

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

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

**Adjourned: 11:06 A.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  
Mrs. Heather Meck  
Hon. Mark Sather

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

**Others in Attendance:**

Mr. Brandon Carson  
Mr. James Gerraughty  
Mrs. Jill Gordon  
Mr. George Gvozdich  
Mr. Clark Hostetter  
Mr. Steven K. Howsare

Mr. Mike Lamb  
Mrs. Trudy Mitchell  
Mrs. Brennen Myers  
Mrs. Deborah Prosser  
Mrs. Susan Whisler

**CALL TO ORDER:**

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

**MINUTES, SEPTEMBER 21, 2016:**

A motion was entered by Mrs. Clapper to approve the September 21, 2016 Board of Directors meeting minutes, as presented. The motion was seconded by Commissioner Dallara and was unanimously approved.

**FINANCE REPORT:**

Commissioner Thomas requested the finance report be given prior to the audit presentation.

Mr. Clark Hostetter, Action Accounting, presented the Accounts Payable and reported that the larger amounts on the Accounts Payable report as sub-recipient. He also stated that the increase shown in the SBFF fund balance reflects additional principal only loan payments received from Eat to Live.

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

#### **PRESENTATION OF SAP&DC FY 2016 OMB CIRCULAR A-133 SINGLE AUDIT:**

Mr. Mike Lamb and Mr. Brennen Myers of Wessel & Company presented a summary report of SAP&DC's Fiscal Year 2015-2016 Financial Statement. Mr. Myers reviewed the Executive Summary and PowerPoint printouts. Mr. Lamb reported that SAP&DC was issued an unqualified opinion, without findings. He also stated that SAP&DC is in a strong position and overall in excellent financial shape for both the long and short term.

A motion was entered by Mr. Wilkin to accept the Fiscal Year 2015-2016 Single Audit, as presented. The motion was seconded by Commissioner Walker and was unanimously approved.

#### **PERSONNEL COMMITTEE REPORT:**

Mrs. Heather Meck, Personnel Committee Chair, reported that the Personnel Committee had met earlier this morning and discussed the addition of a Regional Planner position to SAP&DC's staff complement. Mr. Brandon Carson, Director, Planning and Community Development Division, provided background information on the need for this position due to the issues surrounding flood resiliency and communities that have been negatively impacted by changes to the National Flood Insurance Program. He noted that two grants were awarded to the Southwestern Planning Corporation totaling \$640,000 for flood related services. Southwest will subcontract with SAP&DC and provide funding for flood related services in the Southern Alleghenies region. To ensure that this venture is successful it has been determined that an additional staff member is needed. He further gave his assurance that the funding obtained can maintain this position for at least two years. Mr. Carson then referenced the Regional Planner job description contained in the Board packet, and noted the additional duties with respect to transportation planning. It is believed that with the additional transportation duties the Regional Planner position may become long term. The Personnel Committee recommends approval of the position, as presented.

A motion was entered by Commissioner Dallara to approve the addition of a Regional Planner position to SAP&DC's staff complement, as presented. The motion was seconded by Commissioner Ulsh and was unanimously approved.

**BUSINESS LENDING REPORT:**

Mrs. Trudy Mitchell, Business Lending Director, presented and reviewed four loan applications that were submitted to and reviewed by the Commission's Loan Review Committee: Tanner D. & Tiffany A. Bence, Fine Line Cabinets, Inc. (Mrs. Mitchell noted that the loan for Fine Line Cabinets, Inc. is two projects, one for equipment and the other for construction), Steven Z. & Mary Ann Fox, and McVicker Management, Inc., D/B/A Somerset Door & Column Manufacturing. All loan applications, as presented this date, were approved by the Loan Review Committee for submission to the Board of Directors for concurrence.

Commissioner McCray commented on the large dollar amount of the loan for Mr. and Mrs. Bence. Mrs. Mitchell expressed comfort with the loan amount due in part to their 15-year contract with Joe Jurgielewicz & Sons and Mr. Bence's experience as a crop farmer. Commissioner Crooks explained that Mr. and Mrs. Bence plan to process 19,000 ducks per month and Mrs. Mitchell remarked that they are currently still in the permitting stage.

A motion was entered by Commissioner Lang to concur with the actions taken by the Loan Review Committee, as presented. The motion was seconded by Commissioner Wissinger and was unanimously approved.

Mrs. Mitchell stated that the Economic Development Administration (EDA) Revolving Loan Fund Plan requires an update every five years. She reminded members that information regarding this update had previously been emailed to them and explained that the revision to the plan was strictly in format with no actual informational changes. She explained, however, that the interest rate change request to EDA was made to ensure that interest rates are consistent on every loan. Mrs. Mitchell also followed up on Commissioner Thomas' concern for a modification to the Job Cost Ratio reflecting that job creation is not required for agricultural loans. Mrs. Mitchell indicated that she will make the requested modification.

A motion was entered by Commissioner Wissinger to concur with the actions taken by the Loan Review Committee, as presented. The motion was seconded by Commissioner McCray and was unanimously approved.

**BUSINESS DEVELOPMENT 1<sup>ST</sup> QUARTER ACTIVITY REPORT:**

Mrs. Deborah Prosser reviewed highlights in performance measures from the first quarter. Business Finance Assistance, worked with 17 new businesses and assisted 12 businesses that ultimately showed improvement. Mrs. Prosser reported on Export Outreach Assistance/International Trade efforts and successes from the MINExpo held in September. She also stated that there is a degree of caution arising internationally from the recent election and uncertainty regarding the newly elected President; this may continue for a while. A review of Procurement Outreach Assistance shows that at-risk companies are now being responsive to suggestions from staff on actions they can take to help improve their business. Mrs. Prosser also commented on the combined efforts with JARI (working together with dislocated workers) and is hopeful this effort will continue in the future. Reviewing Marketing Outreach Assistance, Mrs. Prosser noted that this program does not work with the retail industry and commented on marketing changes that have occurred due to the extensive use of social media. Mrs. Prosser explained the importance of helping customers to navigate properly as part of the PREP Coordination & Leadership work element. The Customer Satisfaction survey received only one dissatisfied client rating, but efforts to assist that client continue.

**PTAC PERFORMANCE REVIEW:**

Mr. Steven K. Howsare, Executive Director, congratulated and express appreciation on behalf of the Board for the efforts by Mr. James Gerraughty, Procurement Program Manager and Mrs. Gloria Brooks, Procurement Specialist, in obtaining the overall “Highly Successful” ranking, the 4<sup>th</sup> highest of five potential rankings that can be obtained during the annual review by the Defense Contract Management Agency.

**EXECUTIVE ORDER 12372 PROJECTS:**

Mr. Carson presented and provided information on two requests for funding under Executive Order 12372; Bedford County Development Association and Lilly Borough Water Authority. 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. Those

projects requesting federal financial assistance, as presented, are consistent with the Commission's Comprehensive Economic Development Strategy.

There was some discussion regarding the purchase price of \$45,400 for the Lilly Borough Water Authority Truck. Mr. Carson indicated that the vehicle is an F-150 being purchased through COSTARS with a grant/loan combination.

A motion was entered by Mrs. Heather Meck to approve the Projects Under Executive Order 12372, as presented. The motion was seconded by Commissioner Dallara and was unanimously approved.

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

Mrs. Susan Whisler, Director, Southern Alleghenies Workforce Development Board, addressed the handout given on behalf of Johnstown Area Regional Industries (JARI) nominating Mr. Jesper Nielsen as a business representative to the Southern Alleghenies Workforce Development Board (SAWDB). Mrs. Whisler commented that Mr. Nielsen would be an asset, not only the Board, but also to the CareerLinks and will assist the Board in reaching the new WIOA outreach initiative requirements. Commissioner Thomas thanked Mrs. Whisler for the work she and the Workforce Development Board have done to come in to compliance with the new WIOA requirements.

A motion was entered by Mrs. Sharon Clapper to approve appointment of Mr. Jesper Nielsen to the Southern Alleghenies Workforce Development Board, as presented. The motion was seconded by Commissioner Wissinger and was unanimously approved.

Mrs. Whisler provided information on the Pathways to Employment initiative, a collaborative effort between SAP&DC and the Central and North Central Workforce Development Boards to submit a Sector Partnership Grant application to Labor and Industry. The application was awarded \$500,000 for its initiative. Activities under this initiative include an Integrated Education and Training curriculum that focuses on selected healthcare and manufacturing occupations as well as funding to help off-set ITA & OJT training costs for dislocated workers, including those who are receiving IET Instruction and those with literacy issues. Mrs. Whisler provided detail about IET Instruction, noting that the curriculum mirrors that of post-secondary education.

Mrs. Whisler reported on a change to the Commonwealth's WIOA Combined State Plan under the Workforce Innovation and Opportunity Act (WIOA). The SAWDB will now be required to undertake a competitive RFP process for identifying its WIOA Title I providers and One Stop Operators. She informed members that this is the first time an RFP process has been required for selection of One Stop Operators. She also informed members that no State agencies are permitted to be members of the consortium. Mrs. Whisler reported that staff are currently working on RFPs for review by the SAWDB, with an anticipated release date of early 2017.

**OTHER BUSINESS:**

Mr. Howsare reported that Mr. George Gvozdich, SAP&DC Solicitor, has agreed to continue to represent the Commission as both its general counsel and revolving loan program legal counsel for Calendar Year 2017 at the same rate as in 2016, that being \$15,000 for each function, amounting to a total of \$30,000 (\$15,000 as general counsel and \$15,000 as loan program legal counsel).

A motion was entered by Mrs. Meck to approve retaining Mr. George Gvozdich as SAP&DC's legal counsel at a total cost of \$30,000, as presented. The motion was seconded by Commissioner Tomassetti and was unanimously approved.

Mr. Howsare referenced the Standing Committee handout and requested that members respond to Mrs. Deborah Shaffer with their intention to remain, as shown, on each of SAP&DC's three standing committees (Executive, Finance and Personnel) respectively for calendar year 2017 by December 31, 2016.

Mr. Howsare then referenced the handout indicating the 2017 meeting schedule and asked if there were any objections to holding the 2017 Annual Meeting in Cambria County and allowing Commissioners Wissinger and Chernisky to choose the location. No objections were noted and Mrs. Meck stated that Saint Francis University would be honored to host SAP&DC's 2017 Annual Meeting.

The next SAP&DC Board Meeting will be held January 18, 2017 and serves as the Board of Directors Annual Reorganizational Meeting.

**ADJOURNMENT:**

There being no further business the meeting was adjourned at 11:06 A.M.

Respectfully submitted,

Heather Meck

Secretary