

**SOUTHERN ALLEGHENIES PLANNING AND DEVELOPMENT COMMISSION  
BOARD OF DIRECTORS' MEETING  
May 17, 2017  
Commission Office**

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

**Adjourned: 1:30 P.M.**

**Members in Attendance:**

Mr. Jay Cessna  
Hon. Tom Chernisky  
Mrs. Sharon Clapper  
Hon. S. Paul Crooks  
Hon. Barry Dallara  
Hon. Josh Lang  
Hon. Rodney McCray  
Mr. Dennis Munko  
Hon. Mark Sather

Hon. Jeff Thomas  
Hon. Terry Tomassetti  
Hon. Stuart Ulsh  
Hon. John Vatavuk  
Hon. Gerald Walker  
Hon. Scott Walls  
Mr. Art Wilkin  
Hon. Mark Wissinger

**Others in Attendance:**

Mr. Brandon Carson  
Mr. George Gvozdich  
Mr. Lynn Hocker  
Mr. Clark Hostetter, CPA  
Mr. Steven K. Howsare  
Ms Katie Kinka

Mrs. Trudy Mitchell  
Mrs. Deborah Prosser  
Mr. Rob Robertson  
Ms Deborah Shaffer  
Mrs. Susan Whisler

**CALL TO ORDER:**

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

**MINUTES, MARCH 15, 2017:**

A motion was entered by Commissioner Thomas to approve the March 15, 2017 minutes, as presented. The motion was seconded by Mrs. Clapper and was unanimously approved.

**FINANCE REPORT:**

Mr. Clark Hostetter, Contracted Controller, presented the Accounts Payable 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 strong cash position.

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

### **FISCAL YEAR 2017-2018 SAP&DC OPERATIONAL BUDGET:**

Mr. Wilkin, Chairman, Finance Committee, reported that at the Finance Committee meeting held earlier this morning, SAP&DC's Fiscal Year 2017-2018 Operational Budget was approved and recommended for presentation and approval to SAP&DC's Board of Directors.

Mr. Hostetter then provided members with a summary of items included as part of SAP&DC's Fiscal Year 2017-2018 budget. He also provided information on some possible new revenue streams and explained some reductions in funding that SAP&DC received.

He also stated that the budget contained a proposed three percent wage increase for employees, but that the wage increase will not be granted until the Commonwealth's budget is finalized. He further explained that there were several options for utilizing funds for salary by charging to some of the revolving loan funds (interest received) and the LED account should the State budget be less than expected.

A motion was entered by Commissioner Lang to approve SAP&DC's Fiscal Year 2017-2018 Operational Budget, as presented. The motion was seconded by Mr. Wilkin and was unanimously approved.

### **BUSINESS LENDING SERVICES:**

Mrs. Trudy A. Mitchell, Director, Business Lending Services, presented and reviewed the action taken by the Loan Review Committee in May. The application for K&L Plating Company, Inc. was approved, as presented. This application is now presented to the Board of Directors for concurrence.

A motion was entered by Commissioner Thomas to concur with the action taken by the Loan Review Committee, as presented. The motion was seconded by Mr. Munko and was unanimously approved.

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

Mrs. Susan Whisler, Director, SAWDB, presented recommendations for reappointments/appointments to the Southern Alleghenies Workforce Development Board (SAWDB). She explained that Mr. Shawn Kaufman whose name was submitted for reappointment has moved from the area, therefore his name has been removed from consideration. In addition, Mr. Thomas Caulfield, Executive Director of Veteran Community Initiatives has asked to step down when his term expires, but is requesting that Ms Tina Pelesky, Community Relations Director, be appointed to replace him on the SAWDB. Members appointed to the SAWDB serve three year staggered terms. The terms for those appointed/reappointed today will expire on June 30, 2020.

A motion was entered Mrs. Clapper to approve the reappointments/appointments to the Workforce Development Board, as presented. The motion was seconded by Mr. Munko and was unanimously approved.

Mrs. Whisler announced that the SAWDB in cooperation with the region's Career and Technology Centers and Pennsylvania Highland Community College submitted six applications in response to the PA Workforce Development Board's notice of available Tech grants. The applications prepared were for equipment purchases and to support training in high priority occupations for adults. The SAWDB received notification that it was awarded four of the 14 total available state grants.

Mrs. Whisler further noted that the SAWDB applied for and received competitive funding in the amount of \$122,217 from the PA Workforce Development Board for its second Business-Education Partnership initiative. Through this funding, hundreds of students from across the region will participate in activities that include, but are not limited to career fairs, industry tours, job shadowing opportunities and work readiness workshops.

Mrs. Whisler reported that the Southern Alleghenies Workforce Development Board (SAWDB) undertook a competitive RFP process to identify the WIOA Title I providers and the One Stop Operator for the new program year beginning July 1, 2017. She then introduced Mr. Lynn Hocker, SAWDB, Chair, who in conjunction with Mrs. Whisler, provided an overview of the Workforce Investment Opportunity Act (WIOA) RFP process.

At the February 2017 WDB meeting, release of the RFP was approved and members with no conflict of interest were asked to volunteer to serve on the RFP review committee. It was considered paramount that all details in the RFP were completely transparent, with no conflicts of interest. Seven members who met that criteria volunteered to review the five proposals which were submitted. Each of the submitters were also asked to do a ten-minute oral presentation which was followed by a 15-minute question and answer period. A potential 840 points were available for each proposal. With a top score of 791 points, Goodwill of the Southern Alleghenies was recommended by the review committee to serve Bedford, Blair and Cambria Counties. Employment & Training was recommended to serve Fulton and Huntingdon Counties with a top score of 746 points and Tableland with 770 points was recommended to serve Somerset County. Each contract awarded was for one year with the option of three annual renewals based on performance.

The contract award to Goodwill of the Southern Alleghenies represents a change in the Title I provider for Bedford and Blair Counties. Commissioners from Bedford and Blair Counties expressed concern with the change in providers, especially since it meant that some individuals may lose their jobs, and asked pointed questions about what issues precipitated the change. Mrs. Whisler and Mr. Hocker stated that PICC, the current

Title I provider in Blair and Bedford Counties, has been underperforming and are relying exclusively on WIOA funding. They have consistently been issued corrective action statements and their responses have seemed indifferent. They also serve two of the largest counties, and receive a greater amount of WIOA funding, but have served less youth at a greater cost than the provider in Fulton County, which is one of the region's smallest counties.

Commissioners Tomassetti and Erb of Blair County expressed concern that the problems/issues with PICC and the possible change in Blair's Title I provider had not been brought to their attention earlier. Mrs. Whisler stated that she provides reports that include an indication of performance on a quarterly basis to all members of the SAP&DC Board of Directors.

Commissioner Dallara then asked if the vote for Title I providers could be done county by county instead of for the entire region. Mr. Gvozdich, SAP&DC Solicitor, stated that the RFP process was developed and required by the PA Workforce Development Board. The process was meticulously followed and that if a vote was made to override the award to a provider that received the highest score, it would be a vote condemning the process which may lead to legal problems and a possible loss of funding.

A motion was entered by Mr. Cessna to approve the entire list of Title I providers, as presented. The motion was seconded by Commissioner Chernisky and was approved with Commissioners Tomassetti and Erb dissenting.

Mrs. Whisler explained that under the WIOA a new requirement was issued stating that a competitive process must be carried out to procure a One Stop Operator that works directly with CareerLink staff to ensure the coordination of services in an efficient and effective manner. A workshop, hosted by the State and led by an authority on WIOA and operator procurement was held with SAP&DC staff in attendance. Following the workshop SAP&DC staff, with the understanding they had regarding the One Stop Operator procurement process decided to undertake a non-financial procurement method.

An RFP was developed and released in February 2017. Two responses were received in late March 2017 and reviewed by the review committee. A decision was reached and a recommendation was to be presented to the SAP&DC Board of Directors today. However, at the last moment a determination was made by the Department of Labor & Industry that non-financial procurements are not acceptable. Following a review of time spent and work expended under the current Operator Consortium it was determined that an allocation of \$15,000 would be adequate to cover cost associated with the One Stop Operator responsibility. The SAWDB re-released the RFP

with the required changes and allowed three weeks for responses in order that proposals can be reviewed, a determination made by the SAWDB and, in turn, voted on by the Executive Committee of the SAP&DC Board of Directors so that the One Stop Operator is in place prior to the July 1, 2017 deadline

**REGIONAL GREENWAYS MINI-GRANT AWARDS:**

Mr. Brandon Carson, Director PC&D Division, explained that the Regional Greenways Mini-Grant Program is funded through the PA Department of Conservation and Natural Resources (DCNR). The program is administered by SAP&DC and is intended to provide funding for projects that support implementation of the overall goals related to conservation, recreation, alternative transportation and economic development that are identified in the Southern Alleghenies Greenways and Open Space Network Plan. Funding for these types of projects is very popular; in fact, this represents round three of Regional Greenways Mini-Grant funding. Applications for projects have been reviewed by the Planning Division staff in conjunction with the Planning Advisory Committee (PAC). Mr. Carson then provided an overview of the projects being recommended for award.

Due to the popularity of this program, SAP&DC staff has already applied for round four of Regional Greenways Mini-Grant funding through DCNR.

A motion was entered by Commissioner Walker to approve awarding the projects for Regional Greenways Mini-Grant funding, as presented. The motion was seconded by Commissioner Chernisky 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. Brandon Carson, Director, Planning & Community Development, presented and reviewed the project requesting federal financial assistance and reported it as consistent with the Commission's overall Comprehensive Economic Development Strategy.

A motion was entered by Commissioner Vatauvuk to approve the Projects under Executive Order 12372, as presented. The motion was seconded by Commissioner Erb and was unanimously approved.

### **COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY RESOLUTION:**

Mr. Carson explained that the Economic Development Administration (EDA) requires the Commission's Board of Directors to certify that, through its meetings, there has been opportunity to review and act upon proposed EDA programming. Accordingly, a resolution in support of SAP&DC's Comprehensive Economic Development Strategy planning process and the activities undertaken by the SAP&DC for the Southern Alleghenies Region is now presented for approval.

A motion was entered by Mr. Cessna to approve the Resolution in Support of SAP&DC's Comprehensive Economic Development Strategy planning process and the activities undertaken by the SAP&DC for the Southern Alleghenies Region. The motion was seconded by Commissioner Crooks and was unanimously approved.

### **SAP&DC NEW PHONE SYSTEM PURCHASE:**

Mr. Carson explained that the Commission's current telephone system (Iwatsu) was purchased in early 2008. The system requires "brand specific" handsets to have complete and full functionality. Over the years, these handsets have either needed replaced or repaired due to normal use. Recently, the Iwatsu Electric Company was "bought out" and the telephone portion of the company was discontinued in the North America market. Therefore, new handsets for the system are no longer available. Funds to purchase a new telephone system are currently available due to savings from SAP&DC's 2015-2016 CAM with Lawruk Builders.

Quotes for a new system were solicited and SAP&DC received four responses. It is recommended that SAP&DC contract with Jomar Technologies, Inc. (the company submitting the lowest, responsible quote) for the purchase and installation of a new telephone system.

A motion was entered by Commissioner Tomassetti to approve awarding the contract for SAP&DC's new telephone system to Jomar Technologies, Inc. The motion was seconded by Commissioner Dallara and was unanimously approved.

### **OTHER BUSINESS:**

Mr. Howsare explained that Mr. Clark Hostetter, CPA, Action Accounting, has provided financial management oversight services for SAP&DC for several years. Last year, with Board of Director approval, SAP&DC contracted formally with Mr. Hostetter, as a contracted controller, at a monthly rate of \$3,100. SAP&DC's financial system is running smoothly under Mr. Hostetter's guidance.

Mr. Hostetter is interested in continuing his work for the Commission as a contracted controller for Fiscal Year 2017-2018, but is requesting a slight increase in his monthly contracted amount from \$3,100 to \$3,200.

A motion was entered by Commissioner Crooks to approve the contract between Action Accounting, CPA, LLC and SAP&DC for the Fiscal Year July 1, 2017 through June 30, 2018 at a monthly rate of \$3,200. The motion was seconded by Commissioner Walker and was unanimously approved.

The next meeting of the Board of Directors meeting is scheduled to be held Wednesday, July 19, 2017.

**REGIONAL COMPREHENSIVE PLAN UPDATE:**

Mr. Carson reminded members that in coordination with each of the six counties, SAP&DC contracted with czb, LLC to complete a regional comprehensive plan that follows DCED's implementable approach. A significant amount of work has been completed to date, including initial quantitative analysis on county-specific and region-wide census and GIS data along with a review of existing data and relevant planning documents to provide guidance on data collection. Work to date also includes the completion of four rounds of county committee meetings in each of the respective counties.

Members of the consulting team from czb along with Ms Katie Kinka, Manager of the Regional Implementable Comprehensive Plan, provided a detailed update on the work completed and facilitated a discussion with Board members as it relates to the next steps in the planning process.

**ADJOURNMENT:**

There being no further business the meeting was adjourned at 1:30 P.M.

Respectfully submitted,

Heather Meck

Secretary