



NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING and DEVELOPMENT COMMISSION

49 Ridgmont Drive, Ridgway, PA 15853

Phone: (814) 773-3162

Fax: (814) 772-7045

North Central Board Meeting
Wednesday, November 16, 2022 – 9:30 AM

Members – via Zoom or In Person

Ann Losey	Cameron County
Dave Glass	Clearfield County
Jodi Brennan	Clearfield County
Kristy Smith	Clearfield County
Matt Quesenberry	Elk County
Tracy Gerber	Elk County
Padraic McGrath	Elk County
Jeff Pisarcik	Jefferson County
Carol Duffy	McKean County
Tom Kreiner	McKean County
Richard Fry	McKean County
Susan Zook Wilson	McKean County
Nancy Grupp	Potter County
Doug Morley	Potter County
Abbi Peters	At-large PA Wilds Center
Jill Martin-Rend	At-large BC3@Brockway

Staff - via Zoom or In Person

Jim Chorney
Ed Matts
Samantha Mitchell
Shelly Caggiano
Chris Perneski
Jenn Hibbard
Mary Lou Jessop

Chair Nancy Grupp called the meeting to order at 9:30 AM with the Pledge of Allegiance.

QUORUM/INTRODUCTIONS

Roll call was taken and there was a quorum.

MINUTES

With no corrections or amendments to the September 21 and October 26, 2022, Board Minutes, Doug Morley moved to accept the minutes as presented, seconded by Dave Glass. Motion unanimously passed.

NEW BUSINESS

Financial Reports

With no corrections or additions to the September Financial Statements, Doug Morley moved to accept the Financial Statements as presented, seconded by Ann Losey. Motion unanimously passed.

A95s

There were no A95s.

Correspondence

There was no Correspondence.

Purchases

There were no Purchases.

Resolutions

There were no Resolutions.

Loans

As there were questions after the October meetings regarding the lowering of Interest Rates, Jenn provided a more in-depth presentation.

The different funding sources, ARC, EDA, USDA Rural Development and SSBCI, are there to provide access to capital, to meet credit needs of new and existing businesses that are not able to finance projects through conventional financing and their equity contribution entirely. We are able to provide up to 50% of a project cost of \$400,000, whichever is less. We do these loans in partnership with other private and public resources. The purpose of these loans is not to compete or replace bank financing, but to compliment it.

With all the funds we have available right now, and in order not to have to return any of the funds for not getting them out on the street, the Loan Review Committee recommended that the interest rate be dropped to 3% for the balance of this fiscal year. By doing this, it would make financing more affordable to our business community. As well, we'll be able to attract the banking financing that is required.

Also offering a lower interest rate will hopefully prevent project stagnation and could bring new expansions and initiatives to our region.

Dave Glass had many questions and thoughts on this subject. It is his believe we are violating the policy put in place and this sets a precedent that concerns him.

Jenn explained that we cannot change a policy without it being approved by the Board and then it is submitted to the funding source agency. If we're doing that without going through the proper procedures, then we would be in violation.

When asked if there was a real need to change the rate, Jenn stated that with all the access cash we have, we want to be pro-active and get this money out at a rate that is going to be more affordable for people in our region.

Again, until the Board is in agreement with this, we're not going to move forward with anything. If we feel the Board thinks this decision needs to be revisited or even decide to reverse the decision, then we can have that discussion.

Padraic thought the bankers would be annoyed with our wanting to lower the interest rate, but they were okay with it as it is temporary. Also, he would like to see what impact this would have on the other regional funds.

After much more discussion it was agreed that this item will be on the agenda for the December meeting.

Governance Committee Update

The Governance Committee met on November 1 and the following are the recommendations from that Committee:

1. The recommendation is to accept the following 2023 Slate of Officers:
Chair – Ann Losey (Cameron County)
1st Vice Chair – Dave Glass (Clearfield County)
2nd Vice Chair – Matt Quesenberry (Elk County)
Secretary/Treasurer – Padraic McGrath CPA (Elk County)

For the Board's information, it is in our By-laws that 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 nominations.

Chair Grupp called for a motion to accept the recommendation of the Governance Committee of the 2023 Slate of Officers as presented.

Jeff Pisarcik moved to accept the recommendation of the Governance Committee of the 2023 Slate of Officers as presented, seconded by Dave Glass. Motion unanimously passed.

2. The recommendation is to accept the reappointment of Jill Martin-Rend as an At-large Board member for a term of three years effective January 1, 2023.

Chair Grupp called for a motion to accept the reappointment of Jill Martin-Rend as an At-large Board Member for a term of three years effective January 1, 2023.

Jodi Brennan moved to accept the reappointment of Jill Martin-Rend as an At-large Board Member for a term of three years effective January 1, 2023, seconded by Padraic McGrath. Motion unanimously passed.

3. The recommendation is to add Pam Streich, Executive Director of Workforce Solutions for North Central PA, as a new At-large Board Member for a term of three years effective January 1, 2023.

Carol Duffy stated she had requested information to make sure there was not a conflict of interest for either side.

Jim discussed this with our solicitor, Tom Beveridge, and as long as there is no agreement or money exchanged between the two organizations, he did not feel there was any conflict of interest.

Chair Grupp called for a motion to add Pam Streich, Executive Director of Workforce Solutions for North Central PA, as a new At-large Board Member for a term of three years effective January 1, 2023.

Kristy Smith moved to add Pam Streich, Executive Director of Workforce Solutions for North Central PA, as a new At-large Board Member for a term of three years effective January 1, 2023, seconded by Tracy Gerber. Motion unanimously passed.

Audit & Finance Committee Update

Organizational Budget

Shelly Caggiano reported that the Audit & Finance Committee met and reviewed the Organizational Budget for FY 2023. It is the recommendation of the Audit & Finance Committee to approve the Organizational Budget for FY 2023 as presented.

Jim added that when we did the Organizational Budget this is at a given point and things tend to change. It is typically a fluid process. This is the budget we had at the beginning of the year as far as the programs that we were aware of and the funding we knew we had available to us. That may change during the course of the year.

Carol asked if there was anything that should be highlighted as to a significant change.

Jim said there were several questions regarding the budget, as there were some changes regarding the previous year. Several of the items that contributed to that were the addition, one of which was adding McKean County to our WIC program. That was a fairly significant addition. We had new programs that were brought in and fully implemented, our ARC Community Capacity being one of those. We had a reduction, as far as significant changes, in our EDA Program because we had received \$400,000 over a two-year period and we got a six-month extension which flowed into this year. Therefore, we have a reduction in that program as well.

Those would be the significant changes, but those all reflect to the changes in the line items based on the activity within those programs.

Padraic added from a process perspective just a heads up. Thank you, Shelly, for your patience. We received an iteration of the budget and asked for some clarification and highlights on topics. Then they probably went through two other items. That process is evolving with Shelly, and it was all very positive and was just something where we needed to understand where the assumptions and these growth items are, as opposed to just rubber stamping something. He appreciates the administration's assistance helping the Committee evaluate that.

With no further discussion Chair Grupp called for a motion to approve the Organization Budget for FY 2023 as presented.

Dave Glass moved to accept the Organizational Budget for FY 2023 as presented, seconded by Padraic McGrath. Motion unanimously passed.

Transportation Planning Budget – Increased Local Match

The Audit & Finance Committee also met on November 14 to discuss the Transportation Planning Budget – Increased Local Match.

Back in October we received notification from PennDOT regarding additional funding that was going to be presented, funding that was generated through the IJA legislation. The State decided to add several new work elements to our program that they expected or would like us to continue with; and they were offering additional money to do it. One of the pieces was 100% guaranteed, and the other portion needs a match component to it.

We didn't have all the details to that information until they had a Planning Partners meeting on October 20 where they shed more light on it. From that point we were trying to schedule a meeting with the Audit & Finance Committee. This is a busy time of the year especially for the commissioners, but we were able to schedule a meeting.

The recommendation from the Audit & Finance Committee is to apply for the additional dollars and request to increase local match from the counties in the amount in the table that was provided. The Audit & Finance Committee decided to do it as an equal amount to our six counties as they felt that the benefit would be equal at this point because it's a regional initiative. That amount would be \$666.67 to each of our counties per year for a two-year period.

Jim realized this came in late and he apologized for that. However, the additional revenue that would be coming into the region would be another \$32,000, matched with \$8,000 from the counties.

Jim wanted to make sure everyone understands that when we, or the Audit & Finance Committee, make a recommendation like this, and this was discussed at the meeting, they are making a recommendation that we approach the counties to talk to them about funding this increase, matching your portion.

Even if the Board approves this, we are not committing the counties to paying this. It's giving Jim the opportunity to reach out to each individual county to talk to them as to whether they can do this.

We need to be able to respond to the application process as far as modifying our work program in order to add these additional dollars to it and then to start spending them. This is kind of the first step in that process.

Dave said it's a small amount and he doesn't think it's going to be a big deal. After this meeting he is going to be spending the rest of the day working on their budget. He feels Jim is going to have a really tight window and he knows that is out of Jim's control, going around to the counties.

Jim again noted that we weren't given a whole lot of time to do this.

Regarding the \$7,200 that is part of this recommendation is 100% Federal and we are going to apply for that regardless. It's the other \$32,000 that we don't have local match to provide to that. The only way we would be able to do this is to ask the counties to participate by matching it.

One of the things that was expressed to Jim several years ago when it came to asking counties for additional funding was the counties didn't want him to come to them for a blanket increase for funding. They wanted to see something specific, a program or an activity, and that is what we are doing with this. It doesn't mean that the counties are going to be able to do this. But it at least opens the door for him to have conversations with the counties to see if this can be added to their budgets. However, he wants to make sure the Board is in agreement with doing this.

When asked if this amount (\$666.67 per county for two years) is only if this recommend is approved, Jim said yes as we don't have a way to come up with \$4,000 per year for two years. And the \$32,000 would be if we can get the counties to commit to the match.

Chair Grupp called for a motion to accept the recommendation of the Audit & Finance Committee to approve the request for increased local match as presented and for the match to be divided equally among the six counties.

Jim again staged he wanted to make sure everyone knew they weren't committing their counties if this recommendation is approved. He will still have to have that conversation with each individual county to make sure they are willing to do the match.

Dave Glass moved to approve the recommendation as presented, seconded by Jeff Pisarcik. Motion unanimously passed.

Building Committee Update

Jim gave an update on the Building Committee meeting, and they had different directions they were looking at.

In talking to Keystone Rural Health about their needs regarding space, their situation has changed, and they don't need all the space they were originally asking for. We discussed what would be necessary and we feel with them moving into approximately three offices, but still having shared space in the building, we would have to renovate this conference room to be able to accommodate the displacement of North Central staff. We feel we could do that and not have to do any construction.

We will have another committee meeting as we reached out to a local engineer and met with him yesterday (November 15). He confirmed what we were thinking we could do in this conference room, we can do. He is going to give us a ballpark estimate regarding the cost. All that information will be presented to the Building Committee and then a recommendation will come either at the December meeting or January meeting as to the direction we'd like to move.

Discussion

The next Board meeting will be held on Wednesday, **December 14**, beginning at 9:30 AM. This meeting will

be Virtual.

Nancy excused all those from the meeting and asked the Executive Committee members to stay on the call. Padraic stated he has another meeting and won't be able to participate in the Executive Committee meeting.

The board meeting adjourned at 10:45 AM

Respectfully submitted,

Padraic McGrath, CPA
Secretary/Treasurer