

**SOUTHERN ALLEGHENIES PLANNING AND DEVELOPMENT COMMISSION
BOARD OF DIRECTORS' MEETING
March 16, 2016
Commission Office**

Convened: 10:00 A.M.

Adjourned: 12:00 P.M.

Members In Attendance:

Mr. Jay Cessna
Mrs. Sharon Clapper
Hon. S. Paul Crooks
Hon. Bruce Erb
Hon. Josh Lang
Hon. Rodney McCray
Mrs. Heather Meck
Mr. Denny Munko

Hon. Mark Sather
Hon. Jeffrey Thomas
Hon. Stuart Ulsh
Hon. John Vatavak
Hon. Scott Walls
Mr. Arthur Wilkin, Jr.
Hon. Mark Wissinger

Others In Attendance:

Mr. Brandon Carson
Mr. George Gvozdoch
Mr. Robert Haffner
Ms Lisa Harten
Mr. Clark Hostetter, CPA

Mr. Steven K. Howsare
Dr. Thomas R. McInroy
Mrs. Trudy Mitchell
Mrs. Debbi Prosser
Mrs. Susan Whisler

CALL TO ORDER:

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

Mr. Thomas reminded members that, if for any reason, they would be unable to attend one of SAP&DC's Board of Directors' meetings, the appointed alternate may attend and vote in their absence.

MINUTES, January 20, 2016:

A motion was entered by Commissioner Wissinger to approve the January 20, 2016 Board of Directors' meeting minutes, as presented. The motion was seconded by Mrs. Clapper and was unanimously approved.

FINANCE REPORT:

Mr. Clark Hostetter, presented the Accounts Payable/General Fund Ending Balance, reviewed some of the larger expenses and reported no changes to the information submitted. He also provided a summary of available Commission funds and reported that SAP&DC remains in a good cash position. He also stated that SAP&DC has not yet received its PREP funds, but is expecting to receive the funds in the near future.

A motion was entered by Mr. Wilkin to approve the Accounts Payable/General Fund Ending Balance, as presented. The motion was seconded by Commissioner Lang 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 applications for Amick Development, LLC, Robbie & Danyell Dickinson, Kenneth D. Stanton and Michael and Michele Wilt were approved, as presented. These applications are now presented to the Board of Directors for concurrence.

A motion was entered by Mr. Cessna to concur with the actions taken by the Loan Review Committee, as presented. The motion was seconded by Mr. Wilkin and was unanimously approved.

PREP MID-YEAR PERFORMANCE REPORT:

Mrs. Deborah Prosser, Director, Business Development Services, 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 second quarter of FY 2015-2016. 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.

RPO SUPPLEMENTAL TRAFFIC COUNTS:

Mr. Brandon Carson, Director, Planning & Community Development Division reported that last year the Southern Alleghenies Rural Planning Organization (RPO) solicited requests for supplemental traffic counts from the county planning offices and municipalities of Bedford, Fulton, Huntingdon, and Somerset Counties.

The objective was to identify local needs for traffic data and supplement the annual statewide traffic counts conducted by PennDOT.

SAP&DC requested quotes from several vendors to conduct the supplemental counts between now and June 30, 2016. Three quotes were obtained. Approval is requested to contract with MCV Associates, Inc. to conduct the supplemental counts at 33 locations in the RPO region at a total cost of \$3,234.

A motion was entered by Mr. Wilkin to approve awarding the contract for conducting the supplemental traffic counts to MCV Associates, Inc., as presented. The motion was seconded by Commissioner Crooks and was unanimously approved.

2016-2022 UPWP MASTER AGREEMENT RESOLUTION:

Mr. Carson explained to members that PennDOT requires a resolution be adopted by the Board of Directors authorizing SAP&DC's Executive Director as the official to execute the 2016-2022 Master Grant Agreement for the Unified Planning Work Program and any subsequent work orders. He reminded members that due to the need to return the signed 2016-2022 Master Agreement to PennDOT prior to this meeting, an e-memo vote of SAP&DC's Board of Directors was conducted on February 18, 2016. The result of the electronic vote was a unanimous approval to authorize SAP&DC's Executive Director to execute the 2016-2022 Master Grant Agreement and subsequent work orders.

Electronic vote was taken on February 18, 2016 with members authorizing SAP&DC's Executive Director to execute the 2015-2022 Master Grant Agreement for the Unified Planning Work Program and any subsequent work orders. Original electronic ballots will be kept on file with original minutes from this March 16, 2016 Southern Alleghenies Board of Directors meeting.

Commissioner Thomas recommended, that due to the number of new members to the Southern Alleghenies Board of Directors, a vote committing to the electronic vote taken on February 18, 2016.

A motion was entered by Commissioner Erb to commit to the electronic vote taken on February 18, 2016 authorizing SAP&DC's Executive Director to execute the 2016-2022 Master Grant Agreement and subsequent work orders. The motion was seconded by Commissioner Lang and was unanimously approved.

FY 2016-2017 EDA PARTNERSHIP PLANNING ASSISTANCE GRANT RESOLUTION:

Mr. Carson reported that each year SAP&DC receives a “District Partnership Planning Assistance Grant” from the federal Economic Development Administration (EDA) of the U.S. Department of Commerce. These funds are intended to assist SAP&DC to undertake activities in support of regional economic planning, including identifying potential EDA economic development investments. As part of the application process, EDA requires a Board resolution authorizing the filing of the application and, further, designating the Executive Director as signatory for this project.

A motion was entered by Commissioner McCray authorizing the filing of the application for EDA-funded District Partnership Planning Assistance Grant and designating Mr. Steven K. Howsare, Executive Director, as the official to execute all contract documents and other necessary forms relative to the Economic Development Administration District Partnership Planning Assistance Grant. The motion was seconded by Commissioner Crooks and was unanimously approved

ECONOMIC DIVERSIFICATION STRATEGY FOR SOMERSET COUNTY-CONTRACT AWARD:

Mr. Carson reported that in coordination with the Somerset County Economic Development Council (SCEDC), SAP&DC previously filed an application with the Economic Development Administration (EDA) requesting funds to complete an economic diversification and growth strategy for Somerset County. The funds were available as part of the President’s POWER Initiative to assist communities impacted by the downturn in the coal industry. Last fall, EDA awarded \$40,000 to SAP&DC to complete the project. The award was contingent on SCEDC providing an additional \$40,000 in matching funds for a total project budget of \$80,000.

In order to comply with EDA’s procurement requirements, SAP&DC released a Request for Proposals (RFP) in January. A total of nine proposals were received and reviewed by SAP&DC staff. Three finalist were invited to present to the Project Steering Committee on Thursday, March 10th. The Committee voted to utilize EntreWorks to complete the project and based on that recommendation, approval is requested to enter into a contract with EntreWorks to complete the economic diversification and growth strategy at a total cost of \$79,565.

A motion was entered Commissioner Vataavuk to approve awarding the contract for completion of the economic diversification and growth strategy, as presented. The motion was seconded by Mr. Cessna 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. The projects requesting federal financial assistance at this time were presented as consistent with the Commission's overall Comprehensive Economic Development Strategy.

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

SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD REPORT:

Mrs. Susan Whisler, SAWDB Director, reported that Ms Gloria Carbaugh, Human Resource Manager for Huntingdon Fiberglass Products, has been nominated to serve on the Workforce Development Board. She will be filling the seat vacated by Mr. Michael Hubert, Vice President of Human Resources for JC Blair Memorial. Ms Carbaugh's term will run until June 30, 2017.

A motion was entered by Mrs. Clapper to approve the nomination of Ms Gloria Carbaugh, Human Resource Manager for Huntingdon Fiberglass Products, to the Workforce Development Board, as presented. The motion was seconded by Commissioner Walls and was unanimously approved.

Mrs. Whisler then reminded members of her report on the impacts and implications for the Southern Alleghenies Workforce System discussed at the January 20, 2016 Board of Directors' meeting. Since that time the 30-day comment period has ended. During the comment period 900 comments from over 200 organizations were received. Due to this overwhelming support, the State has slightly modified its language relative to training expenditures to broaden the definition of training to include other funding that can count towards the required 30% training benchmark. Mrs. Whisler stated that she does not foresee any issues with funding for dislocated

workers or the youth; the biggest concern is with funding for adult training. Lengthy discussion was held regarding the many issues with PA's Workforce Innovation and Opportunity Act Unified/Combined Plan.

Mrs. Whisler announced that the Southern Alleghenies Workforce Development Board has been awarded \$290,553 from the Strategic Innovation Grant to support a special program administered by Goodwill Industries. The Transforming Lives through Education and Employment (formerly YouthBuild) program will serve a minimum of 40 low income youth (ages 17-24) with significant barriers to employment. Program materials will be developed and a workshop held in order to replicate the program in other counties. The kick-off meeting for the program will be held 9:00 A.M. on April 4, 2016 at the Goodwill building in Cambria County.

The PA Department of Labor and Industry, in partnership with the SAWDB and four other local workforce boards, is applying for US Department of Labor funding to help expand access to training opportunities for young adults with barriers to employment. If approved, the funding will be used to offset the cost of post-secondary education, on-the-job training and internships for young adults ages 17-29. The amount to be requested through this application is approximately \$2.7 million with Southern Alleghenies requesting \$690,500.

Mrs. Whisler stated that just as the State must prepare a plan for implementation of the Workforce Innovation and Opportunity Act, the local workforce boards must do the same. Plans will outline services, partnerships in place, operational details and strategic goals and objectives. Plans must be completed and out for the required 30-day public comment period by the end of April. The process of drafting SAWDB's plan has begun and once completed will be forward to all members for review and comment. Mrs. Whisler encouraged members to review the plan and provide her with any comments.

EXECUTIVE SESSION:

At this time, Commissioner Thomas called for an Executive Session in order to discuss a personnel matter.

Following the Executive Session the Board of Directors meeting was called back to order. Commissioner Thomas reported that a personnel issue was discussed and no decisions were made

OTHER BUSINESS & INFORMATIONAL ITEMS:

Mr. Steven K. Howsare, SAP&DC, Executive Director, introduced Dr. Tom McInroy, Superintendent, Bellwood Antis School District and President of the Pennsylvania Energy Entity Consortium (PPEEC). Dr. McInroy explained that the PPEEC provides un-biased insight into the energy markets for Pennsylvania's school and public entity community. Organized in 2014 under the Pennsylvania's Public School Code, PA Procurement code and Public Utility Commission Act, this not-for-profit consortium is managed by an Executive Committee of its members and is designed to be your strategic partner as it pertains to the complex business of procuring and managing your natural gas and electricity needs. Membership is free and savings are returned to the customer.

Dr. McInroy then introduced Mr. Robert Haffner, Schneider Electric, PPEEC's Energy Advisor. Mr. Haffner briefly covered the details of the program. Services offered by PPEEC include bill consolidation and payment, invoice review and audit, tariff analysis, on-line reporting and benchmarking and sustainability reporting.

Additional information along with a membership application will be forthcoming to SAP&DC's Board of Directors in the next couple of days.

The next meeting of the SAP&DC Board of Directors is scheduled for Wednesday, May 18, 2016, at the Commission's office beginning at 10:00 AM.

ADJOURNMENT:

There being no further business the meeting was adjourned at 12:00 P.M.

Respectfully submitted,

Heather Meck
Secretary