



## 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, July 24, 2024 – 9:30 AM

#### Members – via Teams & In-Person

Josh Zucal	Cameron County
Cliff Clark	Cameron County
Dave Glass	Clearfield County
Jodi Brennan	Clearfield County
Kristy Smith	Clearfield County
Joe Haines	Elk County
Eric Wolfe	Elk County
Jeff Pisarcik	Jefferson County
Jessica Seary	Jefferson County
Jim Sleigh	Jefferson County
Susan Zook Wilson	McKean County
Carol Duffy	McKean County
Richard Fry	McKean County
Marty Wilder	McKean County
Nancy Grupp	Potter County
Doug Morely	Potter County
Abbi Peters	At-large PA Wilds
Jill Martin Rend	At-Large BC3@Brockway
Pam Streich	Workforce Solutions for NC PA
Carolyn Newhouse	At-large Bradford Area Alliance

#### Staff - via Teams

Jim Chorney  
Amy Kessler  
Ed Matts  
Ana Slavik  
Chris Perneski  
Lisa Oerting  
Jennifer Hibbard  
Julie Kasmierski  
Brent Addleman

#### Guests

Ann Robinson                      McKean County

Chair Dave Glass called the meeting to order at 9:30 AM with the pledge to the flag.

#### QUORUM/INTRODUCTIONS

Roll call was taken and there was a quorum for the meeting.

#### Minutes

Chair Glass called for a motion to approve the May 22 and June 26, 2024 meeting minutes as

presented. Jeff Pisarcik moved to approve the minutes, seconded by Doug Morely. The motion unanimously passed.

## **NEW BUSINESS**

### **A95s**

There were no A95s to be approved.

### **Correspondence**

Amy provided an update on the EDA Tech Hub and RFP. The North Central Pennsylvania Pressed Materials Strategy Development Consortium is seeking a highly qualified consultant with extensive expertise in the pressed materials industry and a strong background in economic development. The selected consultant will provide professional and technical planning services to develop a cutting-edge and transformative 10-year Implementation Plan aimed at scaling the entire pressed materials ecosystem in North Central Pennsylvania.

The RFP was developed in collaboration with the Consortium members, and it is an ambitious project.

With no questions, Chair Glass called for a motion to approve the release the RFP for the EDA Tech Hub implementation 10-year plan made as presented. Abbi Peters moved to approve the release of the EDA Tech Hub RFP, seconded by Jodi Brennan. The motion unanimously passed.

### **Purchases**

There were no purchases to be approved.

### **Resolutions**

There were no resolutions to be approved.

### **Loans**

Jenn reviewed one loan that was recommended for approval by the Loan Review Committee at their meeting on July 16, 2024.

Earthmovers Unlimited, Inc. and Earthmovers Equipment Company of Kylertown, Clearfield County, have requested loans in the amount of \$160,000 for the purchase of heavy equipment from the Defederalized EDA Revolving Loan Fund for 5 years at the rate of 4%. North Central's collateral will be a shared first lien with the Clearfield County IDA on specific equipment to be purchased and personal guarantee of the owner. Ten full-time jobs will be created, and 52 full-time jobs will be retained within three years.

With no questions, Chair Glass called for a motion to approve the loan to Earthmovers Unlimited, Inc. and Earthmovers Equipment Company, Kylertown, Clearfield County. Carol Duffy moved to approve

the loan to Earthmovers Unlimited, Inc. and Earthmovers Equipment Company, Kylertown, Clearfield County, seconded by Kristy Smith. The motion unanimously passed.

Jenn also informed the committee of the upcoming Bankers Breakfast being held on Tuesday, August 13 from 8:30-10:30am at the DuBois Country Club in DuBois. This Informational session is designed for bankers, accountants, attorneys and economic development professionals. Please register by August 6.

### **Audit and Finance Committee Recommendation**

The Audit and Finance Committee met on Monday, July 22, to discuss and review the North Central Organizational Budget for FY 25.

The Committee has reviewed the detailed organization budget that was provided. The primary increases were in salary, fringe and cost allocation. For hospitalization we know our rate increase is 8%. The only other assumption was a 3% merit increase that would not be effective until January 1. Everything is within the guidelines of individual grants.

Dave commented that the budget details were provided to the Audit and Finance Committee in advance, but they struggled to get participation. A breakdown and additional details were to the committee

Carol Duffy requested last year more details by program. The summary does not really reflect that. She does not disagree with the recommendation, but she really feels the budget should reflect what the organization is working on. Jim responded that that information was provided to the Audit and Finance Committee.

What does the board want to see for next year's budget process? With our new Fiscal Director in place, now is the time to make these changes. We can also walk through with any member the process we went through to put the budget together. We always want to be transparent.

Carol doesn't want to micro manage the organization but wants to make sure the budget reflects what is happening each of the programs.

Caroylyn asked if we could do a report by class? Yes, we can run reports by grant or by Department. Jim responded that we create our budget, enter into MIP but the challenge is all our grants have different start and end times that cross budget years. We enter the budget by month, and we then combine with averages to create the fiscal year organization budget.

Dave Glass wants to come to some middle ground. The Audit and Finance Committee is tasked with reviewing and providing a recommendation on the budget to the Full Board. We need to develop a schedule for when the budget process starts and communicate that timeline and encourage the board to participate. It's a repeat process to have the Audit and Finance Committee review all the details and provide a recommendation and then turn around and have the full board review as well. We want to be transparent, and anyone can participate. We need consistent direction from the Board.

Abbi suggested including a budget narrative that describes or summarizes the funding and provides an overview with goals.

Jim asked for an example that we can build off over the next couple of months. We want the Board to be comfortable with what is being presented.

With no questions, Chair Glass called for a motion to approve the Audit and Finance Committee's Recommendation with the understanding that we will work on a cleaner process for next fiscal year. The motion was made by Doug Morely second by Kristy Smith. The motion unanimously passed.

Chair Glass stated that we will schedule an Audit and Finance Committee meeting in the next few months to flesh out the next fiscal year budget schedule.

### **ADJOURN**

With nothing further to be discussed, Chair Glass called for a motion to adjourn the meeting. Doug Morely moved to adjourn the meeting, seconded by Rick Fry. The meeting adjourned at 9:54 AM.

Respectfully submitted,

Joseph K. Haines  
Secretary/Treasurer