

**SOUTHERN ALLEGHENIES PLANNING AND DEVELOPMENT COMMISSION  
BOARD OF DIRECTORS' MEETING  
September 20, 2017  
Commission Office**

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

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

**Members in Attendance:**

Hon. S. Paul Crooks  
Mrs. Sharon Clapper  
Hon. Bruce Erb  
Mr. Jim Foster  
Hon. Josh Lang  
Mr. Ricky Leese  
Hon. Rodney McCray  
Mrs. Heather Meck

Hon. Mark Sather  
Hon. Jeff Thomas  
Hon. Stuart Ulsh  
Hon John Vatauk  
Hon. Gerald Walker  
Hon. Scott Walls  
Mr. Arthur Wilkin  
Hon. Mark Wissinger

**Others in Attendance:**

Mr. Brandon Carson  
Mr. George Gvozdoch  
Mr. Clark Hostetter  
Mr. Steven K. Howsare

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

**CALL TO ORDER:**

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

**MINUTES, July 19, 2017:**

A motion was entered by Mrs. Clapper to approve the July 19, 2017 Board of Directors meeting minutes, as presented. The motion was seconded by Commissioner McCray and was unanimously approved.

Commissioner Wissinger reminded members of the resignation of Mr. Robert Yelnosky as an At-Large Member on SAP&DC's Board of Directors. Following an extensive search, the Huntingdon Board of Commissioners recommend Mr. Jim Foster to replace Mr. Yelnosky as an At-Large Board of Directors member. Mr. Foster has an extensive and impressive background in education and community service.

All six County Board of Commissioners acted at their individual Board of Commissioners meetings and unanimously approved the nomination of Mr. Foster to the SAP&DC Board of Directors.

A motion was entered by Commissioner Walker to approve the nomination of Mr. Jim Foster as an At-Large Board Member to the SAP&DC Board of Directors. The motion was seconded by Commissioner Vatavuk and was unanimously approved.

Mr. Foster thanked members for their confidence and expressed his interest in learning more about the mission of SAP&DC. He then took a few minutes to provide information on his background in education and his philosophy on “giving back” by serving the community.

#### **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 Commissioner Erb to approve the Accounts Payable, as presented. The motion was seconded by Mr. Leese and was unanimously approved.

Mr. Hostetter reminded members of the decision at July 19, 2017 Board of Director’ meeting to provide members with a copy of the revised Accounting Policies Manual for their review and comment. Most notable changes include increasing the Executive Director’s dollar amount approval to \$5,000 from \$2,000 and changes required by the new OMB circular. Mr. Hostetter received several responses and made the appropriate revisions to the document and is now requesting approval of the revised Accounting Policies Manual as presented.

A motion was entered by Mr. Wilkin to approve the Accounting Policies Manual as presented. The motion was seconded by Ms. Meck and was unanimously approved.

**TRAVEL REQUEST/APTAC FALL CONFERENCE:**

Mrs. Deborah Prosser, Director, Business Services, presented a request for Mr. James Gerraughty, Procurement Program Manager, and Mrs. Gloria Brooks, Procurement Specialist, to attend the Association of Procurement Assistance Centers Fall Training Conference and Membership meeting in Washington, DC, November 4-8, 2017. The total cost of the request is \$4,812 and was included in the budget planning process.

A motion was entered by Commissioner Lang to approve the travel request for Mr. James Gerraughty, Procurement Program Manager, and Mrs. Gloria Brooks, Procurement Specialist, to attend the Association of Procurement Assistance Centers Fall Training Conference and Membership meeting in Washington, DC, November 4-8, 2017, as presented. The motion was seconded by Commissioner Crooks and was unanimously approved.

**TRAVEL REQUEST/MASTERS INSTITUTE TRAINING:**

Mrs. Prosser requested approval for Mr. James Gerraughty, Procurement Program Manager, to attend the Master's Institute in Government Contracting in Arlington, VA, December 4-8, 2017. The Defense Logistics Agency (DLA), which funds SAP&DC's government procurement technical assistance efforts, strongly encourages PTAC staff to participate in training programs to keep their skills current. The total cost of this training will be \$4,345 and funds are available from SAP&DC's 2017 DLA grant, which will expire December 31, 2017.

A motion was entered by Commissioner Erb to approve the travel request for Mr. James Gerraughty, Procurement Program Manager, to attend the Master's Institute in Government Contracting, as presented. The motion was seconded by Commissioner McCray and was unanimously approved.

Commissioner McCray asked if these types of travel requests are required. Mrs. Prosser replied that although attendance at the APTAC fall conference and other trainings are not actually required, attendance and keeping skills current are encouraged by the funding agency, The Defense Logistics Agency. Mr. Wilkin also responded by stating that, in his opinion, it is critical staff keep their skills updated to serve the region's clients/businesses in the best way possible.

**STARTUP ALLEGHENIES PUBLIC RELATIONS FIRM CONTRACT:**

Mrs. Prosser reported that, as part of the StartUP Alleghenies effort to encourage entrepreneurship in the three coal impacted counties of Blair, Cambria and Somerset, it was decided to solicit for assistance from a public relations firm. A maximum of \$72,000 over two years is available to the firm selected. A Request for Proposals was distributed to 27 firms and three responsive proposals were received. Each of the three responsive bidders made a presentation to the review committee on Friday, September 8, 2017. It was the decision by the review committee to award the Public Relations Firm Contract to Rebel Fox Farm at a total cost of \$70,500.

A motion was entered by Mr. Leese to approve awarding the StartUP Alleghenies Public Relations Firm contract to Rebel Fox Farm, as presented. The motion was seconded by Commissioner Thomas and was unanimously approved.

Commissioner Thomas asked if these types of entrepreneurship programs would be offered in other counties. Mrs. Prosser replied that it may be possible in the future; SAP&DC staff is always pursuing available funding opportunities.

**FY 16-17 BUSINESS ASSISTANCE PERFORMANCE RESULTS:**

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 for FY 2016-2017. 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.

**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 primarily, extensive GIS support work for the rural transportation program.

ArcGIS software is also utilized to provide technical assistance, on request, to local governments and non-profits throughout 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 software maintenance support contract for the period October 13, 2017 to October 12, 2018 is \$5,345. Funding for this purchase is available through the SAP&DC's Unified Planning Work Program with PennDOT and the Appalachian Regional Commission Administrative Grant.

A motion was entered by Commissioner Crooks to approve the purchase of the ESRI annual software maintenance contract renewal as presented. The motion was seconded by Commissioner Walker 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 Mr. Wilkin to approve the Projects Under Executive Order 12372, as presented. The motion was seconded by Mrs. Clapper and was unanimously approved.

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

Mrs. Susan Whisler, Director, Southern Alleghenies Workforce Development Board, reported that the Department of Labor and Industry is going through a "rebranding" process, therefore, all the signage must be changed at the local CareerLinks to include the name of the workforce development area and required federal language. Labor and Industry has made funding available to cover the cost of the new signage, but requires each workforce development area to carry out a competitive procurement. A request for quotes was issued and six

quotations were received. It is recommended that Edmiston Signs (the low bidder) receive the contract to produce the new PA CareerLink signage.

A motion was entered by Mrs. Clapper to approve awarding the contract for the new PA CareerLink signage to Edmiston Signs, as presented. The motion was seconded by Mr. Leese and was unanimously approved.

Mrs. Whisler also reported that the multi-year regional plan was submitted at the end of August. Comments were received yesterday and minimal changes were requested. Changes must be made and “sent back” by September 26, 2017. It was once again noted that SAP&DC has set the standard for the State. Also, this year funds were made available for WDAs to hire a consultant to help write the local plans. Of the 22 workforce development areas only SAWDA turned down the money and wrote the plan themselves.

Mrs. Whisler updated members on the change in Program Operators for Bedford and Blair. The transition has been very smooth and everything is going extremely well. The One-Stop Operator has really “taken off”. A new website has been developed and will be released soon. Also, options are being developed which will allow individuals who cannot physically get to CareerLinks to receive services remotely.

The Somerset CareerLink is moving and the grand opening is set for October 10, 2017.

**OTHER BUSINESS:**

Mr. Howsare reported that an electronic vote was conducted in August requesting approval to add the position of Welfare Assistant Case Manager/Instructor to SAP&DC’s staff complement. This was done in order that the hiring process could be started since the Welfare program has been down a staff position since November 2016. Enough ballots were received to approve beginning the hiring process. We are now seeking concurrence in order that approval to add the position of Welfare Assistant Case Manager/Instructor to SAP&DC’s staff complement becomes part of the permanent, recorded Board of Directors’ minutes. All electronic ballots will also be made part of the permanent record.

Mr. Howsare called on Mrs. Deborah Shaffer, Administrative Officer, to update members on the hiring process. Mrs. Shaffer reported that 25 resumes were received for the position and seven interviews scheduled. She further stated that it was heartening to have received so many qualified resumes. Following the interviews, checking references and discussion with the Executive Director, it was decided to offer the position to Linda Jarema from Altoona.

A motion was entered by Mr. Wilkin to concur with the electronic vote and approve adding the position of Welfare Assistant Case Manager/Instructor to SAP&DC's staff complement. The motion was seconded by Mrs. Meck and was unanimously approved.

Mr. Howsare updated members on the progress of the Angel Fund. Currently attempts are being made to find individuals to serve as the leadership for the Angel Fund Group. The ideal individual desired for this role should be someone who was once a young, "hungry" entrepreneur who rose to the top and no longer needs to make money (net worth over \$1 million), wants to "give back", has regional interests, is recognized and respected and may have a diverse background. The goal is to set up these individuals to meet one-on-one with Mr. Steve Mercil, CEO of RainSource Capital, in October; and, if all goes well, a larger meeting will be scheduled in November. Mr. Howsare encouraged members to reach out to any individuals they know who meet the criteria and provide their contact information to him.

Mr. Wilkin suggested that, in an effort to reduce the cost of mailing packets for the Board of Directors' meeting, the informational packets be emailed and hard copies be made available at the office on the day of the meeting. Members who do not wish to receive the informational packet via email should contact Debbie Shaffer and let her know as soon as possible.

Commissioner Vatauvuk took the time to thank Mr. Howsare and Mr. Carson for their assistance with getting an Economic Development Agency grant approved.

Mrs. Clapper stated that the StartUp Alleghenies goal of encouraging the entrepreneurial spirit has been a great opportunity for the schools and students in Somerset County.

The next SAP&DC Board of Directors meeting will be held Wednesday, November 15, 2017.

**ADJOURNMENT:**

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

Respectfully submitted,

Heather Meck

Secretary