

**SOUTHERN ALLEGHENIES PLANNING AND DEVELOPMENT COMMISSION  
BOARD OF DIRECTORS' MEETING  
March 21, 2018  
Commission Office**

**Convened: 10:00 A.M.**

**Adjourned: 11:30 A.M.**

**Members In Attendance:**

Mrs. Sharon Clapper (via phone)  
Hon. Paul Crooks (via phone)  
Hon. Bruce Erb  
Hon. Josh Lang (via phone)  
Mr. Ricky Leese (via phone)  
Hon. Rodney McCray (via phone)  
Mr. Dennis Munko (via phone)  
Hon. Jeffrey Thomas

Hon. Terry Tomassetti (via phone)  
Hon. Stuart Ulsh (via phone)  
Hon. John Vatavuk  
Hon. Gerald Walker  
Hon. Scott Walls (via phone)  
Mr. Arthur Wilkin, Jr.  
Hon. Mark Wissinger

**Others In Attendance:**

Mr. George Gvozdoch  
Mr. Steven Howsare  
Mrs. Trudy Mitchell  
Mrs. Debbi Prosser

Ms Lindsay Pyle  
Ms Deborah Shaffer  
Mrs. Susan Whisler

**CALL TO ORDER:**

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

**MINUTES, January 17, 2018:**

A motion was entered by Commissioner Walker to approve the January 17, 2018 Board of Directors' meeting minutes, as presented. The motion was seconded by Commissioner Crooks and was unanimously approved.

**FINANCE REPORT:**

Mr. Art Wilkin, SAP&DC Treasurer, 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.

A motion was entered by Mr. Wilkin to approve the Accounts Payable/General Fund Ending Balance, as presented. The motion was seconded by Commissioner Thomas and was unanimously approved.

**PERSONNEL COMMITTEE REPORT:**

Commissioner Erb, Personnel Committee Chair, reported that the Personnel Committee met on Monday, March 12, 2018, and interviewed three candidates for the position of SAP&DC Director of Finance.

Mr. Steven Howsare, SAP&DC Executive Director, explained that SAP&DC had received 15 resumes in response to the ad for the Director of Finance position. Following a review of the resumes received, five candidates were selected to interview with SAP&DC senior staff. After the initial interview of the top five candidates, senior staff unanimously agreed on the three top candidates to be presented to the Personnel Committee for a final interview.

Commissioner Erb stated that the decision was made difficult because all three candidates were qualified and interviewed well. However, the Personnel Committee members unanimously agreed and selected Mr. Daniel S. Bowers as the candidate to be offered the position. The Personnel Committee is now requesting Board of Directors concurrence of this decision.

A motion was entered by Commissioner Erb to authorize offering the position of SAP&DC Director of Finance to Mr. Daniel S. Bowers. The motion was seconded by Commissioner Lang and was unanimously approved.

Commissioner Thomas suggested that SAP&DC update its policy on background and credit checks to include drug testing. Mr. Howsare stated that SAP&DC's policy would be amended to include drug testing as a contingency when making an offer of employment to anyone being considered for a position with SAP&DC.

**ENGAGE SUB-AGREEMENTS:**

Mrs. Deborah Prosser, Director, Business Development Services, reported that SAP&DC submitted a grant application to DCED and was awarded \$200,000 to undertake the Engage Business Outreach program for its six-county region. As part of this grant, SAP&DC will subcontract with 11 agencies in the region to conduct

251 face-to-face calls and to manage the aftercare activity. The calls will be conducted by a team of approved callers and those professionals selected are the only approved callers.

Commissioner Thomas inquired about whether this type of calling program had been tried before. Mrs. Prosser explained that, yes, it had been, but that at that time several of the agencies involved were not being proactive with the program and were also utilizing interns and other unauthorized staff to make the calls. Under the Engage Program only the individuals identified will be permitted to make calls and the agreements are performance based.

Mrs. Prosser explained that the sub-agreements included a set fee of \$144.84 per call and \$434.52 per company for after care coordination. She then requested SAP&DC Board approval of the sub-agreements, as presented.

A motion was entered by Commissioner Erb to approve the Engage Program Sub-Agreements, as presented. The motion was seconded by Mr. Wilkin and was unanimously approved.

#### **MID-YEAR PREP PROGRAM STATUS REPORT:**

Mrs. Prosser explained that under the Southern Alleghenies PREP program SAP&DC is engaged in a number of activities to retain and expand existing businesses in the region. She then presented and reviewed a report summarizing the performance of SAP&DC's core and regional specific components under its Appalachian Regional Commission and Commonwealth-funded programs through the second quarter of FY 2017-2018. These programs represent the largest single revenue source within the Commission's operating budget and support much of the Commission's economic and community development efforts

#### **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 ATJ Printing, Inc, Bald Eagle Precision, LLC, Johnathan & Elizabeth Simpkins/TBF/LLC, and Brian & Dawn Stair were approved, as presented. The applications are now presented to the Board of Directors for concurrence.

A motion was entered by Mr. Wilkin to concur with the actions taken by the Loan Review Committee, as presented. The motion was seconded by Commissioner Thomas and was approved with Mrs. Clapper abstaining.

**EXECUTIVE ORDER 12372 PROJECTS:**

In the absence of Mr. Brandon Carson, Director, Planning and Community Development, Ms Lindsay Pyle, Community Development Program Manager, explained that 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. Two projects requesting federal financial assistance were presented as consistent with the Commission's overall Comprehensive Economic Development Strategy.

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

**DCNR C22 RESOLUTION – GREENWAYS MINI-GRANTS PROGRAM, ROUND 5:**

Ms Pyle, reported that SAP&DC is requesting DCNR funding for a fifth round of the Greenways Mini-Grants Program that was original launched in 2012-2013. As in the past, the program will advance the priorities identified in the Southern Alleghenies Regional Greenways and Open Space Network Plan as well as the Southern Alleghenies Bicycle and Pedestrian Plan. SAP&DC plans to request \$200,000 from DCNR for this round and hopes to award funding to a minimum of six projects in the region. This program has become extremely popular and SAP&DC receives more applications each year.

A motion was entered by Commissioner Vatauvuk to approve a resolution authorizing submission of an application to DCNR for Round Five of the Greenways Mini-Grants program, as presented. The motion was seconded by Mr. Wilkin and was unanimously approved.

## **SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD REPORT:**

Mrs. Susan Whisler, SAWDB Director, presented recommendations for reappointments to the Southern Alleghenies Workforce Development Board (SAWDB) for those members whose appointments will expire June 30, 2018. All members seeking reappointment are in good standing.

A motion was entered by Commissioner Walker to approve the reappointments to the Workforce Development Board, as presented. The motion was seconded by Mrs. Clapper and was unanimously approved.

Mrs. Whisler then reported that the PA Department of Labor and Industry released a Notice of Grant Availability for its Strategic Innovation Grants. The SAWDB must serve as the applicant and fiscal agent. Two applications were received for the SAWDB to submit on behalf of its workforce partners. They include: \$50,000 for JARI to support short-term training in machine operations for low income individuals in Cambria County and \$254,511 from Goodwill of the Southern Alleghenies to support “Case Managed Reintegration-A Collaborative Approach” a proposal to provide one-on-one services and development of a comprehensive reintegration plan for offenders within the county prison system in Bedford, Blair and Cambria Counties.

She further announced that the SAWDB received word that its nominee for the Governor’s Employer Award, CJL Engineering, Inc. was selected as the Central PA winner. CJL Engineering, Inc. was nominated by the Cambria County CareerLink. The award will be presented at the 2018 Pennsylvania Workforce Development Association Conference being held this May in Hershey, PA.

## **OTHER BUSINESS & INFORMATIONAL ITEMS:**

Mr. Steven K. Howsare, Executive Director, reported that Mrs. Heather Meck had resigned her position as an At-Large Member on the SAP&DC Board of Directors. Commissioner Wissinger, on behalf of the Cambria County Commissioners reported that the Cambria County Office of County Commissioners approved the nomination of Ms Beth McGregor, Associate Director of Career Services at Saint Francis University, as the At-Large member to replace Mrs. Meck and are requesting SAP&DC Board of Directors concurrence of the nomination.

A motion was entered by Commissioner Thomas to approve the appointment of Ms Beth McGregor, Associate Director of Career Services at Saint Francis University, as an At-Large member to the SAP&DC Board of Directors. The motion was seconded by Commissioner Erb and was unanimously approved.

Mr. Howsare explained that due to some changes in ratings on SAP&DC's Workers' Comp insurance the current provider, Eastern Alliance, had stated that they may not continue to provide workers' comp insurance to SAP&DC at renewal. Therefore, SAP&DC, completed an application process with PComp for workers' comp coverage. Eastern Alliance eventually decided to agree to continue providing workers comp coverage to SAP&DC with the additional rating at an annual price of \$9,160. The annual cost for workers' comp coverage with PComp is \$6,103. This represents a savings of over \$3,000 to SAP&DC. Therefore, SAP&DC is seeking authorization to switch its workers' comp coverage to PComp, effective March 27, 2018.

A motion was entered by Commissioner Vatauvuk to authorize switching SAP&DC's workers' comp insurance coverage to PComp, as presented. The motion was seconded by Commissioner Crooks and was unanimously approved.

Mr. Howsare explained that the Commission's computer replacement program provides for new equipment every four years, if program funding can support the purchases. Currently ten (10) staff computers and six monitors are scheduled to be replaced. The total cost of the purchase is approximately \$10,550 through COSTARS pricing and funding is available in the appropriate program budgets. Therefore, approval to purchase the equipment, as presented, is requested.

A motion was entered by Mrs. Clapper to approve the replacement computer equipment, as presented. The motion was seconded by Commissioner Walker and was unanimously approved.

Mr. Howsare further explained that due to the changes in SAP&DC's Board of Directors officers and the addition of Mr. Daniel Bowers as SAP&DC's Director of Finance, a resolution authorizing the following signers: Mr. Steven Howsare, Commissioner Mark Wissinger, Commissioner Bruce Erb, Commissioner Gerald Walker, Mr. Arthur Wilkin and Mr. Daniel Bowers is required.

A motion was entered by Mr. Wilkin to approve those individuals named as authorized signatures on SAP&DC's bank accounts. The motion was seconded by Commissioner McCray and was unanimously approved.

At this time, Commissioner Wissinger called for an Executive Session to discuss a legal matter.

A motion was entered by Commissioner Vatauk to go into Executive Session. The motion was seconded by Commissioner Erb and unanimously approved.

Following discussion of the legal matter, a motion was entered by Commissioner Walker to come out of Executive Session and resume the Board of Directors' meeting. The motion was seconded by Commissioner Vatauk and was unanimously approved.

**ADJOURNMENT:**

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

Respectfully submitted,

Gerald Walker  
Secretary