

**SOUTHERN ALLEGHENIES PLANNING AND DEVELOPMENT COMMISSION  
BOARD OF DIRECTORS' MEETING  
September 16, 2015  
Commission Office**

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

**Adjourned: 12:00 P.M.**

**Members in Attendance:**

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

Hon. Kirt Morris  
Mr. Dennis Munko  
Hon. Jeff Thomas  
Hon. Pamela Tokar-Ickes  
Mr. Arthur Wilkin  
Hon. Mark Wissinger

**Others in Attendance:**

Mr. Brandon Carson  
The Honorable Judge Linda Rovder Fleming  
Mr. George Gvozdich  
Mr. Steven K. Howsare

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

**CALL TO ORDER:**

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

**MINUTES, July 15, 2015:**

A motion was entered by Commissioner Crooks to approve the July 15, 2015 Board of Directors meeting minutes, as presented. The motion was seconded by Mrs. Clapper and was unanimously approved.

**FINANCE COMMITTEE REPORT:**

Mr. Clark Hostetter, Action Accounting, briefly reviewed several of the payables and reported no changes to the information presented.

Mr. Hostetter then presented and reviewed a summary of available funds in the Commission's bank accounts stating that finances are as expected for this time of year and no concerns are yet noted.

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

**BUSINESS FINANCING LOANS:**

Mrs. Trudy Mitchell, Director, Business Lending Division, presented and briefly reviewed a loan application that was submitted to and reviewed by the Commission's Loan Review Committee: Patternmaster Chokes, LLC/G CODE

The application, as presented this date, was approved by the Loan Review Committee for submission to the Board of Directors for concurrence.

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

**SOUTHERN ALLEGHENIES PA DEFENSE TRANSITION PARTNERSHIP GRANT AWARD:**

Mrs. Deborah Prosser, Director, Business Development Services, announced that SAP&DC will be receiving a \$170,537.30 grant from the Defense Industry Adjustment Program. The grant will be utilized to assist defense-related industries/businesses located in the six-county Southern Alleghenies Region diversify their product and service offerings and with adjusting to new opportunities to counteract the job losses due to the reduction in defense spending.

**ARMEX (APPALACHIAN REGIONAL MINING EXPORTS PROMOTION INITIATIVE):**

Mrs. Deborah Prosser, reported that SAP&DC has been asked to manage a project for the Appalachian Regional Commission (ARC) that would address the decline in the domestic mining industry. The project is designed to create job opportunities and boost economic activity through the increase of goods and services exported from mining equipment manufacturers and service providers located in the ARC (13 state) region.

As part of the ARMEX project, SAP&DC will be organizing and executing all aspects of a pavilion at MINExpo 2016 for the Appalachian Regional Commission. The pavilion which will be 3,400 sq ft. will be branded as “Appalachia USA” and will host 30 companies from the 13 Appalachian States along with company meeting space and Appalachian information space.

Companies exhibiting in the pavilion will pay a registration fee to be part of the booth and will receive a complete turnkey 10 x 10 booth along with meetings organized with SAP&DC and the US Commercial Services with international buyers that will be visiting the event.

In addition to the MINExpo show, companies will have an option to work with SAP&DC and contracted independent consultants in 3 of 5 identified overseas offices to obtain market assistance and to develop new business in those identified international markets or they have the option to work through their State Trade office to obtain after show in-country assistance in markets of their choice.

This is a huge opportunity for SAP&DC to showcase to the ARC, how a properly executed trade shows and in-country assistance can help companies be successful in international markets.

Members will recall that the decision to have SAP&DC manage this project required payment for pavilion space be made prior to September 1, 2015; therefore, an electronic vote of Board Members was taken on August 11, 2015 and the results of the electronic vote was approval to proceed. The total amount paid in advance was \$53,465 which will be reimbursed to SAP&DC through a contract with ARC. Reimbursement is expected in early October 2105.

Electronic Vote was taken on August 11, 2015 with members approving the advance payment of \$53,465 for pavilion space, as presented. Original electronic ballots are on file with original minutes from this Board of Directors meeting held on September 16, 2015.

**SOUTHERN ALLEGHENIES WORKFORCE DEVELOPMENT BOARD:**

Mrs. Susan Whisler, Director, Southern Alleghenies Workforce Development Board, presented and briefly reviewed the FY 2015-2016 budget passed by the SAWBD Board, now presented for SAP&DC Board approval.

Mrs. Clapper expressed her appreciation for the hard work by SAP&DC staff with keeping administrative costs as low as possible.

A motion was entered by Mrs. Clapper to approve the SAWIB FY 2015-2016 budget, as presented. The motion was seconded by Commissioner Morris and was unanimously approved.

Mrs. Whisler than requested approval of two new members being nominated as members on the Southern Alleghenies Workforce Development Board. Those being: Ms Renee Fitzpatrick, Accounting Administrator for MDL Industries, Inc. replacing the seat vacated by Mr. Deane Mann formerly with Rockland Manufacturing and Mr. Jack Babich Senior Vice President and Chief Human Relations Officer for AmeriServ Financial Bank replacing Mr. Rick Neff of Safari Cleaners.

A motion was entered by Commissioner Lengenfelder to approve the appointments of Ms Renee Fitzpatrick and Mr. Jack Babich, as presented. The motion was seconded by Commissioner Crooks and was unanimously approved.

Mrs. Whisler reported that with the implementation of the Workforce Innovation and Opportunity Act (WIOA) local Workforce Boards, working with the local elected officials, must determine if they wish to remain a workforce area, as it is geographically identified under the former Workforce Investment Act. There are currently 23 Workforce Development Areas and it is hoped this number can be reduced, specifically in the Southeast where the majority of Workforce Development Areas are located. If the Commission's Board wishes to retain the designation as a workforce development area for the six-county Southern Alleghenies Region, approval is needed.

If approved by the Southern Alleghenies Board of Directors, a narrative explaining the rationale for the decision will be completed by Workforce staff and forward to the Board for review at the scheduled November meeting.

Each county will also need to approve remaining a workforce area under the Southern Alleghenies Workforce Development Area at their individual county meeting and provide that approval in the form of a letter to the Southern Alleghenies Workforce Development Board prior to the end of the calendar year.

A motion was entered by Commissioner Wissinger to approve remaining a workforce development area, as is currently geographically defined under the former Workforce Investment Act and for Southern Alleghenies Workforce Staff to draft a narrative explaining the rationale for this decision for review at the Southern Alleghenies Board of Directors November meeting being held November 18, 2015. The motion was seconded by Mr. Wilkin and was unanimously approved.

Mrs. Whisler also reported that the Commonwealth has received a \$4.2 million sector partnership grant for serving dislocated workers. It is anticipated that there will be 12 grants released to Workforce Development Areas. It is required that at least two Workforce Development Boards work together on a grant submission. The Southern Alleghenies Workforce Development Area will be working in conjunction with the North Central Workforce Development Area and the Central Workforce Development Area thus covering a 21 county area and providing consolidation of services. The plan is to apply for funds to provide a curriculum that will increase the reading and math skills for those dislocated workers that want to go right back into the workforce and another track for dislocated workers who want to go back to school, but have math and literacy issues that need addressed first. This grant will help fund adult education providers and offset individual training costs.

A motion was entered by Mr. Wilkin to approve the Southern Alleghenies Workforce Development Area applying for a Sector Partnership Grant for Dislocated Workers, as presented. The motion was seconded by Commissioner Crooks and was unanimously approved.

#### **ESRI ANNUAL MAINTENANCE CONTRACT RENEWAL:**

Mr. Bandon Carson, Director, Planning & Community Development Division, reminded members that SAP&DC uses and maintains ESRI software for a Geographic Information System (GIS) to perform extensive mapping, spatial analysis, field work, public outreach and technical assistance to support many of SAP&DC's work programs and tasks, including extensive GIS work for the transportation program. SAP&DC also provides GIS technical assistance on request to local governments and non-profits in the region.

The ESRI software requires renewal of an annual maintenance support contract which includes technical assistance, complementary software upgrades and on line mapping capabilities. The total cost for the ESRI annual maintenance support is \$5,318. Funding for this purchase is available through the SAP&DC's Unified Planning Work Program and the Appalachian Regional Commission Administrative Grant.

Mr. Wilkin express his interest in having a demonstration of the Geographic Information System at a future Board of Directors meeting. Mr. Carson stated that he will be glad to provide a demonstration at a future meeting.

A motion was entered by Commissioner Cutchall to approve the purchase of the ESRI annual maintenance support, as presented. The motion was seconded by Mr. Wilkin and was unanimously approved.

#### **GREENWAYS MINI-GRANT INCREASE/ROCKWOOD BOROUGH:**

Mr. Carson reminded members that the Greenways Mini-Grant Program funded through the Department of Conservation and Natural Resources (DCNR) provides funding for trail and recreation projects that support the Southern Alleghenies Greenways and Open space Network Plan. SAP&DC previously awarded funding to six projects in the region as part of the program.

Rockwood Borough was one of the six grantees to receive funding. The Borough recently completed their project and it was inspected by SAP&DC staff. However, the cost ended up being significantly higher than expected. SAP&DC has the option to reimburse the Borough for a portion of their eligible cash expenses with residual program funds that are available for cost overruns on Mini-grant projects. The additional reimbursement would total \$5,004.22 making the total mini-grant grant award to Rockwood Borough \$17,096.39. DCNR has approved the increased award, therefore, SAP&DC is requesting approval to proceed and execute a contract amendment to reimburse the Borough with an additional \$5,004.22 in Mini-Grant Program funds.

A motion was entered by Commissioner Lengenfelder to approve reimbursement of overrun costs to Rockwood Borough in the amount of \$5,004.22, as presented. The motion was seconded by Commissioner Wissinger and was unanimously approved.

**COORDINATED PUBLIC TRANSIT-HUMAN SERVICES PLAN/CONTRACT APPROVAL:**

Mr. Carson explain that, as a Rural Planning Organization (RPO) SAP&DC is required to maintain an up-to-date Coordinated Public Transit-Human Services Transportation Plan. A local Coordinated Plan identifies the transportation needs of the elderly, low-income and disabled populations, provides strategies for meeting their needs and prioritizes transportation services for funding and implementation. SAP&DC last updated its plan in 2008. Funds are now available from the Federal Transit Administration to complete a comprehensive update to the plan.

SAP&DC released a Request for Proposals (RFP) in July and received two proposals. Utilizing the scoring criteria outlined in the RFP the Rural Transportation Technical Committee and Rural Transportation Coordinating Committee ranked both proposals at a joint meeting held on August 26, 2015. Based on the recommendation, approval is requested to award the contract to Michael Baker International for completion of the Coordinated Plan update at a total cost of \$60,000. Funds for this effort are available through SAP&DC's FY 2015-2016 Unified Planning Work Program with PennDOT and dedicated transit funds from the Federal Transit Administration.

A motion was entered by Commissioner Cutchall to approve awarding the Coordinated Public Transit-Human Services Plan Update Contract to Michael Baker International at a total cost of \$60,000, as presented. The motion was seconded by Mr. Wilkin and was unanimously approved.

**EXECUTIVE ORDER 12372 PROJECTS:**

Mr. Carson presented and provided information on requests for funding under Executive Order 12372.

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.

A motion was entered by Commissioner Tokar-Ickes to approve the Projects Under Executive Order 12372, as presented. The motion was seconded by Commissioner McCray and was unanimously approved.

### **OTHER BUSINESS:**

Mr. Steven Howsare, SAP&DC Executive Director, reported that due to consistent problems with the current Lennox Pulse heating/air conditioning roof top system that is over 28 years old, it has become absolutely necessary to replace it. Recently, the system has had to have repairs and parts are no longer made for these units.

Quotes were received from two HVAC companies with McAleer's providing the low quote at a price of \$12,000. It is recommended that we purchase a new heating/air conditioning system, as presented. The cost can be subtracted from our yearly reconciliation with the landlord, Lawruk Realty.

A motion was entered by Commissioner Lengenfelder to approve the purchase of a new heating/air conditioning system for SAP&DC's roof top, as presented. The motion was seconded by Commissioner Cutchall and was unanimously approved.

### **CRISIS INTERVENTION TRAINING:**

The Honorable Linda Rovder Fleming, Judge, Court of Common Pleas for Cambria County, provided a presentation on Crisis Intervention Training. She explained that violent crime, gun violence and drug use has increased in Cambria County. Much of the increase in crime is due primarily to drug use which in many cases can be linked to mental illness. County and local budgets have tightened and there are fewer resources for law enforcement and less time and manpower for crisis response. These and other factors lead to a mental health crisis.

Crisis Intervention Training provides training, continuing education, a community of support and data collection for law enforcement officers who become certified in crisis intervention. This model of law enforcement links



law enforcement and mental health systems, focuses on jail diversion for minor crimes that do not involve the victimization of others, and leads to police accountability during mental illness related crisis. The main purpose of Crisis Intervention Training is to improve interactions between law enforcement and persons with mental illness, prevent the inappropriate restraining, incarceration and stigmatization of persons with mental illness, reduce injury to officers, family members and individuals in crisis and link individuals with mental illness to appropriate treatment and resources in the community.

Previously Crisis Intervention Training in Cambria County was funded through the local chapter of the National Alliance on Mental Illness (NAMI) providing two trainings per year, continuing education programs, administrative support for data collection and a model program used for training on a state level. Currently, the Crisis Intervention Training Program in Cambria County is staffed entirely by a small group of volunteers with no funding source, providing one training per year, no continuing education and no data collection capabilities. The absence of this training in the community eliminates the first line of defense for jail diversion.

Judge Fleming advocated for the region to look for possible funding sources that could be utilized to provide Crisis Intervention Training on a consolidated basis in order to ensure that this important training can continue.

**ADJOURNMENT:**

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

Respectfully submitted,

Heather Meck

Secretary