the Projects Under Executive Order 12372, as presented. The motion was seconded by Commissioner Cutchall and was unanimously approved.

OTHER BUSINESS:

Mr. Howsare reported that President Obama has released the POWER Initiative to address the loss of coal jobs in coal reliant communities. SAP&DC is currently working on applications to the Appalachian Regional Commission (ARC) and Economic Development Administration (EDA) in support of this initiative for the region.

Mrs. Prosser reported that SAP&DC has been meeting recently with the Somerset County Commissioners to discuss the impact that the loss of coal jobs has had on their residents over the last five to six years. It is expected that competition for funding through the POWER Initiative will be high. SAP&DC is working in partnership with Pennsylvania's Office of International Business Development to go into those international markets that are still actively mining to find international opportunities to replace the domestic sales that have been lost. The Workforce Investment Board is also actively seeking training funds to assist with providing job training for displaced coal industry workers.

Mr. Carson reported that the Planning Division is submitting an application to the Economic Development Administration for planning funds through the POWER Initiative. Staff is working with Somerset County and the Somerset County Economic Development Agency to apply for planning funds for a Strategic Business Development and Attraction Plan that will, hopefully, then lead to future funding for construction projects. SAP&DC plans to submit the application by July 24, 2015.

A motion was entered by Commissioner Lengenfelder to approve the submission of an application to the Economic Development Administration for planning funds under the POWER Initiative, as presented. The motion was seconded by Commissioner Tokar-Ickes and was unanimously approved.

The next meeting of SAP&DC Board of Directors will be held Wednesday, September 16, 2015 beginning at 10:00 A.M.

ADJOURNMENT:

There being no further business the meeting was adjourned at 11:30 A.M.

Respectfully submitted,

Heather Meck

Secretary