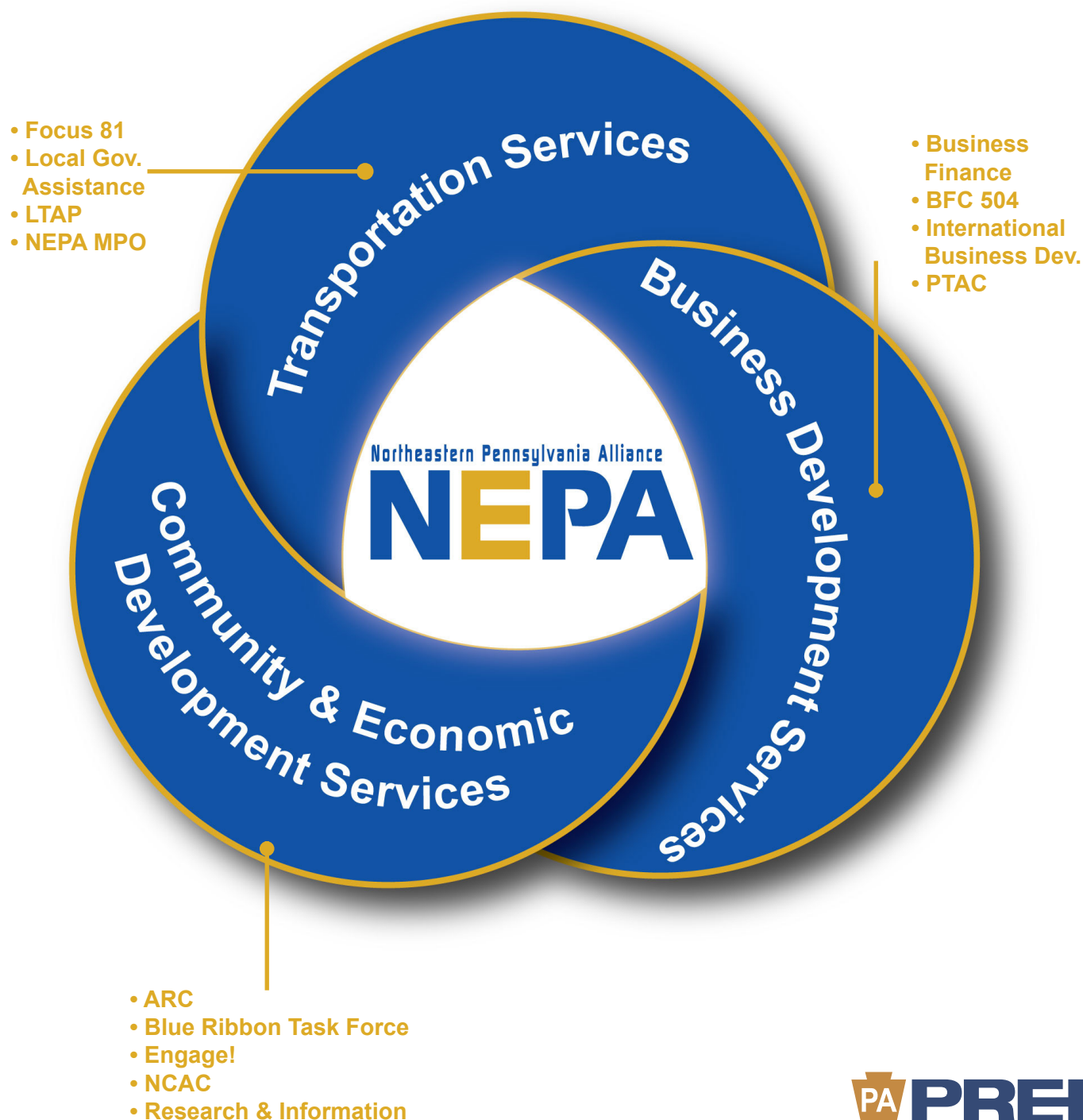


September 2, 2020

Board of Directors Report



NEPA's Board of Directors 2020-2021

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 (Executive Committee-Board Chairperson)	570-657-8205	jsebelin@ptd.net

LACKAWANNA COUNTY

Ida Castro	570-504-9647	icastro@som.geisinger.edu
Philip Condron (Executive Committee-Past Board Chairperson)	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 (Executive Committee-Assistant Secretary)	570-558-5112	astark@kaneisable.com

LUZERNE COUNTY

Stephen Barrouk (Executive Committee-2nd Vice-Board Chairperson)	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 (Executive Committee-Assistant Treasurer)	570-422-7920	mpostupack@esu.edu
Marynell Strunk	570-476-3629	marynell.strunk@lvhn.org

PIKE COUNTY

Derek Bellinger	570-409-0057	derek.bellinger@waynebank.com
Cynthia DeFebo	570-296-2909	cdefebo@pikepa.org
William Kerstetter (Executive Committee-Secretary)	570-832-1578	cobk@ptd.net
Matthew Osterberg (County Commissioner)	570-296-7613	mosterberg@pikepa.org
Juliette Mckerrell	570-832-4260	jmckerrell@thedimebank.com
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
(Executive Committee-Treasurer)		
Michael McCord	570-773-3075	mmccord@pahouse.net
Bud Quandt	570-544-4775	bquandt@quandel.com

WAYNE COUNTY

Joseph Adams (County Commissioner)	570-253-5970	jwadams@waynecountypa.gov
Mark Graziadio (Executive Committee-1st Vice-Board Chairperson)	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
Anthony Carlucci	570-831-2149	acarlucci@mohegansunpocono.com
Matthew Connell	570-369-1938	mconnell@northampton.edu
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 (NCAC Board Chair)	570-714-1570	charles@luzfdn.org
Jeffrey Box	570-655-5581	jbox@nepa-alliance.org
Michelle Bisbing (PNE Board Chair)	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
SEPTEMBER 2, 2020**



AGENDA

- I. **Call to Order** – *Joe Sebelin, Board Chairperson*

- II. **Pledge of Allegiance** - *Joe Sebelin, Board Chairperson*

- III. **Welcome New Board Members** - *Joe Sebelin, Board Chairperson*
 Anthony Carlucci, Juliette McKerrell & Marynell Strunk

- IV. **Board Discussion & Action Items**
 - * June 23, 2020 Meeting Minutes - *Joe Sebelin, Board Chairperson* 1-6

 - * Treasurer's Report - *Wendi Holena, VP & CFO* 7-8

 - * Appointment of Pike County Commissioner Matt Osterberg to the MPO Policy Board
 - *Jeff Box/Alan Baranski*

 - * Affiliate/Committee/Division Reports 9-19
 - 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*

- V. **President & CEO Report** - *Jeff Box*

- VI. **Presentation** – Engage! Program Ecommerce Training – *Holly Pilcavage, Coal Creative & Kurt Bauman*

- VII. **Open Discussion** - *Joe Sebelin, Board Chairperson*

**Board of Directors Report
Minutes of
Tuesday, June 23, 2020
Conference Call/Zoom Meeting**



OFFICERS

Philip Condron, Board Chairperson
Joseph Sebelin, 1st Vice-Board Chairperson
Stephen Barrouk, 2nd Vice-Board Chairperson
Mark Graziadio, Treasurer
Comm. George Halcovage, Secretary

CARBON

Kathy Henderson
Marlyn Kissner
Comm. Wayne Nothstein

LACKAWANNA

Ida Castro
John (Jack) McNulty
Brenda Sacco
Alex Stark

LUZERNE

Mary Malone
County Council Tim McGinley
Michelle Mikitish
Kevin O'Donnell
Theodore Wampole

MONROE

Christopher Barrett
Charles Leonard

PIKE

Cynthia DeFebo
Comm. Matthew Osterberg
Peter Wulfhorst

SCHUYLKILL

Robert Carl
Micah Gursky
Michael McCord

WAYNE

Comm. Joseph Adams
Craig Rickard
Mary Beth Wood

AT-LARGE

Matthew Connell
Ricky Durst
Vincent Galko
Larry Malski
Alana Roberts

EX-OFFICIO

Jeffrey Box

STAFF

Alan Baranski
Kurt Bauman
Wendi Holena
Donna Hritz
Steve Ursich

GUESTS

Ray Daffner Appalachian Investor Alliance (AIA)
Steve Mercil Appalachian Investor Alliance (AIA)
Schuylkill County Comm. Barron Hetherington

**Board of Directors Report
Minutes of
Tuesday, June 23, 2020
Conference Call/Zoom Meeting**



**BOARD OF DIRECTORS MEETING MINUTES
JUNE 23, 2020**

The NEPA Alliance held a Board of Directors Meeting on Tuesday, June 23, 2020, via Conference Call/Zoom Meeting. Board Chairperson Phil Condrón called the meeting to order at 1:00pm.

Board Chairperson Phil Condrón welcome everyone and noted that today's meeting is being recorded.

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 Joe Sebelin and seconded by Kevin O'Donnell to accept the minutes from the Board of Directors Meeting of March 4, 2020. **Motion carried**

Treasurers Report – Wendi noted that on the Statement of Activities as of May 31, 2020, NEPA has total revenues and total expenses of approximately \$3 million dollars. She further reported that there is a small increase in net assets of \$1,394. Wendi stated that NEPA is eleven months through the fiscal year. She reported that on the Statement of Financial Position, NEPA has unrestricted cash of approximately \$400,000 and net assets of \$1,389,965.

A motion was made by Comm. Joe Adams and seconded by Matt Connell to accept the Treasurer Report as presented. **Motion carried**

Fiscal Year 2020-2021 NEPA Budget – Phil stated that the Executive Committee and Budget & Finance Committee met earlier today to review the proposed 2020-2021 Budget. Jeff reported that the broad picture, NEPA's finances are healthy. He reported that NEPA will be receiving additional revenues from the Economic Development Administration through the CARES act. He noted that the money will be received from an EDA Planning Grant, which is approximately \$200,000 a year for the next two (2) years. Jeff also reported that NEPA submitted an application to recapitalize the EDA Revolving Loan Fund, which will generate additional administrative fees. He noted that there are two (2) ARC POWER applications pending, which NEPA is partnering with the other six (6) LDD's. Jeff stated that state funding will be uncertain in November. He reported that the proposed budget is balanced and solid. Wendi reported that the proposed Budget is very conservative. She noted that the NEPA did not budget for an Annual Dinner. Wendi stated the proposed budget has total revenues and expenses of approximately \$3.5 million dollars and a small increase in net assets of \$3,034.

A motion was made by Matt Connell and second by Mary Malone to accept the proposed FY2020-2021 Budget as presented. **Motion carried.**

Resolution 2020-10 - Interstate Building Material Redevelopment Assistance Capital Program (RACP) – Jeff noted that the Board previously authorized NEPA to work with Penn Strategies LLC (Harrisburg). A consulting firm that assists companies to submit RACP to the Commonwealth. He stated as an LDD, NEPA is an eligible applicant for RACP funds. He noted that NEPA previously assisted Penn

**Board of Directors Report
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Strategies and Interstate Building Materials on their grant application that was successful. Jeff noted that resolution has been modified to reflect the actual dollar amount of the RACP grant that Interstate Building Materials received.

A motion was made by Mark Graziadio and seconded by Ted Wampole to approve the revised Interstate Building Material Redevelopment Assistance Capital Program (RACP) resolution as presented. **Motion carried**

Resolution 2020-11 approving the Appalachian Regional Commission Project Priority List for 2020-2021 – Jeff reported that the Regional Project Review Committee met virtually on June 15, 2020, to review and rank the projects for Fiscal Year 2021. He noted that this is an annual resolution, which is presented to the Board for approval. Jeff stated that the ten (10) projects will mostly likely get funded in the coming fiscal year due to their modest amounts. He noted once the resolution is passed the list will be sent to the Appalachian Regional Commission (ARC) office at the Department of Community and Economic Development (DCED), which will vet, review and then forward to ARC in Washington DC. Kurt noted that the applicants do a great job at meeting the guidelines. He further noted anything related to the pandemic might move faster. Jeff asked the Board members that are applicants to please abstain from voting on the Resolution.

A motion was made by Jack McNulty and seconded by Larry Malski to approve the Regional Project Review Priority List as presented. **Motion carried.** Matt Connell and Mary Beth Wood abstained.

Fiscal Year 2020-2021 NEPA Work Plan Adoption - Jeff stated that the By-Laws require that NEPA submit the Work Plan annually for the NEPA Board's consideration and adoption. He stated that in coordination with the budget that was just adopted, the NEPA Work Plan is on pages 11-21 in the packet, which explains the five (5) operating divisions of NEPA and all the programs and activities.

A motion was made by Micah Gursky and Ted Wampole seconded by to accept the Fiscal Year 2020-2021 NEPA Work Plan as presented. **Motion carried.**

Fiscal Year 2020-2021 Nominating Committee Recommendations for Board Membership - Jeff presented the Nominating Committee's recommendations for Fiscal Year 2020-2021, which was received from the respective counties and/or recommended by the Nominating Committee for **reappointment** to the Board of Directors for a 2-year term beginning July 1, 2020.

Carbon County

Kathy Henderson, Director, CCEDC and Harold J Pudliner, Borough Manager, Weatherly Borough

Lackawanna County

Philip Condron, CEO, Condron Media; Jack McNulty, Mediator, Pennsylvania Department of Labor & Industry and Alex Stark, Director of Marketing, Kane is Able, Inc.

Luzerne County

Michelle Mikitish, Executive Vice President, Greater Pittston Chamber of Commerce and Kevin O'Donnell, President, CAN DO, Inc.

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Monroe County

Chris Barrett, President/CEO, Pocono Mountains Visitors Bureau

Pike County

William Kerstetter, Retired Banker and Peter Wulfhorst, Community Development Agent, Penn State Cooperative Extension

Schuylkill County

Robert Carl, President & CEO, Schuylkill Chamber of Commerce and Michael McCord, Legislative Assistant, Representative Neal Goodman

Wayne County

Craig Rickard, Director, Wayne County Planning Commission and Mary Beth Wood, Executive Director, WEDCO

Jeff reported that there are vacancies in Monroe and Pike counties. He noted that he is waiting to hear back from the county commissioners in both counties.

Jeff also reported that the following have been recommended by the Nominating Committee to the Board Chairperson for his action to reappointment them to At Large Board Seats.

Carl Beardsley, Executive Director, Wilkes-Barre/Scranton International Airport; Matt Connell, Dean, Northampton Community College Monroe Campus; Ricky Durst, Senior Director Marketing & Ticketing, Pocono Raceway; Vince Galko, Senior Vice President, Mercury Public Affairs; Larry Malski, Executive Director, PA NE Regional Railroad Authority and Alana Roberts, Regional Affairs Director, PPL Electric Utilities. There currently is one (1) vacancy

Jeff reported that Anthony (Tony) Carlucci, President, Mohegan Sun Pocono has been recommended by the Nominating Committee to the Board Chairperson for his appointment to an At Large Board Seat.

Jeff reported that the following have been recommended by the Nominating Committee to be reappointed to Ex-Officio Seats. Charles Barber, The Luzerne Foundation (Representing NCAC); Jeffrey Box, NEPA Alliance and Michelle Bisbing, Penn's Northeast (John Augustine alt.)

Jeff reported that the following have been recommended by the Nominating Committee to be reappointed to Emeritus Seats. Dave Donlin, Paul Maher and Ernie Preate

Jeff reported that the following have been recommended by the Nominating Committee to serve as Officers for the coming year beginning July 1, 2020.

Joe Sebelin, Board Chairperson
Mark Graziadio, 1st Vice-Board Chairperson
Steve Barrouk, 2nd Vice-Board Chairperson
Commissioner George Halcovage, Treasurer
Bill Kerstetter, Secretary
Mary Frances Postupack, Assistant Treasurer

**Board of Directors Report
Minutes of
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Alex Stark, Assistant Secretary
Phil Condron, Past Board Chairperson

A motion was made by Matt Connell and seconded by Michelle Mikitish to accept the Nominating Committee recommendations for Board Membership as presented. **Motion carried.**

Fiscal Year 2020-2021 Committee Memberships - Phil noted that the Committee Membership Report is located on pages 24-26. He stated that each Board Member has been assigned to a Committee. He noted that if you wish to serve on a different committee, please call Jeff and/or Donna.

Fiscal Year 2020-2021 Board Meeting Schedule - Phil stated that on page 27 is the Board Meeting schedule for next fiscal year. Jeff noted that the September meeting will be determined at a later date.

Committee/Affiliate Reports

Appalachian Regional Commission (ARC) Project Update – Kurt reported that almost all the projects from last fiscal year were funded except for two (2). He noted that NEPA is assisting three (3) off cycle projects get funded, which DCED has requested. Kurt reported in total there are eight (8) projects that were funded last year and three (3) more that have potential of getting funded this summer. He noted that with the pandemic DCED and ARC in partnership are accepting pre-applications throughout the year.

Business Development Services - Steve Ursich reported that the loan volume has spiked during the pandemic. He reported that since the last meeting the 504 program has approved five (5) loans, closed three (3) and there are 17 loans outstanding for an approximate total of \$22 million dollars.

Steve further reported that the PIDA programs had two (2) loans approved, two (2) loans closed and there are ten outstanding loans for a total of approximately \$4 million dollars.

Steve noted that NEPA's Internal Loan Funds had five (5) loans approved, three (3) loans closed and there are 81 outstanding loans for a total of approximately \$5.2 million dollars.

Steve stated that the PIDA CWCA closed 78 loans for a balance of approximately \$6.2 million dollars. He noted that NEPA was able to assist businesses in all seven (7) counties.

Steve reported that Debbie is out on maternity leave and will be returning in July. He noted that Staff held three (3) webinars that were well received.

Steve reported that the PTAC team continues to be busy. He noted that he and Jeff have completed the interview process for the vacant specialist position and hope to make an offer shortly.

Communications & Membership – Alex reported as of May 31, 2020, NEPA has 350 members for a total of \$254,730. He further reported that last year at this time NEPA had 361 members for a total of \$256,879. Alex stated that NEPA is behind 11 members and \$2,149. He noted that NEPA has received three (3) memberships in June. Alex further noted that the goal is 450 members.

Donna reported that all media events in March, April and May were cancelled due to COVID19 and will be looking at rescheduling them later in the year. Donna further reported that NEPA assisted Misericordia

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University and Coaldale Borough in receiving ARC assistance and will be scheduling media events with them as well.

Community & Economic Development Services - Kurt reported that NEPA has been assisting Pike County, and SEDCO with EDA grant pre-applications. He noted that NEPA is redeveloping the pipeline for the NMTC for next year's funding source. Kurt stated that he expects to hear any day regarding the \$36 million request from the U.S. Department of Treasury. He noted that he and Steve Ursich have prepared a list of projects from around the region to enhance the application. Kurt reported that the funding for this year is \$3.5 billion and is expected to grow to \$5 billion next year. He noted that information sessions will be held over the next three (3) months to collect projects from across the state in distressed communities.

Transportation Services – Alan reported that the Long Range Transportation Plan has been completed. He noted that the plan has been submitted to the Federal Highway Administration, Federal Transit Administration and the Environmental Protection Agency. Alan also reported that the 2021-2024 TIP was adopted by the NEPA MPO committees on June 16, 2020, and will be submitted to PennDOT Central Office. He noted that the Jim Thorpe Parking Analysis and Complete Streets Study is completed. Alan stated that the final report has been delivered to the steering committee, local officials and stakeholders. He also reported that PennDOT has submitted applications for funding for the Route 61 Reconstruction Project through the U.S. DOT's Infrastructure for Rebuilding America (INFRA) program and the Better Utilizing Investments to Leverage Development (BUILD) program. Alan noted that NEPA helped secure letters of support for the applications.

President & CEO Report - Jeff reported that NEPA is in the process of considering reopening the office. He noted that the tentative plan is to bring back 50% of the staff starting on July 6th. Jeff stated that staff will be working every other day in the office and working remotely on Fridays until the end of July. He noted that he continues to monitor county, state and federal guidelines. Jeff thanked the Board and staff for persevering through the shutdown. He noted that NEPA has met all its obligations. Jeff stated that NEPA is considering the potential of work from home option in the future. He stated that all meetings will have the virtual option going forward.

Presentation – Ray Daffner, former ARC staff member, provided the background on the Appalachian Investment Alliance (AIA) and his work history. Steve Mercil provided a power point presentation regarding Boosting the Entrepreneurial Ecosystem through the creation of an Angel Fund. He discussed experiences and results, the AIA recent portfolio activity, steps to fund the formation, benefits, roles and responsibilities and a work plan guide. A copy of their power point is available upon request.

A motion was made by Mark Graziadio and seconded by Comm. George Halcovage for NEPA to enter into an agreement with AIA. **Motion carried**

Commissioner George Halcovage introduced Schuylkill County Commissioner Barron Hetherington

Jeff thanked Phil for his guidance and leadership over the past two (2) years.

There being no further business Board Chairman Phil Condron adjourned the meeting at 2:15pm.

Respectfully submitted: Donna Hritz, Communications & Operations Manager - July 7, 2020

Statement of Activities

June 30, 2020

	Prior YTD	Current YTD	Budget	Percentage of Budget
Revenues:				
Grants/Projects	\$ 2,884,390	\$ 3,167,220	\$ 3,117,764	102%
Membership Fees	227,302	226,934	227,000	100%
Rental Income	26,973	28,921	28,921	100%
RLF Admin. Fees	22,144	33,520	20,000	168%
Match from Other Sources	76,504	127,945	39,667	323%
Other Receipts	16,016	33,461	10,200	328%
Contributed Services	40,200	32,812	38,000	86%
Total Revenues	3,293,529	3,650,813	3,481,552	105%
Expenses:				
Personnel	1,522,326	1,616,476	1,601,078	101%
Benefits	576,780	635,287	672,453	94%
Contractual	672,063	775,696	663,498	117%
Professional Fees	21,467	23,188	19,500	119%
Travel and Per Diem	43,337	35,226	32,531	108%
Meetings and Seminars	70,187	56,984	65,412	87%
Postage	5,438	5,047	5,750	88%
Supplies	30,332	51,012	47,171	108%
Publications and Memberships	38,050	51,788	39,225	132%
Printing	4,953	4,362	6,800	64%
Advertising	12,022	21,659	18,500	117%
Occupancy	54,612	45,945	66,340	69%
Equipment Rental & Maintenance	17,287	12,629	18,282	69%
Depreciation	59,123	69,256	64,507	107%
Telephone/Internet	18,072	20,990	21,320	98%
Insurance	23,487	31,712	26,500	120%
Interest	45,729	44,274	44,275	100%
Other Costs	22,365	115,550	27,797	416%
Contributed Services	40,200	32,812	38,000	86%
Total Expenses	3,277,830	3,649,893	3,478,939	105%
Increase (Decrease) in Net Assets	\$ 15,699	\$ 920	\$ 2,613	

Net Assets	
Beginning Balance	\$ 1,388,571
Increase (Decrease)	920
Current Balance	<u>\$ 1,389,491</u>

Statement of Financial Position

June 30, 2020

Assets	Prior Year	Current Year	Liabilities	Prior Year	Current Year
Unrestricted Cash Invested	\$ 800,182	\$ 329,280	Accounts Payable	\$ 393,628	473,913
Restricted Funds Invested	5,000	8,350	Deferred Project Funds	5,000	8,350
Membership Fees Receivable	84,200	81,700	Employee Benefits Payable	137,940	161,999
Advances/Deposits/Prepays	29,676	34,704	Payroll Withholdings	3,203	3,446
Accounts Receivable - Projects	930,207	1,583,541	Deferred Membership Fees	158,614	153,830
Loan Receivable - NEPABFC	81,101	-	Capital Lease Payable	615,871	595,143
Depreciable Assets (Net of Deprec.)	772,461	748,597	Total Liabilities	1,314,256	1,396,681
			Net Assets *	1,388,571	1,389,491
Total Assets	\$ 2,702,827	\$ 2,786,172	Total Liabilities & Net Assets	\$ 2,702,827	\$ 2,786,172

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

BOARD of DIRECTORS REPORT

September 2, 2020



Greetings to all Board Members! We have been quite busy over the summer despite the extraordinary circumstances of dealing with remote working and the COVID19 pandemic. I personally wish we could get back to normal. The following is a brief update on some of our activities at NEPA. The staff reports that follow this demonstrate that we have continued to move forward during the pandemic.

Re-Opening Policy

I am planning another attempt at re-opening the office on a 50% capacity basis starting on September 8th after Labor Day, this will, of course, be in keeping with any federal and state guidance. We will work from home 3 days per week. We have sought legal advice on the re-opening policy, and we will make revisions that they suggested.

New Federal EDA Contracts

We have received our contracts from EDA for the additional planning funds and for the RLF recapitalization that I previously reported on. Both of these grants give us additional funds for programming. We also have additional funds for lending so please continue to refer loan clients.

Annual Report

Donna is leading the preparation of our FY2020 Annual Report document. This is required by the bylaws and our funding agencies. Our program impacts continue to be impressive.

Pennsylvania State Budget

We remain concerned about the remaining seven (7) month state budget, which has yet to be passed by the General Assembly. We are also concerned about FY2022 state budget and the potential affects on economic development at the state level.

We continue to develop new program areas. The staff reports in this Board Meeting Packet explains the details, but we are growing our services in NMTC, RACP, and the angel fund creation, as well as our core programs.

Meeting event with Congressman Meuser

We were scheduled to have our first out of the office media event since COVID19, however, it was cancelled when Congressman Meuser tested positive for the virus.

Please let me know if there are any questions!

Respectfully,
Jeff

Board of Directors Report September 2, 2020

BUSINESS DEVELOPMENT SERVICES

Procurement Technical Assistance Center

Counseling Activity (01-01-2020 to 05-31-2020)

New Active Clients for the Quarter	43
Active Clients for the Quarter	177
Initial Introductory Counseling Sessions for the Quarter	30
Follow-up Counseling Sessions for the Period	2,969

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.

Contract Awards Activity (01-01-2020 to 05-31-2020)

Award Type	Number of Awards	Number of Clients	Total Value
Federal Prime	789	20	\$71,285,439
State & Local Prime	4	1	\$57,724
Sub-Contractor	0	0	\$0

During this period, Active PTAC clients received contract awards primarily from Federal Agencies acting as a prime contractor, and one client received four state awards. Contract award reporting follows Defense Logistics Agency terms.

Business Finance Center

The Business Finance Center has been able to close six (6) loans totaling \$641,500 and leverage \$1,264,899 in private investment. In addition to the standard loan programs, NEPA BFC was able to directly assist 23 small business in applying for COVID-19 Hazard Pay Grants from the state totaling \$502,560. The Business Finance Center continues to build a strong loan pipe-line with over \$25 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:

- Crematory Services
- Automotive Repair
- Daycare
- Hydroponic Farming

Board of Directors Report September 2, 2020

Through these loan closings, the businesses are expected to create 11 full time positions across the 7 counties of Northeast Pennsylvania. Additionally, NEPA Alliance BFC worked directly with 23 companies applying for the state offered COVID-19 Hazard Pay Grant Program and referred several others. This program was established to help employers provide hazard pay to employees in life-sustaining occupations during the coronavirus (COVID-19) pandemic.

SBA 504		
	Number	Balance
Approved Loans	7	\$ 4,110,000.00
Closed Since Last Meeting	1	\$ 399,000.00
Outstanding Loans	18	\$ 17,183,997.50
Total	26	\$ 21,692,997.50
PIDA		
	Number	Balance
Approved Loans	3	\$ 4,000,000.00
Closed Since Last Meeting	0	\$ 0.00
Outstanding Loans*	73	\$ 7,493,731.00
Total	76	\$ 11,493,731.00
Internal Funds		
	Number	Balance
Approved Loans	3	\$ 175,000.00
Closed Since Last Meeting	5	\$ 242,500.00
Outstanding Loans	84	\$ 5,554,509.00
Total	92	\$ 5,972,009.00
COVID-19 Hazard Pay Grant Program		
	Number	Balance
Grants Applied For	23	\$ 502,560.00

*Includes PIDA CWCA Loans

The International Business Development staff recorded nineteen (19) export actions and generated five (5) International Projects to Pennsylvania's Authorized Trade Representatives during May and June. Staff also hosted two (2) webinars. "Import Operations" was held on May 12th and generated eighteen (18) participants and "NAFTA and USMCA: What Will Change and How to Comply" was held on June 17th and generated forty (40) participants.

The International Business Development Program will work with the Pennsylvania Office of International Business Development to promote *Bringing the World to Pennsylvania 2020*, September 14 – 25, 2020. This year the event will be held virtually and will feature a series of online presentations designed to help companies explore new export markets. More information is available online at <https://dced.pa.gov/worldtopa/>.

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PA Office of International Business Development Performance Measurements		
Performance Measurement	Goal	Fiscal Year End Total
Active Clients	56	63
Export Actions	117	202
Exporting Companies	14	15
Export Sales	\$25,121,441.00	\$42,950,917.28
Projects	112	73
ATR Attributed Sales	\$10,299,790.81	\$10,688,260.76
New Clients	8	14
Total (weighted and capped measure)		107.74%

LDD CUSTOMER SATISFACTION SURVEY FORMS

Seventeen (17) out of twenty-four (24) LDD Customer Satisfaction Survey forms were completed by NEPA clients who received assistance through NEPA's Business Financing, Procurement Technical Assistance Center and International Business programs for assistance received during the 3rd quarter of 2019-2020 which represented a 71% response rate. Sixteen (16) clients indicated they were very satisfied/satisfied with the assistance they received through NEPA. (One client did not provide an overall score.) **This gives an overall satisfaction rate of 94% from surveys received for the 3rd quarter of 2019-2020.**

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

	*Timeliness of Assistance	*Quality of Assistance	*Value of Assistance
Loans	7	4	4
Procurement	10	8	8
International	5	5	5

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COMMUNITY & ECONOMIC DEVELOPMENT SERVICES DIVISION

EDA

NEPA submitted and received an EDA CARES Act in the amount of \$400,000 to assist with COVID-1P Pandemic response and recovery. The grant includes a planning component that will complement our CEDS. The remaining services include: Business/Community Finance support, International Business Development, E-Commerce Support, and support to identify and seek resource for Broadband deployment.

NEPA is assisting SEDCO and Pike County with EDA grant pre-applications.

FEDERAL GRANT ASSISTANCE

As the designated Local Development District (LDD) for the Appalachian Regional Commission (ARC) and the Pennsylvania Department of Community & Economic Development (DCED), NEPA provides technical assistance to those organizations seeking ARC grant assistance. The table below provides a list of the all of the FY 2019-2020 funded projects.

Organization	Project	CO	ARC Grant Amount	Funding Leveraged
NCAC	Monroe County Community Foundation Initiative	MO	\$60,000	\$60,000
Luzerne County	Hanover Industrial Estates Multimodal Improvements	LU	\$260,000	\$260,000
Pike County	Blooming Grove Complex Sewage Expansion Design	PI	\$42,500	\$42,500
AllOne Charities / NEPA Community Health Center	Service Before Self: Expanding Access to Care through the Andrew C. Mazza Memorial Health Center Program	LA	\$50,000	\$50,000
NEPA Alliance	PREP	RE	\$400,000	\$400,000
Coaldale Borough	Coaldale Rural Hospital Pedestrian Facilities & Klines Hill Road Pr.	SC	\$423,442	\$50,000
WEDCO	Wayne County Broadband Expansion Project	WA	\$148,750	\$148,750
Delaware & Lehigh National Heritage Corridor	Healthy Trails, Healthy Towns - D&L Trail Programs	CA	\$80,000	\$80,000
University of Scranton SBDC	StartUP	RE	\$59,500	\$59,500
Lackawanna College	Licensed Practical Nursing (LPN) Program at Lackawanna College	LA	\$60,000	\$60,000
Misericordia University	Simulation in Diagnostic Medical Sonography Education	RE	\$70,000	\$70,000
Techbridge*	Strengthening the Entrepreneurial Ecosystem	RE	\$50,000	\$0

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	in Northeast Pennsylvania			
Wilkes-Barre Chamber of Business & Industry	Designing the Future Workforce for Luzerne County	LU	\$100,000	\$100,000
Totals			\$1,804,192	\$1,380,750

*ARC POWER Grant

ENGAGE!

On behalf of the Northeast Pennsylvania Partnerships for Regional Economic Performance (PREP) partners, NEPA applied to launch the *Engage!* initiative within its seven-county region. *Engage!* is a Pennsylvania statewide business retention and expansion (BRE) program designed to interact with targeted companies regularly and proactively. 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. DCED awarded a contract to NEPA with a total value of \$341,140 for FY 19-20. An application for funding has been submitted for FY 20-21.

Due to the COVID-19 Pandemic, NEPA is offering, through the “Get Connected” initiative, e-commerce technical assistance to businesses. NEPA has contracted with three web development/tech firms to assist the launch of this initiative, which offers a free suite of services to develop an online sales platform that will assist in stabilizing the business and generate new sales and clients during the pandemic. Currently, there are 19 businesses receiving assistance from the program.

NEPA Community Impact Fund

NEPA’s new affiliate organization, the NEPA Community Impact Fund, was formally certified a Community Development Entity (CDE) and is actively seeking an allocation of New Markets Tax Credits from the U.S. Department of the Treasury. NEPA is soliciting projects from the Commonwealth of PA with capital costs ranging from \$5M-\$50M that are in on NTMC subsidies to make the project viable.

Pennsylvania Redevelopment Assistance Capital Program (RACP)

NEPA has partnered with CBO Financial, our NMTC consultant, to offer RACP grant writing assistance and Financial Request Package support.

Client	Location	NMTC Request	RACP Request	Client Contact
Downtown Shenandoah, Inc.	Shenandoah, PA	\$12,000,000	\$3,000,000	Karen Kenderdine
Keystone Human Services	TBD, Luzerne County	NA	\$2,700,000	Charles Hooker
Di Vichi Center	Allentown, PA	\$30,000,000	NA	Lin Erikson
Hotel Fauchere - Milford	Milford, PA	NA	\$2,000,000	Sean Strub
Hyatt Place - Wilkes-Barre	Wilkes-Barre, PA	\$7,000,000	NA	Steve Barrouk
Little Leaf Farms, LLC	McAdoo, PA	NA	\$3,000,000	
Ball Manufacturing	Jenkins Township, PA	NA	\$4,000,000	

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*NEPA is serving as the applicant.

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 Community Foundation and the Margaret Briggs Foundation, NCAC launched the NEPA Grantmakers initiative. NCAC assisted in the development of COVID Response Funds and helped to promote the funds. NCAC also assisted in NEPA Gives Day and provided \$1,600 subsidy to assist both the Wayne County Community Foundation and Greater Pike Community Foundation in program participation.

NEPA Gives

NCAC served as one of five hosts of the inaugural NEPA Gives, which was developed by the Scranton Area Community Foundation. On Friday, June 5th, **\$534,698** was raised within **24 hours** in our region for **167 nonprofit organizations** from **2,715 donors**. Gives was proudly hosted by the [Scranton Area Community Foundation](#), [The Luzerne Foundation](#), the [Wayne County Community Foundation](#), [Greater Pike Community Foundation](#), and the [Nonprofit & Community Assistance Center](#). NCAC will serve as host for NEPA Gives 2021.

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.

Edwards+Strunk, Inc., a consulting firm based in Madison Township, Lackawanna County, has been selected to develop a fundraising plan for the Depot.

RESEARCH & INFORMATION CENTER

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

Not Seasonally Adjusted Unemployment Rates

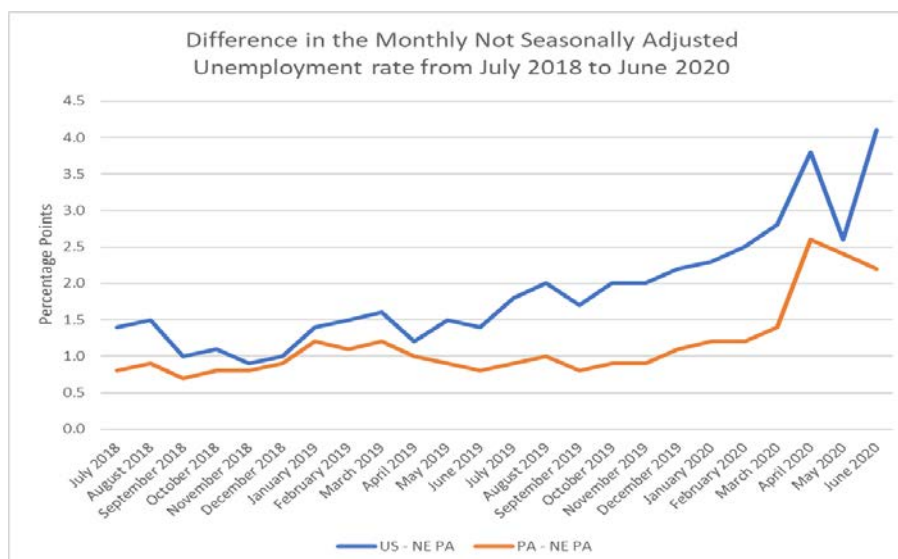
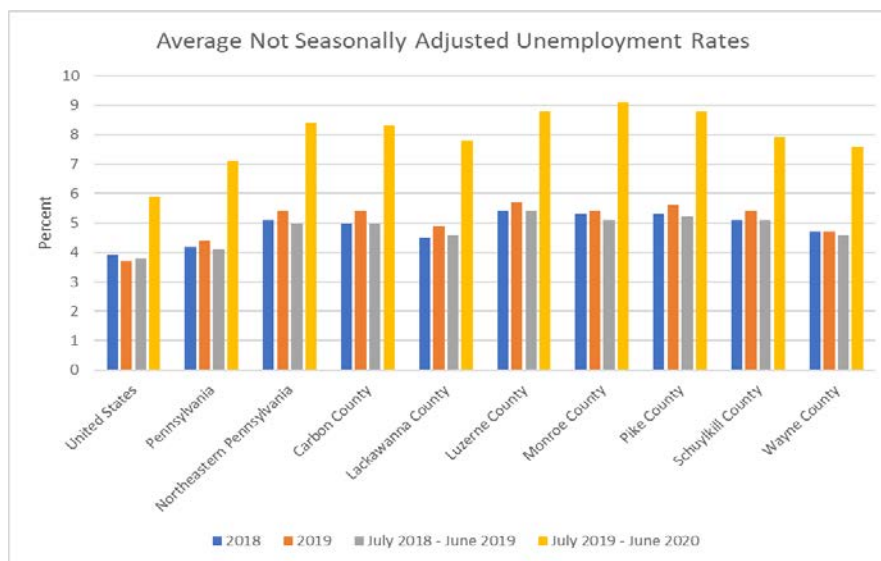
According to the first chart, the not seasonally adjusted unemployment rates, as provided by the PA WorkStats Program of the Center for Workforce Information & Analysis at the PA Department of Labor & Industry, indicate that the average regional unemployment rate was 5.0 percent from July 2018 to June 2019 and 8.4 percent from July 2019 to June 2020. The average national unemployment rate from July 2018 to June 2019 was 3.8 percent and it increased to 5.9 percent from July 2019 to June 2020. The

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average state unemployment rate from July 2018 to June 2019 was 4.1 percent and it increased to 7.1 percent from July 2019 to June 2020.

According to the second chart, the difference in the monthly not seasonally adjusted unemployment rates between the region and nation was 1.4 percentage points in July 2018 before fluctuating to its minimum of 0.9 percentage points in November 2018. It then fluctuated to its maximum of 4.1 percentage points in June 2020. During the 24-month period, the average not seasonally adjusted unemployment rate was 4.9 percent in the nation and 6.7 percent in the region.

In July 2018, the difference in the monthly not seasonally adjusted unemployment rates between the region and state was 0.8 percentage points before fluctuating to its minimum of 0.7 percentage points in September 2018. It then fluctuated to its maximum of 2.6 percentage points in April 2020 before decreasing to 2.2 percentage points in June 2020. During the 24-month period, the average not seasonally adjusted unemployment rate in Pennsylvania was 5.6 percent.



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TRANSPORTATION PLANNING SERVICES DIVISION

TRANSPORTATION PLANNING & PROGRAMMING

NEPA MPO Committee Structure

- NEPA MPO Technical Committee members were appointed to a two-year term beginning on July 1, 2020 and running through June 30, 2022. At the August 18th meeting, David Bodnar, Carbon County Planning Director was selected as Chairman of the Technical Committee and Susan Smith, Schuylkill County Planning Director was selected as Vice-Chairman.
- The NEPA MPO Technical Committee has a seat for a representative from the NEPA Board of Directors which rotates between the four MPO counties. The NEPA Board of Directors need to appoint a representative from Monroe County for a two-year term.
- The NEPA MPO Policy Board has a vacancy for the representative from the NEPA Board of Directors from Pike County. An action by the NEPA Board of Directors is required to appoint a representative from Pike County for a two-year term.

2021-2024 TIP Update

- The 2021-2024 TIP was adopted by the NEPA MPO committees on June 16, 2020 and has been submitted to PennDOT Central Office. Adoption followed a 30-day public comment period from May 11th to June 12th. A virtual public hearing was held on May 19th.
- The NEPA MPO committees approved the 2021-2024 TIP at a joint meeting on June 16, 2020. Staff submitted the TIP and related documents to PennDOT Central Office in July for review and inclusion in the State Transportation Improvement Program (STIP). On August 13th, the State Transportation Commission (STC) reviewed and acted upon an approval of the STIP for submittal to the USDOT. Upon approval by USDOT, the 2021-2024 TIP will be effective October 1, 2020.
- The four-year NEPA MPO TIP totals \$610 million.
 - Bridge and Highway TIP includes 95 projects, totaling \$209.3 million.
 - Transit TIP includes 19 projects, totaling \$16.8 million.
 - Interstate TIP includes 10 projects, totaling \$384.1 million.
- PennDOT submitted competitive applications for funding for the Route 61 Reconstruction Project through the U.S. DOT's Infrastructure For Rebuilding America (INFRA) program and the Better Utilizing Investments to Leverage Development (BUILD) program. NEPA helped to secure letters of support for the applications. The project was not awarded INFRA funding. Awards for the BUILD program are still pending.

Title VI Review

- Federal regulations require the Pennsylvania Department of Transportation (PennDOT) to conduct periodic reviews of all cities, counties, planning agencies and any other recipients of federal-aid highway funds to ensure compliance with Title VI of the Civil Rights Act of 1964. PennDOT's Bureau of Equal Opportunity conducted a review of the NEPA MPO's Title VI compliance and its related Programs including Limited English Proficiency (LEP) and our Public Participation Plan

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on June 30th. The NEPA MPO was found to be in full compliance with federal regulations, however, some minor actions have been recommended for implementation.

Functional Classification Review

- The functional classification review is wrapping up. Carbon, Monroe and Pike counties are complete and Schuylkill County is nearing completion.
- Staff has mapped the proposed changes in Schuylkill County and a virtual meeting with PennDOT District 5-0 to review the changes is scheduled for August 25th.
- 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.

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, multimodal and other congestion relief improvements. Staff has participated in ROP development meetings in District 4-0 and 5-0.
- The draft ROP has been provided to NEPA and the Technical Committee will hear a presentation on the plan later this fall.

Highway Performance Monitoring System (HPMS)

- NEPA is responsible for the collection of data for the Highway Performance Monitoring System (HPMS). The HPMS is a national level highway information system that includes data on the extent, condition, performance, use and operating characteristics of the nation's highways. MPOs are required to update and confirm data included in the HPMS on an annual basis. The collection involves field work at over 90 locations within the NEPA MPO region identified by PennDOT Central Office.
- Staff attended an online HPMS workshop conducted by Central Office on July 28-29. Data collection efforts are underway and must be completed by the beginning of December.

Milford Borough Traffic Study

- Milford Borough Traffic Study was kicked off in January. Michael Baker International is the consultant on the plan. The steering committee requested that the study be delayed until next year because any data collected this year would not be accurate for the study due to COVID-19 travel restrictions. NEPA will work with PennDOT Central Office to extend the study funding through 2021.

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.

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Local Asset Inventory

- NEPA staff is initiating an inventory of ADA ramps and sidewalks in the four-county MPO region in the coming months. A standardized geo-data template has been developed in consultation with PennDOT. A beta test of the inventory in Tamaqua Borough, Schuylkill County is underway.

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.
- GIS staff created a number of online resources for the COVID-19 Response Effort and Resources. <https://nepa-coronavirus-response-nepa-alliance.hub.arcgis.com>
<https://arcg.is/1KfSOe>
- NEPA's Transportation Maps & Applications and can be viewed on [NEPA's ArcGIS Online Homepage](#).

Regional Meetings

Staff attended the following regional meetings-

- Lackawanna/Luzerne MPO- July 15th
- Eastern Monroe Active Transportation Plan- June 25th
- Pike County Road Task Force- July 16th, August 20th

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. LTAP continues to hold courses only in an online format. LTAP is also conducting informal hour-long virtual sessions once a month.

Commuter Services

Due to funding eligibility and cutbacks, Commuter Services activities in the NEPA MPO region will cease at the end of September. There will be no direct funding support available, but commuters can still use the Commuter Services website and app to continue to engage limited services.

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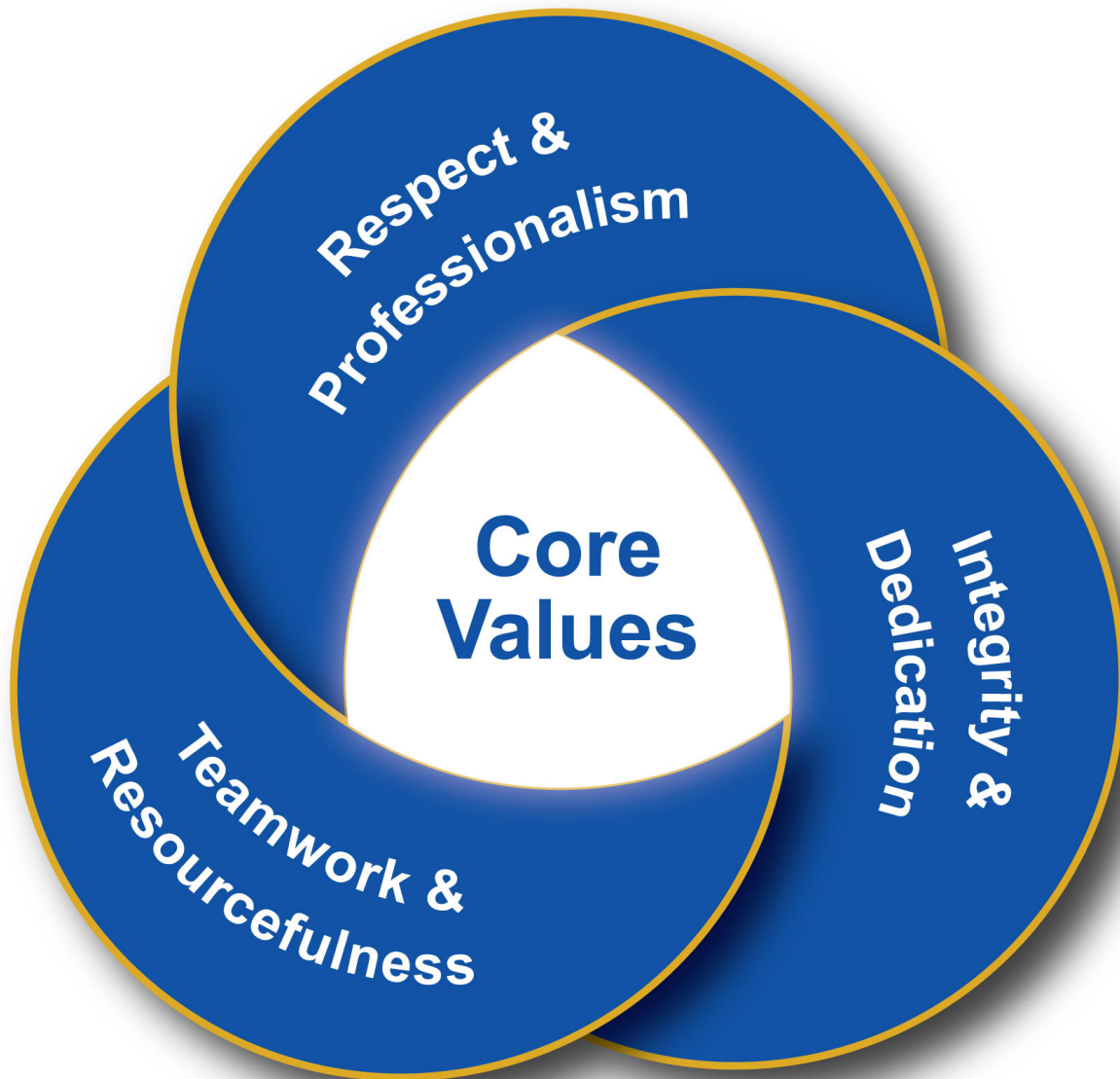
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NEPA's Mission

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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