



NORTH CENTRAL PENNSYLVANIA REGIONAL PLANNING and DEVELOPMENT COMMISSION

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North Central Board Meeting
Wednesday, January 24, 2024 – 9:30 AM

Members – via Teams

Josh Zucal	Cameron County
Jim Moate	Cameron County
Jessica Herzing	Cameron County
Cliff Clark	Cameron County
Jodi Brennan	Clearfield County
Kristy Smith	Clearfield County
Matt Quesenberry	Elk County
Eric Wolfe	El County
Joe Haines	Elk County
Tracy Gerber	Elk County
Jeff Pisarcik	Jefferson County
Scott North	Jefferson County
Jessica Funk Seary	Jefferson County
Jim Sleigh	Jefferson County
Carol Duffy	McKean County
Mary Ann Wilder	McKean County
Richard Fry	McKean County
Nancy Grupp	Potter County
Will Hunt	Potter County
Doug Morley	Potter County
Jill Martin-Rend	At-large BC3@Brockway
Carolyn Newhouse	At-large Bradford Area Alliance
Pam Streich	At-large Workforce Solutions for NC PA

Staff - via Teams or In Person

Jim Chorney
Amy Kessler
Ana Slavik
Ed Matts
Julie Kasmierski
Shelly Caggiano
Jenn Hibbard
Shelly Maletto
Mary Lou Jessop

Guests

Zachary Ankeny	PA Senator Cris Dush's Office
Rep. Michael Armanini	75 th District
William Seymour	SB and Company
Lori Sabatose	Leadership Elk and Cameron

Second Vice-Chair Matt Quesenberry 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 for the meeting.

Governance Committee

At the November Board Meeting, the Governance Committee recommended and nominated the following Slate of Officers for 2024:

Dave Glass – Chair (Clearfield County)
Matt Quesenberry – 1st Vice Chair (Elk County)
Jeff Pisarcik – 2nd Vice Chair (Jefferson County)
Joseph Haines – Secretary/Treasurer (Elk County)

Second Vice-Chair Matt Quesenberry asked if there were any nominations from the floor.

Hearing none, Second Vice-Chair Matt Quesenberry asked for a motion to accept the Governance Committee's recommendation for the Slate of Officers for 2024.

Jeff Pisarcik moved to accept the Slate of Officers for 2024, seconded by Nancy Grupp. Motion unanimously passed.

With the motion being approved, as new Chair Dave Glass was unable to be at the meeting, 1st Vice-Chair Quesenberry presided over the meeting.

Audit Presentation – William Seymour, SB & Company

Mr. William Seymour of SB & Company presented the Uniform Guidance Single Audit Report for the period of July 1, 2022 through June 30, 2023. The Auditors reported they found no instances of fraud or illegal acts. They also found internal processes and finances were in accordance with accepted practice, giving them a rating of effective with no suggested improvements. The Auditors reviewed the significant accounting policies adopted by North Central and have determined that these policies are acceptable accounting policies.

Therefore, the Auditing Firm intends to give a positive review of the Commission's finances.

Jim thanked Bill for taking the time to present the audit to the Board as well as his presentation to the Audit and Finance Committee.

Bill thanked Shelly and her team for their help getting the information and answering all their questions.

Shelly also thanked Jenn and Amber for all their help getting the loan information together.

Jim thanked the Accounting Department for doing a great job getting all the information required for the audit.

Audit and Finance Committee Update

Jim reported that the Audit and Finance Committee met to review the Audit Report, and everyone was satisfied with it.

The recommendation from the Audit and Finance Committee is to accept the North Central Pennsylvania Regional Planning and Development commission's Audit of Fiscal Year 2023 for submission to the Federal Audit Clearinghouse by the end of March 2024.

Carol Duffy moved to accept the Audit Report as presented and submit it to the Federal Audit Clearinghouse, seconded by Doug Morley. Motion unanimously passed.

Financial Reports

With no corrections or additions to the October, November and December 2023 Financial Reports, Pam Streich moved to accept the Financial Statements as presented, seconded by Tracy Gerber. Motion unanimously passed.

A95s

There were no A95s.

Correspondence

There was no Correspondence.

Purchases

There were two purchases.

We are requesting approval to renew our annual Abila Maintenance and Support Fee for our Accounting and Human Resource Management software. The total cost is \$10,331.11 and has been budgeted for.

First Vice Chair Quesenberry called for a motion to approve the renewal of the annual Abila Maintenance and Support Fee for the Accounting and Human Resource Management software, at a cost of \$10,331.11.

Carol Duffy moved to approve the renewal of the annual Abila Maintenance and Support Fee for the Accounting and Human Resource Management software, at a cost of \$10,331.11, seconded by Carolyn Newhouse. Motion unanimously passed.

Amy reported that North Central went out for an RFP for Website Professional Services to rebuild the RPO's Transportation website to bring it to ADA Compliance. The RFP was advertised and posted on December 13, 2023 with responses due on January 17, 2024.

Seven RFPs were received and reviewed by a review committee of North Central Transportation and IT staff who independently reviewed and scored each RFP. The RFPs received were: CVB Media, Netclues, Ferrari Web Development, Dyme Agency, Protocol80, Bacancy and Revize.

The committee met on January 22 and are in consensus recommending the firm of Revize from Troy, Michigan, as the consultant for this project.

Therefore we are requesting approval to enter a contract with Revize to carry out the rebuilding of the RPO Transportation Website to include ADA Accessibility features in accordance with Web Content Accessibility Guidelines (WCAG 2.1 AA requirements and Section 508).

This has been budgeted under the Transportation budget not to exceed \$30,000.

First Vice Chair Quesenberry called for a motion to approve to enter a contract with Revize to carry out the rebuilding of the RPO Transportation Website to include ADA Accessibility features in accordance with Web Content Accessibility Guidelines (WCAG 2.1 AA requirements and Section 508).

Joe Haines moved to approve the motion to enter a contract with Revize to carry out the rebuilding of the RPO Transportation Website to include ADA Accessibility features in accordance with Web Content Accessibility Guidelines (WCAG 2.1 AA requirements and Section 508), seconded by Pam Streich. Motion unanimously passed.

Resolutions

There were no Resolutions.

Approval of Revised Conflict of Interest Forms

Jim gave a brief background regarding this. Every year we require Board Members, Committee Members, and key staff to fill out a Conflict-of-Interest form. What was traditionally sent to the Board was the actual policy, a letter from Jim that reiterated a lot of information that was already in the policy and in the questionnaire. Then the questionnaire itself was confusing because of how it referred to the letter and to the policy and there was just a lot of documentation that went with it. There were some requests from different board members to have something done about that. We have looked at the form, and we hope simplified it for everyone and condensed it down to three pages. It is the simple questionnaire which is more concise and easier to understand. It was included in the board packet, and Jim is asking that everyone fill it out and send it to him as soon as possible. He will review all the forms; and then any issues or comments he sees, he will bring to the Chair's attention and then make sure we monitor that throughout the process.

If you are interested in what the actual policy states, we created a link in our Board Portal, located under the Organizational Documentation button, where if you can click on that, that will give you the full Conflict of Interest policy.

Because this is a revised form, we thought it was important that everyone approve the revised form instead of using the old form.

Carol asked if this was reviewed by Legal?

We didn't change any of the questions. All we did was rearrange and simplify them with references to some of the documents. We just pulled from one document into the other and made one concise document. The original document was reviewed by Legal back when we did it through the Strategic Planning process.

First Vice Chair Quesenberry asked if there were any other questions or concerns and hearing none called for a motion to approve the revised Conflict of Interest forms.

Pam Streich moved to approve the revised Conflict of Interest forms, seconded by Jim Sleigh. Motion unanimously passed.

Loans

Jenn reviewed one loan that was approved at the January 17 Loan Review Committee Meeting.

Treasure Lake Ski Lodge, LLC, DuBois, Clearfield County, has requested a loan in the amount of \$250,000 from the USDA Intermediary Relending Program for 10 years at the rate of 4% for the purchase of furniture, fixtures and equipment. Construction of 6,200 sq.ft. facility to replace the prior structure that was recently demolished and all related costs including the purchase of furniture, fixtures and equipment for reopening as a full-service dining establishment and entertainment/event venue. North Central's collateral will be mortgage on real estate, subject to the mortgage of First United National Bank, UCC-1 filing on all business assets including liquor license, subject to UCC-1 filing of First United National Bank, as well as the personal guarantee of the owners. Fifteen full-time jobs will be created within the next three years.

With no questions, First Vice chair Quesenberry called for a motion to approve the loan to the Treasure Lake Ski Lodge, LLC.

Doug Morley moved to approve the loan to the Treasure Lake Ski Lodge, LLC, seconded by Carol Duffy. Motion unanimously passed.

Jenn also reported that Election of Officers for the Loan Review Committee for 2024 was held. Joe Haines of CNB Bank has been elected as the Committee Chair and Drew Nedzinski of Mid Penn Bank has been elected Vice-Chair of the Committee Vice-Chair. Both are for a term of one year.

First Vice Chair Quesenberry called for a motion to accept the Loan Review Committee Officers, Joe Haines as Chair and Drew Nedzinski as Vice Chair for 2024.

Pam Streich moved to accept the accept the Loan Review Committee Officers, Joe Haines as Chair and Drew Nedzinski as Vice Chair for 2024, seconded by Nancy Grupp. Motion passed with Joe Haines abstaining.

Building Committee Update

Ed gave a brief update. Construction began and all nine offices are framed, and materials are here to build the mezzanine. They are expecting to have electricians and plumbers in next week. Construction is moving

on and there have been no hangup or issues yet. A new lease was signed with Keystone Rural Health that they will be acquiring the other parts of the building.

When asked the anticipated completion date, Ed replied they have 90 days to complete the construction.

When asked if it has been difficult to work with the construction going on, Ed and Jim replied the noise has been very reasonable, and they have done a great job of keeping everything contained within that room and not disrupting the traffic flow or anything else.

Ed noted the WIC Clinic may hear more of the noise, but they are only here two days a week.

Executive Committee Update and Recommendation

The Executive Committee met several times during December and January to discuss the results of the NFP, who was the consultant for the Salary Analysis.

The Executive Committee met on January 8 and came up with two recommendations:

1. Accept the proposed salary scale as presented by NCP retroactive to January 1, 2024.
2. Move those employees that have been identified as being below the minimum salary in the new scale, to the new minimum.

First Vice Chair Quesenberry called for a motion to approve these two recommendations.

Carol Duffy moved to approve the two recommendations as presented, seconded by Pam Streich.

First Chair Quesenberry opened the floor for questions or discussions on this item. This is something we were introduced to and have taken very deliberate action to walk through and make sure we were deliberate in what we were considering. And it has taken us until the January 8 Executive Committee Meeting to at least set a foundation which is accepting the new salary study, new range system and bring those few employees who were below the minimum up to where they should be on the new system.

Hearing none, First Vice Chair Quesenberry called for a vote on the motion. Motion unanimously passed.

Good of the Order

As Rep. Armanini was present, Matt asked the Representative if he had any updates.

Rep. Armanini reported they don't go back into session until March 18 so there aren't any new updates from Harrisburg. He did say that Amy does a great job and so does North Central with helping participants with all the grants that are coming out of the Governor's Office. He truly appreciates that. He believes we have been doing better than average in receiving monies into our area. He thanked everyone for their fine job in helping to bring this to the industries and municipalities that needed assistance so desperately, so he just appreciates everybody working on that.

Matt thanked Rep. Armanini for taking the time to be part of the meeting.

Matt then called on Zachary Ankeny from Senator Cris Dush's Office.

Zach didn't have any updates from the Senator's Office. However, he did echo what Rep. Armanini said. It is a great team you have at North Central, and he knows all the people who they send up our way greatly appreciate North Central's assistance. Thank you for everything North Central does.

Matt then asked if Lori Sabatose, from Leadership Elk and Cameron, had anything to say and she did not.

Jim stated that one of the other things that we have been having discussions about here internally, after conversations with several Board members, is we are working for our March Board meeting to be an in-person meeting. What we are looking and trying to do is something similar to what we tried several years ago where we did a round-table to basically educate the new Board members as well as refresh some of the Board members that maybe more seasoned as to what some of the programs we offer and little about the organization itself.

We have The Red Fern in Kersey scheduled for March 27. We will have the regular Board meeting first and then will move into a round-table event where we put you in groups and allow you an opportunity to hear from each one of our departments and ask questions and then potential follow-up with staff as well.

Something to mark on your calendars, March 27 an in-person meeting at The Red Fern. This will be open not just to our Board members, but to anyone interested in learning a little bit more about North Central.

We will be getting more information out on this as soon as we get things finalized.

The next meeting will be Wednesday, February 28, starting at 9:30 and will be Virtual.

Adjournment

With no other business to be discussed, First Vice Chair Quesenberry called for a motion to adjourn the meeting. Pam Streich moved to adjourn the meeting, seconded by Doug Morley. The meeting adjourned at 10:15 AM.

Respectfully submitted,

Joseph Haines
Secretary/Treasurer