



NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING and DEVELOPMENT COMMISSION

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North Central Board Meeting Wednesday, December 15, 2021 – 9:30 AM

Members – via Zoom

Ann Losey	Cameron County
Cliff Clark	Cameron County
Dave Glass	Clearfield County
Jodi Brennan	Clearfield County
Kristy Smith	Clearfield County
Matt Quesenberry	Elk County
Tracy Gerber	Elk County
Eric Wolfe	Elk County
Padraic McGrath	Elk County
Jeff Pisarcik	Jefferson County
Jamie Lefever	Jefferson County
Carol Duffy	McKean County
Richard Fry	McKean County
Nancy Grupp	Potter County
Abbi Peters	At-large PA Wilds
Jill Martin-Rend	At-large BC3@Brockway

Staff - via Zoom

Jim Chorney
Amy Kessler
Christine Perneski
Samantha Mitchell
Shelly Caggiano
Jennifer Hibbard
Mary Lou Jessop

Chair Carol Duffy called the meeting to order at 9:31 AM with the pledge to the flag.

QUORUM/INTRODUCTIONS

Roll call was taken to make sure everyone on the meeting was captured. There was a quorum for the meeting.

NEW BUSINESS

Purchases

Ed stated the IT Department is contracting with Zito Media to run fiber to Centre16 state tower site. We are out of bandwidth in northern Clearfield County, the Osceola Mills and Boggs Township areas. We can't expand the bandwidth without running fiber to the sites. Our portion of the install is \$11,575. Centre Communications, one of our partners, has stepped in and said they would help with the install because they have a tower site on the way up to the tower we are going to. They are

going to pay \$5,000 of the install, bringing our cost to \$6,750 which be paid out of the ARC POWER Grant.

Chair Duffy called for a motion to approve the contracting with Zito Media to run fiber to Centre16 state tower site. Our portion of the install is \$11,575. Centre Communications will be paying \$5,000 of the install, bringing our cost to \$6,750 which will be paid out of the ARC POWER Grant.

Nancy Grupp moved to approve the contracting with Zito Media to run fiber to Centre16 state tower site. Our portion of the install is \$11,575. Centre Communications will be paying \$5,000 of the install, bringing our cost to \$6,750 which will be paid out of the ARC POWER Grant, seconded by Jeff Pisarcik. Motion unanimously approved.

Ed then reported that North Central is switching to Office 365. We went with E5 because of all the additional software that is available to it. A terabyte of data for one drive accounts and a terabyte of storage for the email account. It is roughly \$16/month per user, and we are purchasing 35 users at a cost of \$6,232.80 per year. We do get quite a discount for being a non-profit. This will be broken down by each program.

Carol stated McKean County upgraded to Office 365 last year and she realized there was an option for non-profits, so it is great that you investigated that and got that additional information on that discount.

Ed stated it was interesting getting approved for it because Microsoft is tough when it comes to non-profits. They came back the first time and said we didn't qualify as a non-profit, but we got that all approved. The discount was in our favor and the additional storage capacity to go with the accounts you don't get the on-premises software for Word and Excel, everything is on-line, and we needed to have all the ability everywhere.

Chair Duffy called for a motion to approve the purchase of Office 365 and 35 licenses at a cost of \$6,232.80 per year.

Dave Glass moved to approve the purchase of Office 365 and 35 licenses at a cost of \$6.232.80 per year, seconded by Richard Fry. Motion unanimously approved.

Loans

The Loan Review Committee met on December 9, 2021, and the recommendation from that Committee for Board approval is:

Submission of a request to the U.S. Department of Commerce Economic Development Administration (EDA) for release of their federal interest in the Commission's EDA Revolving Loan Fund (RLF) Award Numbers 01-39-02592 and 01-39-02592.01 under the Reinvigorating Lending for the Future Act of 2020. Upon approval of release in the federal interest of the EDA RFL Award, the Commission would utilize the funds for the continued operations of the EDA RLF Program for the purpose of providing economic development loans to small businesses for start-up and expansion

activities.

This will reduce the administrative burden by eliminating the in-perpetuity reporting requirements. We are still required to report on every loan that we have made from this fund since 1985. It is quite burdensome. The main purpose of why this is being done is it is providing more flexibility to EDA Revolving Loan Fund operators in local communities as they continue to administer the revolving loan funds. We will no longer need to comply with other regulatory requirements of EDA for operating the revolving loan funds so we wouldn't be subject to things such as their minimum interest rate, their annual reporting requirements as well as their leveraged funding requirements, credit not otherwise available.

The only two requirements we would have to continue to comply with is, if they release the federal interest in this revolving loan fund, we will still have to abide by their non-relocation policy, meaning we could not fund any projects from this fund if the project would be supporting moving jobs from one workforce area to another workforce area. They do not want us dislocating any existing jobs in any area.

The second requirement is we would still have to comply with the Davis-Bacon Act for any construction or renovation projects where the revolving loan funds would be used. If the loanee was financing any projects for construction or renovation, they would be required to pay their contractors and sub-contractors at prevailing wages.

Jenn put together a report showing the status of the EDA Revolving Loan Fund since it began in 1985.

In 1985 North Central was awarded \$800,000 from EDA and had about \$300,000 in matching funds with that grant. It has turned into a capital base of \$1.8 million. We have done a total of 208 loans from the loan fund. We have loaned just under \$13 million from the original \$1 million. Twenty-seven loans are active right now. We have outstanding principal of about \$1.6 million. We are required to leverage other private and public funds with this revolving loan fund of at least \$2 for every \$1 of EDA funds. With that target of the 2:1 leverage ratio, we have leveraged \$6.71:\$1 in revolving loan funds we have lent.

For the \$13 million that we have loaned out in our EDA Revolving Loan Fund, we have leveraged almost \$85 million in other public and private financing. The most impressive is the jobs associated with the lending we have done in the 35 years since we have had this fund, there has been 6,314 jobs tied with the funds we have lent. There have been 1,211 jobs created and 5,103 jobs have been retained.

Therefore, the Loan Review Committee is in support of us submitting this request to the U.S. Department of Commerce to finally release their federal interest in our Revolving Loan Fund that we have successfully operated for over 35 years and continue to use as a Revolving Loan Fund.

Chair Duffy called for a motion to approve the resolution for the submission of a request to the U.S. Department of Commerce Economic Development Administration (EDA) for release of their federal

interest in the Commission's EDA Revolving Loan Fund (RLF) Award Numbers 01-39-02592 and 01-39-02592.01 under the Reinvigorating Lending for the Future Act of 2020.

Jamie Lefever moved to accept the motion to approve the resolution for the submission of a request to the U.S. Department of Commerce Economic Development Administration (EDA) for release of their federal interest in the Commission's EDA Revolving Loan Fund (RLF) Award Numbers 01-39-02592 and 01-39-02592.01 under the Reinvigorating Lending for the Future Act of 2020, seconded by Jodi Brennan. Motion unanimously passed.

Jenn also noted one other thing that is impressive with the type of lending we do, maybe doing some riskier projects, of the \$13 million in lending in loan funds, just from this EDA Revolving Loan Fund we have only had loan losses of less than \$250,000 in 35 years. That is very amazing. That is a write-off rate of less than 2% so that is an accomplishment.

2022 Meeting Dates

Following are the dates of the North Central Pennsylvania Regional Planning and Development Commission Board Meetings for 2022. These meetings will be held at 9:30 AM and will be virtual and/or in person.

January 26	March 23	May 25
July 27	September 28	November 16

The following meetings will be held, if necessary, at 9:30 AM and will be virtual:

February 23	April 27	June 22
August 24	October 26	December 14

Mary Lou has been sending out the meeting invites so it automatically puts it on your calendar once you accept it.

Jim mentioned that we will be working on a shared site with all the Board members where not only board information, but Committee information, anything that will be of interest to the Board will be put there to access. It more or likely will be a share point site but this is being worked on right now and is something you will be next year.

Chair Duffy called for a motion to approve the 2022 North Central Board Meeting Dates as presented.

Matt Quesenberry moved to approve the 2022 North Central Meeting Dates, seconded by Jamie Lefever. Motion unanimously passed.

Mary Lou will advertise these dates in the Bradford Era and Courier Express before the end of December.

Governance Committee Update

The Governance Committee met on December 6 to discuss two items.

The first is the recommendation from that Committee is to accept the following the 2022 Slate of

Officers for the North Central Board:

Chair – Nancy Grupp, Potter County
1st Vice Chair – Ann Losey, Cameron County
2nd Vice Chair – Dave Glass, Clearfield County
Secretary/Treasurer – Padraic McGrath, CPA, Elk County

For the Board's knowledge something that is in our By-laws is we go alphabetically based on the county for the officers. It is a process we have identified; but we still must go through the formal process of nominating.

Chair Duffy called for a motion to accept the recommendation of the Governance Committee of the 2022 Slate of Officers as presented.

Jeff Pisarcik moved to accept the recommendation of the Governance Committee of the 2022 Slate of Officers as presented, seconded by Richard Fry. Motion unanimously passed.

The second is the recommendation to re-appoint an At-large Board Member for a term of three years effective January 1, 2022. Again, this is based on the way we had revised our By-Laws. We have the potential of six At-large members, and we currently have three on the Board. We want them to be on a rotation as to when they come up for re-appointment. That wasn't done when we initially appointed them, so we are starting that process now. Because we had two At-large members come in at the same time, we choose Abbi Peters for re-appointment for a term of three years, effective January 1, 2022.

Chair Duffy called for a motion to accept the re-appointment of Abbi Peters for a term of three years, effective January 1, 2022.

Ann Losey moved to accept the re-appointment of Abbi Peters for a term of three years, effective January 1, 2022, seconded by Nancy Grupp. Motion unanimously passed.

Executive Committee Update

Jeff Pisarcik updated the Board on the December 6 Executive Committee meeting. Jeff thanked Sam for her help in sending the survey out and compiling the results. Twenty Board members responded to the survey which is wonderful. This is the second year we have done it this way.

Part of that meeting was to review the survey results and had great results. There was a lot of interaction and thoughts as to where we are as an organization as well as where we need to go.

Jeff listed a few of the top priorities. Outreach seems to be one of the most important priorities. We do a better job, but we still struggle with bragging about ourselves. We are going to work to do a better job on that.

Another is the Strategic Plan and to keep things moving along and keeping up with funding and

recognizing changes in our region. Again, making outreach better within the counties and within the local municipalities and townships.

We want to continue to develop a mid- and long-range plan and goals.

We want to maintain relationships with State and Federal officers.

After the Committee reviewed, Jim and Sam left the call; and the Committee had a great discussion and came up with the recommendation to vote for a straight \$2,000 raise for Jim.

Therefore, Jeff would like to recommend and make the motion that we raise Jim's pay \$2,000.

Chair Duffy called for a motion to increase the Executive Director, Jim Chorney's salary, by \$2,000 for the year 2022.

Kristy Smith moved to increase the Executive Director, Jim Chorney's salary, by \$2,000 for the year 2022, seconded by Padraic McGrath. Motion unanimously passed.

Carol thanked Jeff for the presentation.

Jeff added a thank you from the entire Board and to have a survey come back from 20 people that you exceeded most expectations is awesome.

Jim took the opportunity to thank the Board and even though it is Zoom, look how many people are on the meeting. Carol and Jim were talking about that earlier and the fact that all of you are participating and continue to participate, and you said 20 out of our 22 members participated in the survey, that to Jim is showing how much participation there is on the board and how active you are. That is one of the goals we had as an organization was to have an active Board in its entirety, not just members. We have that now and Jim thanked everyone for their time and effort that you put into this.

Jim mentioned it that as part of the rotation that we have for our Board members, and everyone is on a three-year term, this year the County Planning Representative from each of our counties, is up for re-appointment. If you have not already done so, if you could please send us a letter to reaffirm the appointment from each of your counties or whomever the new individual may be. If you could please provide this to Mary Lou so she can update our Board list and mailing, that would be appreciated.

Jim again appreciates everyone's participation throughout this year and as Carol noted we needed all 12 meetings as there was a lot of loan activity. Jim commended Jenn for everything she has done as there has been a lot of extra money out there and she has done a great job getting it out. He then wished everyone a Merry Christmas and a Happy New Year.

Also, as Amy pointed out there was a Build Back Better Challenge that was put on by EDA with some of the Recovery Act funding that was out. We just received notification that the PA Wilds is in the

first round of funding. Jim thought there were 60 applications that were approved, and PA Wilds was one of them and it covers our entire six-county region. That is great news for the region.

Carol thanked Jim for working with the Board throughout the year and said to please thank all his staff on behalf of the Board as well. They all pull together, and she thinks the entire group working diligently as they do, certainly leads to the success of the organization overall and she really appreciates it. We have made some changes, and she believes they have been very positive and things everyone, Board included, has been very engaged this year. It has been a great opportunity for her to serve as well.

The next Board meeting will be held on Wednesday, January 26, 2022, at 9:30 in person and virtual.

ADJOURN

With no other business and wishing everyone Happy Holidays and Merry Christmas, Chair Duffy called for a motion to adjourn the meeting.

Nancy Grupp moved to adjourn the meeting, seconded by Jeff Pisarcik. The meeting adjourned at 10:00 AM.

Respectfully submitted,

Padraic McGrath, CPA
Secretary/Treasurer