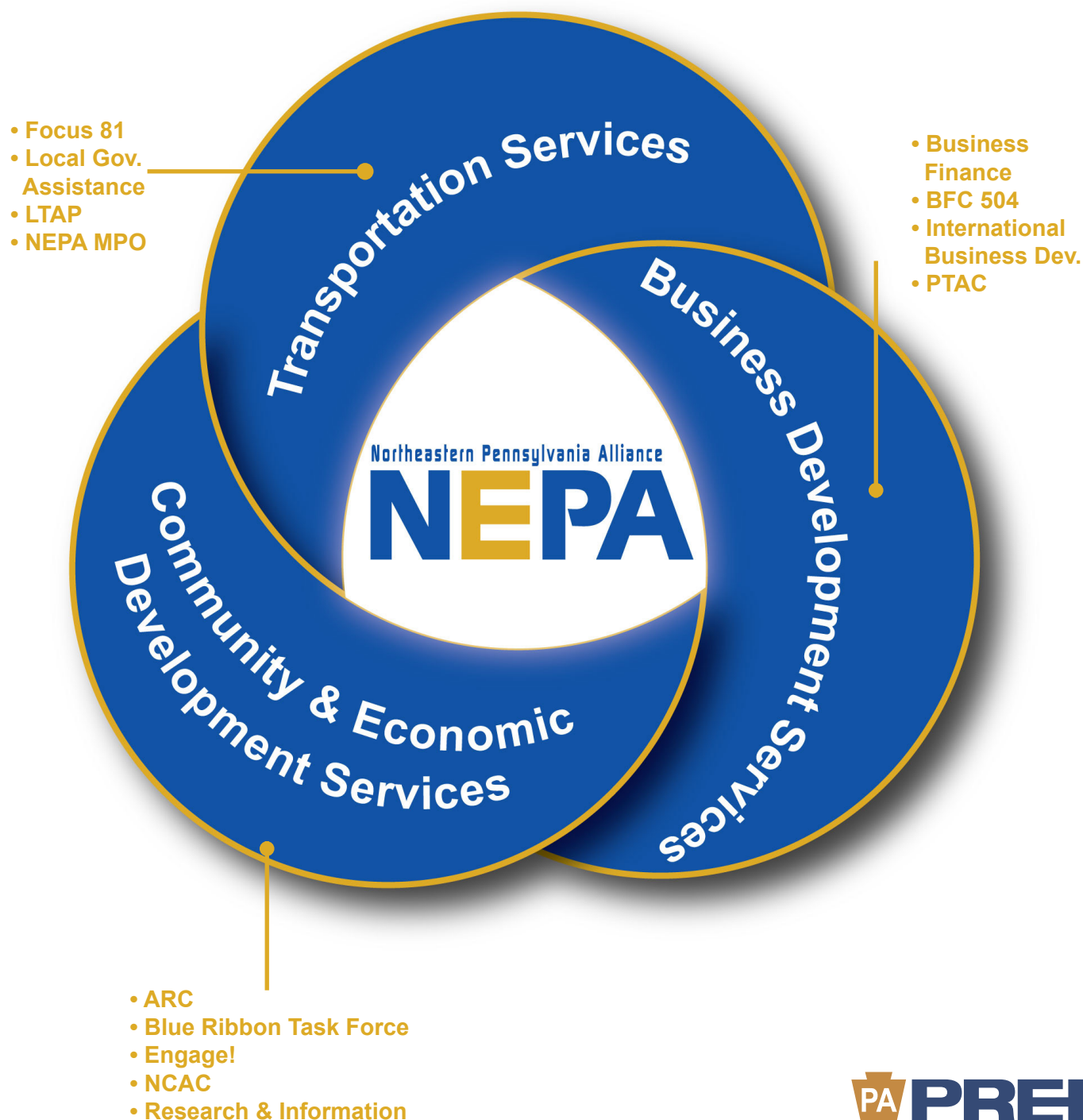


March 4, 2020

# Board of Directors Report



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## NEPA's Board of Directors 2019-2020

### CARBON COUNTY

Kathy Henderson	610-379-5000	khenderson@carboncountychamber.org
Marlyn Kissner	570-421-4433	marlyn@lehighvalleychamber.org
Wayne Nothstein (County Commissioner)	570-325-3611	waynenothstein@carboncounty.net
Harold Pudliner	570-427-8640	weatherlyboro@gmail.com
Joseph Sebelin ( <b>Executive Committee-1st Vice-Board Chairperson</b> )	570-657-8205	jsebelin@ptd.net

### LACKAWANNA COUNTY

Ida Castro	570-504-9647	icastro@som.geisinger.edu
Philip Condron ( <b>Executive Committee-Board Chairperson</b> )	570-344-6888	phil.condron@condronandcompany.com
Tom Donohue	570-347-2056	tdonohue@lamar.com
John McNulty	570-963-4605	jomcnulty@pa.gov
Jerry Notarianni (County Commissioner)	570-963-6800	notariannij@lackawannacounty.org
(Brenda Sacco - Alternate)	570-963-6830	saccob@lackawannacounty.org
Alex Stark	570-558-5112	astark@kaneisable.com

### LUZERNE COUNTY

Stephen Barrouk ( <b>Executive Committee-2nd Vice-Board Chairperson</b> )	570-814-9114	sbarrouk@citybrokersllc.com
Mary Malone	570-455-1509	mmalone@hazletonchamber.org
Tim McGinley (County Council)	570-825-1500	tim.mcginley@luzernecounty.org
(Vacant - Alternate)		
Michelle Mikitish	570-655-1424	mmikitish@pittstonchamber.org
Kevin O'Donnell	570-455-1508	kodonnell@hazletoncando.com
Theodore Wampole	888-905-2872	theodore.wampole@luzernecounty.org

### MONROE COUNTY

Christopher Barrett	570-421-5791	cbarrett@poconos.org
Charles Leonard	570-839-1992	cleonard@pmedc.com
John Christy (County Commissioner)	570-517-3102	jchristy@monroecountypa.gov
(Alternate - Vacant)		
Mary Frances Postupack ( <b>Executive Committee-Assistant Secretary</b> )	570-422-7920	mpostupack@esu.edu
Vacant		

### PIKE COUNTY

Derek Bellinger	570-409-0057	derek.bellinger@waynebank.com
Cynthia DeFebo	570-296-2909	cdefebo@pikepa.org
William Kerstetter ( <b>Executive Committee-Assistant Treasurer</b> )	570-832-1578	cobk@ptd.net
Matthew Osterberg (County Commissioner)	570-296-7613	mosterberg@pikepa.org
Peter Wulforth	570-296-3405	ptw3@psu.edu

### SCHUYLKILL COUNTY

Robert Carl	570-622-1942	rcarl@schuylkillchamber.com
Micah Gursky	570-645-8118	micah.gursky@sluhn.org
George Halcovage (County Commissioner)	570-628-1202	ghalcovage@co.schuylkill.pa.us
( <b>Executive Committee-Secretary</b> )		
Michael McCord	570-773-3075	mmccord@pahouse.net
Bud Quandt ( <b>Executive Committee-Past Board Chairperson</b> )	570-544-4775	bquandel@quandel.com

### WAYNE COUNTY

Joseph Adams (County Commissioner)	570-253-5970	jwadams@waynecountypa.gov
Mark Graziadio ( <b>Executive Committee-Treasurer</b> )	570-253-5289	mgraz@ptd.net
David Hoff	570-253-8274	hoff@wmh.org
Craig Rickard	570-253-5970	crickard@waynecountypa.gov
Mary Beth Wood	570-253-2537	mbw@wedcorp.org

### AT-LARGE

Carl Beardsley	570-602-2000	cbeardsley@flyavp.com
Matthew Connell	570-369-1938	mconnell@northampton.edu
Steve Daniloff	570-706-7330	sdaniloff@pahomepage.com
Ricky Durst	570-646-2300	rdurst@poconoraceway.com
Vincent Galko	570-751-3798	vgalko@mercuryllc.com
Larry Malski	570-963-6676	lmalski@pnrra.org
Alana Roberts	570-348-1622	aroberts@pplweb.com
Vacant		

### EX-OFFICIO

Charles Barber ( <b>NCAC Board Chair</b> )	570-714-1570	charles@luzfdn.org
Jeffrey Box	570-655-5581	jbox@nepa-alliance.org
Michelle Bisbing ( <b>PNE Board Chair</b> )	570-839-1992	mbisbing@pmedc.com
(John Augustine - Alternate)	570-883-0504	jaugustine@pennsnortheast.com

### EMERITUS

David Donlin	570-624-1796	dadmatd515p@comcast.net
Paul Maher	570-825-7872	n/a
Ernest Preate	570-558-5970	epreate@comcast.net

**BOARD OF DIRECTORS REPORT  
MARCH 4, 2020**



**AGENDA**

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- I.     **Call to Order** - *Phil Condron, Board Chairperson*
- II.    **Pledge of Allegiance** - *Phil Condron, Board Chairperson*
- III.   **Board Discussion & Action Items**
- \* January 16, 2020 Meeting Minutes - *Phil Condron, Board Chairperson* 1-5
  - \* Treasurer's Report - *Wendi Holena, VP & CFO* 6-7
  - \* Review of 2019 Audit Report - *Phil Keaney, CPA, J.H. Williams & Co.* Handout  
    - *Bill Kerstetter/Wendi Holena*
  - \* Resolution 2020-09 authorizing PennDOT contract to provide transportation program services - *Jeffrey Box/Alan Baranski* 8-9
  - \* Affiliate/Committee/Division Reports 10-19
    - Appalachian Regional Commission (ARC) Project Update - *Kurt Bauman*
    - Business Development Services - *Steve Ursich*
    - Communications & Membership - *Alex Stark/Donna Hritz*
    - Community & Economic Development Services - *Kurt Bauman*
    - Transportation Services - *Alan Baranski*
- IV.    **President & CEO Report** - *Jeffrey Box*
- V.     **Presentation** - *Mary Kolessar, DiscoverNEPA*
- VI.    **Open Discussion** - *Phil Condron, Board Chairperson*



**Board of Directors Report  
Minutes of  
Thursday, January 16, 2020**

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**OFFICERS**

Phil Condron, Board Chairperson  
Joseph Sebelin, 1<sup>st</sup> Vice-Board Chairperson  
Mark Graziadio, Treasurer - (via conference call)  
Mary Frances Postupack, Assistant Secretary

**CARBON**

Kathy Henderson  
Marlyn Kissner

**LACKAWANNA**

Thomas Donohue (conf. call)  
Jack McNulty  
Alex Stark

**LUZERNE**

Michelle Mikitish  
Theodore Wampole

**MONROE**

Charles Leonard

**PIKE**

Cynthia DeFebo

**SCHUYLKILL**

Michael McCord

**WAYNE**

David Hoff  
Craig Rickard

**AT-LARGE**

Carl Beardsley  
Matthew Connell  
Steve Daniloff  
Ricky Durst (conf. call)  
Vince Galko

**EX-OFFICIO**

John Augustine  
Charles Barber  
Jeffrey Box

**STAFF**

Alan Baranski  
Kurt Bauman  
Wendi Holena  
Donna Hritz  
Kara Smith  
Steve Ursich

**Board of Directors Report  
Minutes of  
Thursday, January 16, 2020**

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**BOARD OF DIRECTORS MEETING MINUTES  
JANUARY 16, 2020**

The NEPA Alliance held a Board of Directors Meeting on Thursday, January 16, 2020, at the NEPA office in Pittston. Board Chairperson Phil Condrón called the meeting to order at 1:00pm.

Board Chairperson Phil Condrón asked the Board of Directors to join him in reciting the Pledge of Allegiance.

**ACTION ITEMS**

**Minutes** - A motion was made by Theodore Wampole and seconded by Michelle Mikitish to accept the minutes from the Board of Directors Meeting of November 6, 2019. **Motion carried**

**Treasurers Report** – Wendi noted that on the Statement of Activities as of December 31, 2019, NEPA is 50% through the budget year. She reported that NEPA has total revenues and total expenses of approximately \$1.5 million. Wendi further reported that there is a small increase in net assets of approximately \$1,200. She stated that the FY2019 Audit is almost finalized and will be presented at the March meeting. Wendi noted that on the Statement of Financial Position, NEPA has unrestricted cash of approximately \$500,000. She noted that the \$75,000 loan NEPA provided to the Business Finance Corporation (BFC) in March, 2012 for startup operations will be repaid in a month or two, which will assist with NEPA's cash balance.

A motion was made by Matthew Connell and seconded by Charles Leonard to accept the Treasurer Report as presented. **Motion carried**

**Resolution 2020-07 approving the Comprehensive Economic Development Strategy (CEDS) five-year plan** – Jeff reported that every five (5) years NEPA is required to refresh the Comprehensive Economic Development Strategy (CEDS), which is a requirement of the Economic Development Administration (EDA) to remain as an economic development partner with EDA and also to continue to qualify the region for economic development funds. Jeff thanked the partners that attended the strategic planning sessions in the Fall. Kurt stated that the CEDS will be put out for a thirty-day comment period. He noted that he is asking the Board for approval and any comments will be incorporated prior to submission to EDA. Kurt reported that Eric Pages assisted with the revision of the document. He stated that the four (4) main components are: SWOT Analysis, Strategic Direction/Action Plan, Evaluation Framework and Economic Resilience

A motion was made by Charles Leonard and seconded by David Hoff to accept the CEDS as presented. **Motion carried**

**Approval of a revised NEPA Mission Statement to comply with U.S. Department of Treasury regulations regarding the New Market Tax Credit program** – Jeff reported that under the requirements of the New Market Tax Credit (NMTC) and Certified Development Entity (CDE) the designation that NEPA received from the United States Treasury has indicated that NEPA's current mission statement needs to be tweaked. He stated that the consultant is recommending adding key program language. Phil stated that the Executive Committee reviewed and revised the mission statement and are proposing the following for Board approval.

# Board of Directors Report Minutes of Thursday, January 16, 2020

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The Northeastern Pennsylvania Alliance (NEPA) is a regional, multi-county, community and economic development agency providing leadership, planning, and services to businesses, communities, entrepreneurs and institutions lacking adequate access to capital and financial resources that enhance and revitalize distressed communities within the region.

A motion by Joseph Sebelin and seconded by Mary Frances Postupack to approve the revised NEPA Mission Statement as presented. **Motion carried**

## Committee/Affiliate Reports

*Appalachian Regional Commission (ARC) Project Update* – Kurt reported that on page 19 of the Board packet provides a list of previously funded ARC applications for the past twelve months. He stated that NEPA assisted with delivering \$1.1 million in ARC funding to the region, which is an increase from previous years. Kurt noted that on page 20 lists the pending applications that are currently being worked on and submitted to the Department of Community and Economic Development (DCED) for review, which also reflects an increase. He noted that the increase is due to the additional Local Access Road funding. Kurt announced a new round of applications will be opening on April 1<sup>st</sup>.

*Blue Ribbon Task Force (BRTF)* – Jeff reported that the December meeting to select a fundraising consultant was cancelled due to pending inclement weather. He noted that NEPA is managing two (2) state grants from Pennsylvania Military Community Enhancement Commission (PMCEC). Jeff stated NEPA wants to be proactive regarding the Tobyhanna Army Depot as well as securing additional workloads. He noted that the meeting will be rescheduled some time in February.

*Communications & Membership* – Alex reported as of December 31, 2019, NEPA had 412 members for a total of 275,684. He stated that the previous year's campaign ended with 413 members for a total of \$277,302. Alex stated NEPA's goal for 2020 is 450 members.

Phil stated that the Executive Committee had a discussion regarding the necessity for matching funds for various programs. Kurt reported the matching requirements are in constant need. He noted that NEPA has the opportunity to acquire a loan program from NEPIRC, however, NEPA does not have the \$180,000 in matching funds. Phil stated that membership is crucial for new and existing programs. He asked Board members to think of businesses in their respective counties that benefit from economic development that could support NEPA. Phil stated that Staff will provide the Board with a list of membership.

Donna reported that NEPA is scheduled for a photo op with Holiday Inn Express located at 400 PA-315, Pittston on Friday, March 27<sup>th</sup> at 11:00am. She noted that the Holiday Inn Express received a Small Business Administration (SBA)504 loan through the NEPA Alliance Business Finance Corporation (BFC) for property renovations.

Donna stated that the NEPA Nominating Committee will be meeting on Thursday, February 27<sup>th</sup> to review the Board composition. A meeting notice and meeting material will be sent prior to the meeting for review. Donna further reported that she will be reaching out to Alex to schedule a Communications/Membership Committee meeting to discuss NEPA's Annual Dinner and discuss membership in further detail. Jeff asked the Board for their assistance regarding nominating new members to the Board of Directors.



# Board of Directors Report Minutes of Thursday, January 16, 2020

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*Metropolitan Planning Organization (MPO)/Transportation* – Alan reported that Staff continues to work on the 2020-2021 Transportation Improvement Program (TIP) update, which is a four (4) year program of bridge, highway and transit projects that will be receiving funding cuts. He noted that NEPA is working with the districts to creatively keep the projects going. Alan reported that the contract with PennDOT is completed and will be presented to the MPO Policy Board for approval. He stated that the Long Range Transportation Plan (LRTP) is being developed with the consultant Baker International and is near completion. He noted that he is expecting an adoption at the end of March, which is a twenty-five-year plan of all the transportation needs within the four (4) counties. Alan reported that Staff will be meeting with Milford Borough and Pike County Officials regarding conducting a traffic study. He noted that Staff attended an I80 public hearing on environmental assessments.

*Business Development Services* – Steve Ursich introduced Kara Smith, Procurement Government Specialist. Kara reported that she has an Undergraduate Degree in Criminal Justice, Shippensburg University and a Masters Degree in Business Administration, Carson-Newman (online). Kara noted that she looks forward to working with everyone. Steve reported that the Government Contracting Showcase is scheduled for June 11, 2020, at the Radisson in Scranton.

Steve noted that Debbie Langan, Senior International Business Development Manager will be hosting a series of winter webinars over the next three (3) months.

Steve stated that Business Finance has been very busy with an SBA Audit completed and submitted before the Christmas holiday. He also reported that the SBA Annual Year End Report was completed and submitted on time.

Steve noted that the application for Community Development Financial Institution (CDFI) designation will be going out to the United States Treasury within a week upon the consultant's return from vacation.

Steve reported that NEPA's Small Business Administration (SBA's) portfolio stands at sixteen (16) loans at approximately \$16.4 million. He noted that Staff secured two (2) SBA loan approvals. He noted that five (5) loan commitments are out at \$3.3 million.

Steve reported that there are two (2) loan commitments out under the Pennsylvania Industrial Development Authority (PIDA) program that are committed at \$1.65 million. He further reported that two (2) loans are at the state under review.

*Nonprofit & Community Assistance Center (NCAC)* – Kurt reported that Staff assisted with a successful collaboration with the NEPA Community Health Care Center (Lackawanna County) with an Appalachian Regional Commission (ARC) grant and the All One Community Foundation, which assisted with the purchase of new equipment for their new facility. He also reported that a grant writing workshop is scheduled for February 19<sup>th</sup> in Carbon County.

**President & CEO Report** -Jeff noted that NEPA hosted a business round table discussion with United States Department of Labor Secretary Eugene Scalia on Monday, January 13<sup>th</sup>. He noted that twenty-two business leaders from the region were in attendance. Jeff thanked Vince Galko for arranging the event and Phil for moderating the discussion. He also noted that Congressman Dan Meuser was in attendance.



**Board of Directors Report  
Minutes of  
Thursday, January 16, 2020**

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**Presentation** – Vince Galko, Senior Vice President, Mercury Public Affairs provided a power point on Mercury Public Affairs. He highlighted on the company’s background, clients, strategic communications, federal lobbying, digital services, paid media and grassroots mobilization. A copy of the power point is available upon request.

John Augustine noted that the Real Estate Summit is scheduled for April 30, 2020 at the Woodlands. Carl Beardsley requested a copy of the NEPA Membership brochures.

There being no further business Board Chairman Phil Condron adjourned the meeting at 1:50pm.

Respectfully submitted:

Donna Hritz

Communications & Operations Manager

January 17, 2020

## Statement of Activities

January 31, 2020

	Prior YTD	Current YTD	Budget	Percentage of Budget
<b>Revenues:</b>				
Grants/Projects	\$ 1,379,529	\$ 1,632,914	\$ 3,117,764	52%
Membership Fees	135,333	132,412	227,000	58%
Rental Income	14,461	16,409	28,921	57%
RLF Admin. Fees	15,159	24,950	20,000	125%
Match from Other Sources	56,980	62,398	39,667	157%
Other Receipts	8,878	10,237	10,200	100%
Contributed Services	14,723	19,805	38,000	52%
<b>Total Revenues</b>	<u>1,625,063</u>	<u>1,899,125</u>	<u>3,481,552</u>	<u>55%</u>
<b>Expenses:</b>				
Personnel	876,793	921,322	1,601,078	58%
Benefits	323,618	359,381	672,453	53%
Contractual	156,374	296,667	663,498	45%
Professional Fees	11,169	15,103	19,500	77%
Travel and Per Diem	23,090	23,889	32,531	73%
Meetings and Seminars	46,631	53,413	65,412	82%
Postage	3,901	4,203	5,750	73%
Supplies	13,472	27,236	47,171	58%
Publications and Memberships	23,438	21,196	39,225	54%
Printing	3,980	3,686	6,800	54%
Advertising	9,657	4,840	18,500	26%
Occupancy	31,906	26,720	66,340	40%
Equipment Rental & Maintenance	9,956	8,622	18,282	47%
Depreciation	32,543	41,143	64,507	64%
Telephone/Internet	9,908	12,025	21,320	56%
Insurance	-	5,884	26,500	22%
Interest	26,846	26,010	44,275	59%
Other Costs	5,580	26,279	27,797	95%
Contributed Services	14,723	19,805	38,000	52%
<b>Total Expenses</b>	<u>1,623,585</u>	<u>1,897,424</u>	<u>3,478,939</u>	<u>55%</u>
<b>Increase (Decrease) in Net Assets</b>	<u>\$ 1,478</u>	<u>\$ 1,701</u>	<u>\$ 2,613</u>	

Net Assets	
Beginning Balance	\$ 1,388,571
Increase (Decrease)	1,701
Current Balance	<u>\$ 1,390,272</u>

# Statement of Financial Position

January 31, 2020

Assets	Prior Year	Current Year	Liabilities	Prior Year	Current Year
Unrestricted Cash Invested	\$ 521,186	\$ 387,815	Accounts Payable	\$ 102,919	158,776
Restricted Funds Invested	4,492	46,893	Deferred Project Funds	4,492	46,893
Membership Fees Receivable	30,400	26,650	Employee Benefits Payable	122,157	137,940
Advances/Deposits/Prepays	28,245	40,138	Payroll Withholdings	3,687	4,175
Accounts Receivable - Projects	908,061	1,097,090	Deferred Membership Fees	107,494	114,597
Loan Receivable - NEPABFC	80,670	81,321	Capital Lease Payable	519,628	603,965
Depreciable Assets (Net of Deprec.)	661,673	776,711	Total Liabilities	860,377	1,066,346
			Net Assets *	1,374,350	1,390,272
Total Assets	\$ 2,234,727	\$ 2,456,618	Total Liabilities & Net Assets	\$ 2,234,727	\$ 2,456,618

\*Net Assets represents NEPA's equity. It is the surplus of Total Assets less Total Liabilities. Net Assets is not equivalent to cash.

## **R E S O L U T I O N 2020-09**

### **OF THE NORTHEASTERN PENNSYLVANIA ALLIANCE (NEPA) BOARD OF DIRECTORS AUTHORIZING APPROVAL OF A METROPOLITAN TRANSPORTATION PLANNING WORK PROGRAM CONTRACT BETWEEN NEPA AND THE COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF TRANSPORTATION (PennDOT)**

**WHEREAS**, the current Federal Transportation Reauthorization Bill mandate requires the adoption of a statewide transportation planning process in urbanized and rural areas, and

**WHEREAS**, the Pennsylvania Department of Transportation and the Northeastern Pennsylvania Alliance have previously executed an Intergovernmental Agreement designating NEPA as the provider of coordinated transportation planning and programming for a portion of the NEPA region including the counties of Carbon, Monroe, Pike and Schuylkill, and

**WHEREAS**, by letter from the Secretary of Transportation dated March 27, 2013, the Commonwealth of Pennsylvania has formally designated the Northeastern Pennsylvania Alliance Metropolitan Planning Organization (NEPA MPO) as encompassing the counties of Carbon, Monroe, Pike and Schuylkill, and includes the East Stroudsburg Urbanized Area (UZA) Boroughs of Stroudsburg, East Stroudsburg and Delaware Water Gap, and portions of the Townships of Hamilton, Jackson, Middle Smithfield, Pocono, Price, Smithfield and Stroud within Monroe County, and

**WHEREAS**, as cited within the current Master Grant Agreement executed with the Commonwealth of Pennsylvania Department of Transportation, NEPA is authorized to provide transportation planning and programming services within its greater service area including Carbon, Lackawanna, Luzerne, Monroe, Pike, Schuylkill and Wayne Counties, and

**WHEREAS**, the Pennsylvania Department of Transportation has advised NEPA staff that FHWA, FTA and Commonwealth funds will be made available for Fiscal Year 2020-2022 to carry out transportation planning and programming activities, and

**WHEREAS**, those funds will require a local cash match from NEPA, and

**WHEREAS**, NEPA has been consulting with the NEPA MPO Technical Committee, Policy Board, FHWA and PennDOT staff in developing a Unified Planning Work Program (UPWP) that will implement the federal and state transportation policies and serve the needs of the region, and

**WHEREAS**, the NEPA MPO Technical Committee by an email ballot closed January 15<sup>th</sup> and affirmed at its meeting of January 21<sup>st</sup> and the NEPA MPO Policy Board at its meeting of January 16<sup>th</sup> have taken action to endorse and approve respectively the NEPA MPO 2020-2022 UPWP for submittal to PennDOT for the development of the appropriate contract documents, and

**WHEREAS**, this work plan has established for the NEPA MPO region in Pennsylvania, a legitimate and permanent role in regional transportation planning;

**NOW THEREFORE, BE IT RESOLVED**, that:

- (1) The NEPA Board of Directors authorizes submission of the 2020-2022 Metropolitan Planning Organization Unified Planning Work Program (UPWP) to PennDOT.
- (2) The Executive Management of NEPA is hereby authorized to execute all related Work Order and Master Agreements with PennDOT.
- (3) The President/CEO of NEPA is authorized to transmit copies of this resolution to the appropriate PennDOT Officials.

**ADOPTED THIS** 4<sup>th</sup> **DAY OF** March, 2020

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Philip P. Condon  
Board Chairperson  
NEPA Alliance Board of Directors

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Jeffrey K. Box  
President & CEO  
NEPA Alliance

# BOARD of DIRECTORS REPORT

## March 4, 2020



Dear Board Members,

Spring will soon be here! That means budgeting and planning for the new fiscal year starting July 1, 2020.

Here is a brief update on NEPA activities that we have been working on and will continue to work on through the fiscal year and beyond.

### **Governor Wolf's Proposed Innovation Plan**

The Governor has proposed increased funding for economic development in his 2020-2021 budget. The proposed budget includes a \$2.5 million increase for PREP, the Partnerships for Regional Economic Performance program. NEPA, the SBDC's and the Economic Development Corporations all receive funding through this line item. Our other partners would also receive additional funding under the Governor's proposal in other line items. The proposed increases would be positive considering there have not been any increases in funding for economic development at the state level in many years. Most of the economic development groups in the state, including the LDD's, are going on the record in support.

### **ARC POWER Program**

The ARC POWER grant program is open for the fourth year of applications. The Pennsylvania LDD Network is applying for funding for two (2) initiatives, broadband and entrepreneurship. As the current Chairperson of the PA LDD Network, I believe we need to demonstrate our ability to work together on projects that affect all of Appalachian Pennsylvania. If approved these will be the largest initiatives undertaken by our network in many years.

### **DDAA Conference**

The annual DDAA Conference will be held in March in Washington DC, bringing together the entire network of LDD's from all thirteen states. Three (3) of us will attend and we are planning visits to Capitol Hill to discuss our programs.

### **Transportation Funding**

As previously reported, our four (4) county MPO TIP will suffer about a 30% reduction in funding for projects within the MPO over the next four (4) years. Two (2) key projects in the region needing funding and a higher priority are SR61 (Schuylkill County) and SR2001 (Pike County). We have been working with our elected officials and stakeholders in both counties to address the need.

### **Nominating Committee/Board Complement**

The Nominating Committee is beginning work on the Board of Directors complement for the new Fiscal Year beginning July 1<sup>st</sup>. Action will be brought before you in May.

Thank you for the opportunity to serve this region. Please let me know if there are any questions about NEPA activities.

Respectfully,  
Jeff

## Board of Directors Report March 6, 2020

### BUSINESS DEVELOPMENT SERVICES DIVISION

#### Business Financial Center

The Business Finance Center has been able to close four (4) loans totaling \$150,939 and leverage \$288,770 in private investment. The Business Finance Center continues to build a strong loan pipe-line with over \$23.3 million in potential loans. Of the approved loans, the majority are expected to close by the end of the calendar year. Loans closed since that last meeting include the following business sectors:

- Manufacturing
- Fitness Centers
- Medical Professionals
- Cafés

Through these loan closings, the businesses are expected to create fifteen (15) full-time positions along with one borrower reducing their material waste through an PIDA pollution prevention loan.

<b>SBA 504</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	7	\$ 4,440,000.00
<b>Closed Since Last Meeting</b>	0	\$ -
<b>Outstanding Loans</b>	17	\$ 16,378,432.92
<b>Total</b>	24	\$ 20,818,432.92
<b>PIDA</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	4	\$ 2,300,000.00
<b>Closed Since Last Meeting</b>	1	\$ 35,939.00
<b>Outstanding Loans</b>	9	\$ 1,754,635.00
<b>Total</b>	14	\$ 4,090,574.00
<b>Internal Funds</b>		
	<b>Number</b>	<b>Balance</b>
<b>Approved Loans</b>	7	\$ 546,000.00
<b>Closed Since Last Meeting</b>	3	\$ 115,000.00
<b>Outstanding Loans</b>	84	\$ 5,576,275.00
<b>Total</b>	90	\$ 6,237,275.00

#### International Business Development Program

The International Business Development staff recorded fourteen counseling sessions and generated seventeen International Projects to Pennsylvania's Authorized Trade Representatives during January and February. The staff also processed four (4) Global Access Program Applications for three (3) clients. Staff also hosted two (2) webinars. "Incoterms 2020 In Practice" was held on January 30<sup>th</sup> and generated sixteen participants and "Classification Under the Harmonized Tariff & Schedule B" was held on February 11<sup>th</sup> and generated thirteen participants. Staff also assisted with the ENGAGE! Program by conducting two (2) company interviews and assessments in January 2020.



## Board of Directors Report March 6, 2020

The International Business Development Program will host a final “Winter Webinar” on March 11<sup>th</sup> entitled “Export Documentation & Procedures.” Staff is surveying clients for training needs and plans to host an in-person training in the spring.

<b>PA Office of International Business Development Performance Measurements</b>		
<b>Performance Measurement</b>	<b>Goal</b>	<b>Year to Date Total</b>
Active Clients	56	38
Export Actions	117	115
Exporting Companies	14	0
Export Sales	\$25,121,441.00	\$0.00
Projects	112	62
ATR Attributed Sales	\$10,299,790.81	\$0.00
New Clients	8	9
Total (weighted/capped measure) <i>Calculated 1/31/2020</i>		43.68%

### **Procurement Technical Assistance Program**

The Procurement Technical Assistance Center (PTAC) worked with new client registrations in the PA Supplier Portal to do business with the Commonwealth and System for Award Management to be able to sell to the Federal Government. Follow-up sessions support client registration updates, and new certification applications such as but not limited to: HUBZone, 8(a), SDVOSB/VOSB, and WOSB.

<b>Counseling Activity (10-01-2019 to 12-31-2019)</b>	
<b>New Active Clients for the Quarter</b>	15
<b>Active Clients for the Quarter</b>	170
<b>Initial Introductory Counseling Sessions for the Quarter</b>	15
<b>Follow-up Counseling Sessions for the Period</b>	340

<b>Contract Awards Second Quarter Activity</b>			
<b>Award Type</b>	<b>Number of Awards</b>	<b>Number of Clients</b>	<b>Total Value</b>
<b>Federal Prime</b>	341	11	\$30,099,447
<b>State &amp; Local</b>	0	0	\$0
<b>Prime</b>			
<b>Sub-Contractor</b>	1	1	\$376,000

During the quarter, Active PTAC clients received contract awards primarily from Federal Agencies acting as a prime contractor, and one instance client received a sub-contract award. Contract award reporting follows Defense Logistics Agency terms.

### **LDD Customer Satisfaction Survey Forms**

As of 2/4/2020, twelve out of nineteen LDD Customer Satisfaction Survey forms were completed by NEPA clients who received assistance through NEPA’s Business Financing, Procurement Technical Assistance and International Business programs for assistance received during the 2nd quarter of 2019-

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2020 which represented a 63% response rate. The eleven clients indicated they were very satisfied/satisfied with the assistance they received through NEPA. **This gives an overall satisfaction rate of 100% from surveys received for the 2<sup>nd</sup> quarter of 2019-2020 to this date.**

The following represents the number of responses from clients who indicated they were very satisfied/satisfied with the specific assistance they received:

	<b>*Timeliness of Assistance</b>	<b>*Quality of Assistance</b>	<b>*Value of Assistance</b>
<b>Loans</b>	6	6	6
<b>Procurement</b>	4	4	4
<b>Export</b>	2	2	2

Comments:

“Everyone that I have ever dealt with is very helpful and kind. They make me feel that I am important to them.” - Diane Bloss-Bloss Farms LLC (Finance Client)

“I am so thankful for having NEPA’s support and experience.” – Charmaine Jordon-Jordon Educational Consulting Co (PTAC Client)

“The market study reports are topnotch.” – Frank DiPaolo-Skinner System Inc (Export Client)

“The assistance provided by NEPA has been great. The market data local representatives gather has been very valuable and the meetings they set for me spot-on and have/will lead to new business.” – Frank L. Vinck-Vita Line Products (Export Client)

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### COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

#### Appalachian Regional Commission

As the designated Local Development District (LDD) for the Appalachian Regional Commission (ARC) and the Pennsylvania Department of Community & Economic Development (DCED), the NEPA Alliance provides technical assistance to those organizations seeking ARC grant assistance. The ARC projects invited to submit full applications for 2020 include:

Organization	Project Title	ARC Prog.	CO	Amount Applied	Amount Leveraged	Total
NEPA Alliance	PREP	AD	RE	\$400,000	\$400,000	\$800,000
Monroe County	Smithfield Gateway (Sewage Pump Stations Expansion Project)	AD	MO	\$108,570	\$108,570	\$217,140
Misericordia University	Simulation in Diagnostic Medical Sonography Education	AD	LU	\$70,000	\$70,000	\$140,000
Lackawanna College	Licensed Practical Nursing (LPN) Program	AD	LA	\$60,000	\$60,000	\$120,000
WEDCO	Wayne County Broadband Expansion	AD	WA	\$148,750	\$148,750	\$297,500
University of Scranton SDBC	Women's Entrepreneurship Center: Online StartUP Series	AD	LA	\$58,750	\$58,750	\$117,500
Coaldale Borough	Coaldale Rural Hospital Pedestrian Facilities & Road Project	SC	LAR	\$423,442	\$50,000	\$473,442
Lackawanna County	Lackawanna County Stauffer Road Paving Project Phase 3	LA	LAR	\$742,450	\$200,000	\$942,450
Monroe County Industrial Development Authority	Smithfield Gateway (Loop Road, Phase II)	MO	LAR	\$550,000	\$796,381	\$1,346,381
<b>Totals</b>				<b>\$2,561,962</b>	<b>\$1,892,451</b>	<b>\$4,454,413</b>

#### ENGAGE!

On behalf of the Northeast Pennsylvania Partnerships for Regional Economic Performance (PREP) partners, the NEPA Alliance applied to launch the *Engage!* initiative within its seven-county region. *Engage!* is a Pennsylvania statewide business retention and expansion (BRE) program designed to regularly and proactively interact with targeted companies. The overall goal of *Engage!* is to retain existing businesses in a community and to help them grow and expand by building solid relationships with business owners or key decision makers and economic development partners and their representatives. An application for an additional \$148,540 to the original \$192,600 grant for FY 19-20 was approved by the PA Department of Community & Economic Development (DCED).

## Board of Directors Report March 4, 2020

### **New Markets Tax Credit Launch**

The Community Development Financial Institutions Fund of the United States Department of the Treasury has certified the NEPA Community Impact Group LLC as a Community Development Entity ("CDE"). In addition to receiving the certification, we have submitted a \$36M allocation request to the CDFI Fund for the 2020 funding round. NEPA continues to work with clients to seek NMTCs and to secure other funding sources (RACP).

### **Northeastern Pennsylvania Nonprofit & Community Assistance Center**

**NEPA Grantmakers Forum:** In collaboration with the Harry & Jeannette Weinberg Foundation, the McGowan Charitable Trust, The Luzerne Foundation, the Scranton Area Foundation and the Margaret Briggs Foundation, NCAC launched the NEPA Grantmakers initiative. Forums were held on 1-23-19, 5-02-19 and 10-16-19 and had over 70 participants representing over 23 unique foundations. Two Leadership meetings were held to provide programming and content clarity for forums.

**Workshop Summary:** NCAC conducts and serves as a partner in conducting many workshops throughout the region, ranging from Grants 101 to a Statewide Community Foundation Conference to Nonprofit and/or Grantmaker Forums. These workshops are attended by individuals from throughout NCAC's seven-county region. NCAC conducted 25 workshops with over 800 attendees over the 2018/2019 year.

### **Blue Ribbon Task Force (BRTF) / Tobyhanna Army Depot**

NEPA manages the Blue Ribbon Task Force (BRTF), which was organized in 1992 to provide regional community support for the preservation and protection of Tobyhanna Army Depot from the base closure process known as Base Realignment and Closure (BRAC).

- \* NEPA received a \$44,000 grant in February 2020 from the Pennsylvania Military Community Enhancement Commission.
- \* NEPA annually prepares an Economic Impact Analysis of the Depot. In the last update, it was established that the total impact of the Depot is an estimated \$2.8 billion in economic activity, an estimated 9,682 jobs, and an estimated \$654.7 million in labor income within an eleven (11) county region in Northeast Pennsylvania.

### **Research & Information Center**

**Comprehensive Economic Development Strategy:** The Comprehensive Economic Development Strategy was submitted to the U.S. Department of Commerce's Economic Development Administration on Friday, February 28, 2020.

**Featured Article:** This month's article presents the not seasonally adjusted unemployment rates for the nation, state, region and each of the NEPA Alliance's seven counties.

### **Not Seasonally Adjusted Unemployment Rates**

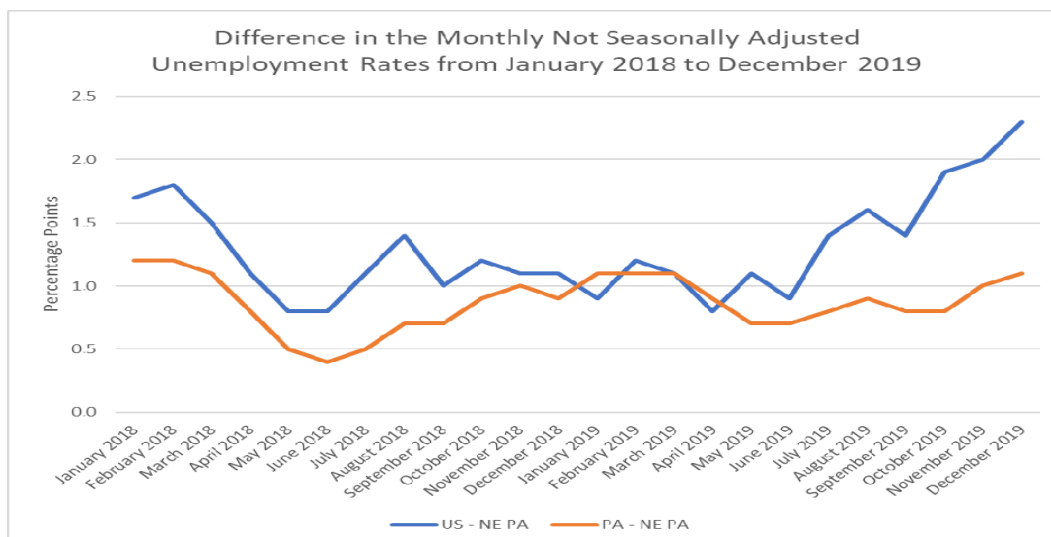
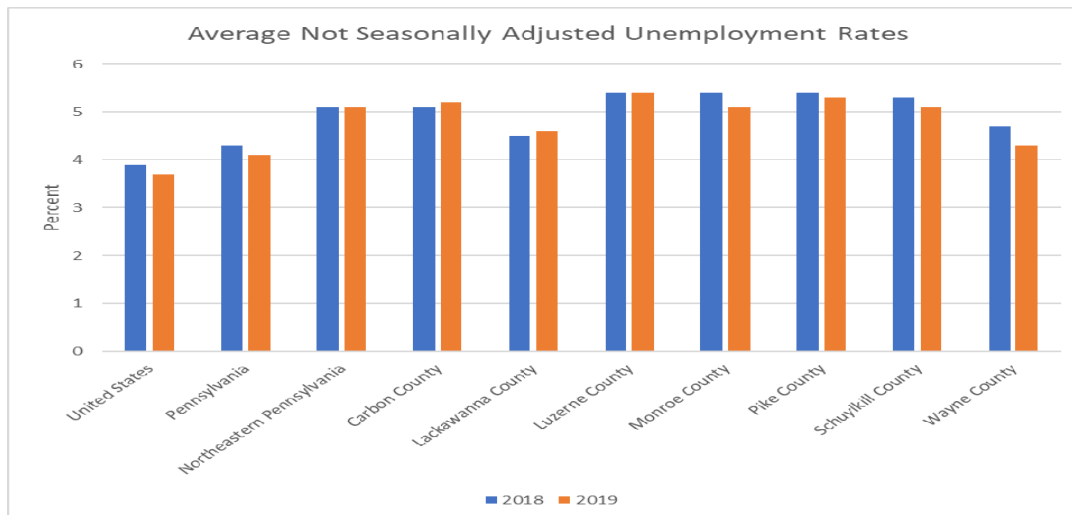
According to the first chart, the not seasonally adjusted unemployment rates, as provided by the PA WorkStats Program of the Center for Workforce Information & Analysis at the PA Department of Labor & Industry, indicate that the average regional unemployment rate was 5.1 percent from both January 2018

## Board of Directors Report March 4, 2020

to December 2018 and from January 2019 to December 2019. The average national unemployment rate from January 2018 to December 2018 was 3.9 percent and it decreased to 3.7 percent from January 2019 to December 2019. The average state unemployment rate from January 2018 to December 2018 was 4.3 percent and it decreased to 4.1 percent from January 2019 to December 2019.

According to the second chart, the difference in the monthly not seasonally adjusted unemployment rates between the region and nation was 1.7 percentage points in January 2018 before fluctuating to its minimum of 0.8 percentage points in May and June 2018 and April 2019. It then fluctuated to its maximum of 2.3 percentage points in December 2019. During the 24-month period, the average not seasonally adjusted unemployment rate was 3.8 percent in the nation and 5.1 percent in the region.

In January and February 2018, the difference in the monthly not seasonally adjusted unemployment rates between the region and state was at its maximum of 1.2 percentage points before decreasing to its minimum of 0.4 percentage points in June 2018. It then fluctuated to 1.1 percentage points in December 2019. During the 24-month period, the average not seasonally adjusted unemployment rate in Pennsylvania was 4.2 percent.



# Board of Directors Report

## March 4, 2020

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### TRANSPORTATION PLANNING SERVICES DIVISION

#### TRANSPORTATION PLANNING & PROGRAMMING

##### 2021-2024 TIP Update:

- Development of the 2021-2024 TIP is nearing completion. The draft four-year TIP and Twelve Year Program (TYP) were shared at the NEPA MPO Technical Committee meeting in January. Development of the transit TIPs and Interstate Management TIP are nearing completion.
- An air quality conformity analysis and environmental justice analysis were completed during the LRTP development. The full TIP package will be available for review later this Spring and a public comment period will be held in April or May with final adoption by July 2020 at the latest.
- PennDOT is submitting an application for the Infrastructure For Rebuilding America (INFRA) grant with the U.S. DOT for construction of the Route 61 St. Clair to Frackville Reconstruction Project in Schuylkill County. NEPA is working to secure letters of support for the application which is due by February 25<sup>th</sup>.

##### Long Range Transportation Plan Update:

- Development of the NEPA MPO Long Range Transportation Plan is nearing completion. The 30-day public comment period on the draft LRTP began on February 14<sup>th</sup> and ends on March 16<sup>th</sup>. A copy of the draft plan is posted on NEPA Alliance website. Hard copies of the plan are on display at 10 locations across the region.
- On March 2<sup>nd</sup>, a public meeting will be held to receive comments on the draft LRTP. The meeting will be at the Monroe County Transportation Authority, 134 MCTA Drive, Swiftwater, PA 18370. Additional meeting locations that will have remote access to the public meeting are listed below.

Carbon County Courthouse Annex, 3<sup>rd</sup> Floor, 2 Hazard Square, Jim Thorpe, PA  
 Pike County Administration Building, 506 Broad St., Milford, PA  
 SEDCO, Union Station, 2<sup>nd</sup> Floor, 1 Progress Circle, Pottsville, PA

- Approval of the LRTP will be considered at the joint NEPA MPO Technical Committee and Policy Board on March 17, 2020. The meeting will be held at Northampton Community College Monroe Campus in Tannersville.

##### Functional Classification Review:

- The functional classification review is wrapping up. Carbon, Monroe and Pike counties are completed and Schuylkill County is nearing completion.
- Staff is mapping the proposed changes in Schuylkill County and a meeting with PennDOT District 5-0 to review the changes will be held in the coming weeks.
- Staff will then prepare the functional classification changes for the four counties and submit them to PennDOT Central Office for review. Once reviewed, they will be sent to FHWA for final approval.

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### **Regional Operations Plan (ROP) Update:**

- PennDOT Central Office is currently updating the Regional Operations Plan (ROP) for the Eastern PA Region including the NEPA MPO counties. The ROP identifies and prioritizes projects to optimize existing roadways including the use of intelligent transportation systems such as traffic signal improvements, dynamic message boards, incident management and multimodal improvements. Staff has participated in ROP development meetings in District 4-0 and 5-0.

### **Jim Thorpe Parking Analysis and Complete Streets Study:**

- The Jim Thorpe Parking Analysis and Complete Streets Study is wrapping up. The consultant has provided a draft of the final report. Once it is finalized, it will be delivered to the steering committee and stakeholders.

### **Milford Borough Traffic Study:**

- Milford Borough Traffic Study is underway. A kickoff meeting with the project steering committee was held on January 21<sup>st</sup>. The consultant, Michael Baker International, will begin data collection in the borough when the weather breaks.
- The next conference call with the steering committee will be held in late March.

### **Passenger Rail Service Restoration Between New York City and the City of Scranton:**

- NEPA continues to participate in planning activities for the restoration of rail service between Scranton and New York being managed by the Pennsylvania Northeast Regional Rail Authority.
- The next meeting between the PA and NJ delegations will occur later this Spring.

### **PennDOT Connects:**

- NEPA staff continues to participate in PennDOT Connects meetings with PennDOT staff, municipal officials and stakeholders for upcoming TIP projects, maintenance projects and Multimodal Transportation Fund projects.

### **Local Asset Inventory:**

- NEPA staff plans to initiate an inventory of ADA ramps in the four-county MPO region in the coming months. A standardized geo-data template is being developed in consultation with PennDOT.

### **Geographic Information Systems (GIS):**

- GIS staff is continuing to complete mapping activities for the transportation program. Staff has been engaged in the development of the LRTP, particularly the public outreach efforts, project selection process and the Title VI/Environmental Justice Plan.
- Staff has also applied GIS technology to NEPA's other program offerings, including NEPA BFC client mapping, New Markets Tax Credit mapping, Tobyhanna Army Depot employment mapping and PA Local Development District mapping.
- NEPA's Transportation Maps & Applications and can be viewed on [NEPA's ArcGIS Online Homepage](#).



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### **Regional Meetings:**

Staff attended the following regional meetings-

- Lackawanna/Luzerne MPO- January 8<sup>th</sup>
- Pike County Road Task Force- January 16<sup>th</sup>, February 20<sup>th</sup>
- Schuylkill Chamber Transportation Committee- January 9<sup>th</sup>, February 13<sup>th</sup>

**Local Technical Assistance Program (LTAP):** NEPA has partnered with PennDOT to deliver the LTAP training series in the Lackawanna-Luzerne Metropolitan Planning Organization (MPO) region, the NEPA MPO region and Wayne County.

<b>LTAP Courses</b>	<b>Date and Time</b>	<b>Location</b>	<b>Attendance</b>
Drainage: The Key to Roads that Last	February 18, 2020 8:00 AM to 3:00 PM	Black Creek Township Building <i>Luzerne Co.</i>	23



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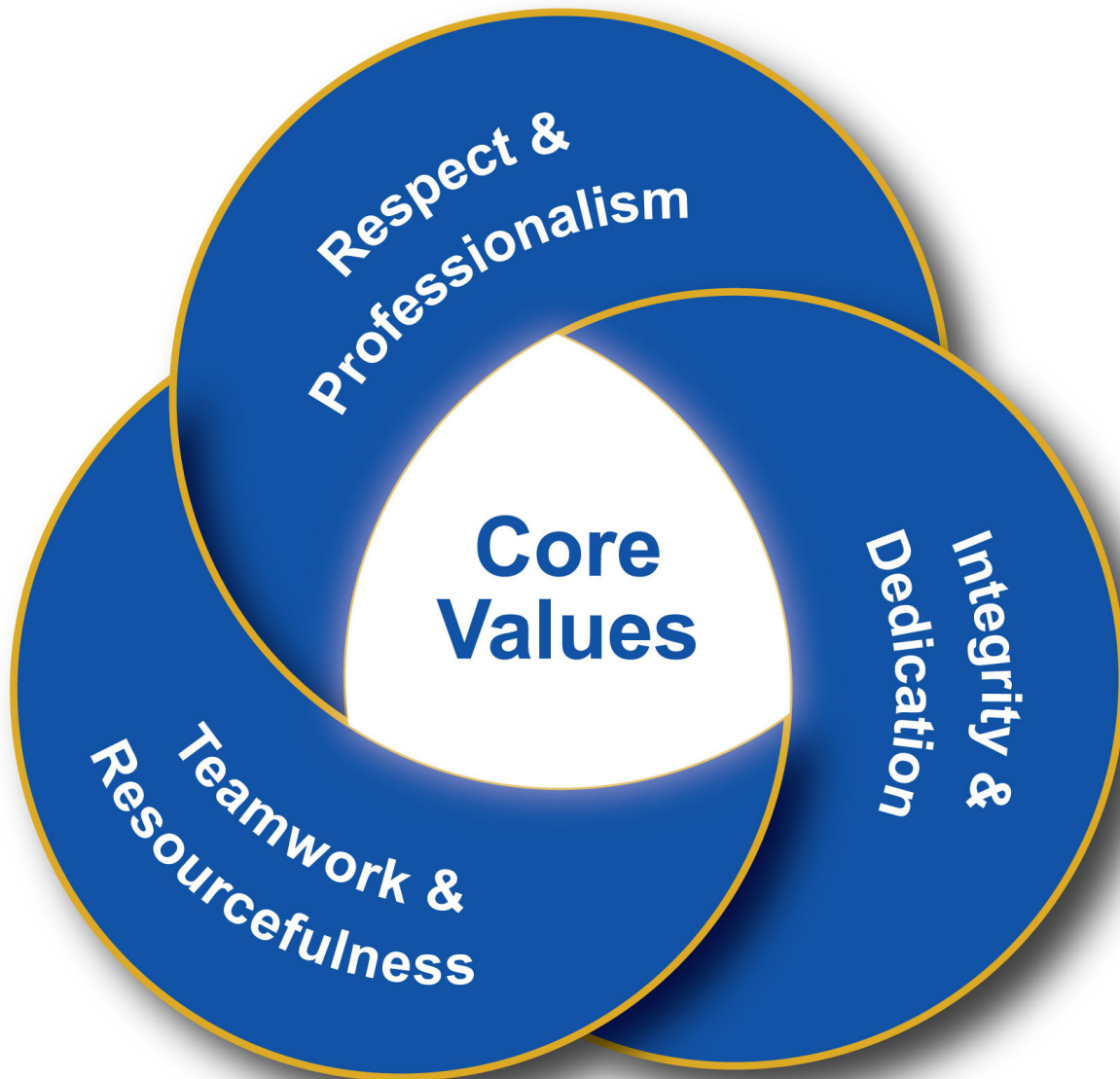
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# NEPA's Mission

The Northeastern Pennsylvania Alliance (NEPA) is a regional, multi-county, community and economic development agency providing leadership, planning, and services to businesses, communities, entrepreneurs and institutions lacking adequate access to capital and financial resources that enhance and revitalize distressed communities within the region.



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