

**South Central Assembly for Effective Governance
Minutes of the Board of Directors Meeting**

April 18, 2007

Room 101, Campus Union Building
Penn State Capital Campus, Middletown

Officers:

- [p] Honorable Stephen Reed
- [p] Honorable Nancy Besch
- [e] Honorable John Brenner
- [p] Steven Peterson
- [] Honorable R. Glenn Snyder
- [e] Honorable Jo Ellen Litz

Members

- [p] Honorable Robert Anspach**
- [] Honorable Bruce Barclay
- [] Mark Berg
- [p] Harrison Bink
- [p] John Bradley
- [e] Gail D'Angelo
- [p] Honorable Nick DiFrancesco***
- [] Honorable G. Warren Elliott
- [] Michael Fesen
- [] Honorable Mauree Gingrich
- [] Honorable Richard Gray
- [p] Barbara Groce
- [p] Francis B Haas, Esq.
- [e] Prof. Irving Hand
- [e] Honorable Molly Henderson
- [p] Roger T. Karsnitz, Sr.
- [p] George Klaus, Jr.¹
- [p] Raymond Klein
- [e] Julie Lalo²
- [p] Joe McCarthy
- [e] Willonda McCloud
- [e] Honorable Lori Mitrick*
- [e] Russ Montgomery
- [p] Penny Myers
- [e] Susan Parry³
- [] Honorable John Payne
- [] Honorable Cheryl Plummer
- [] Stephen Powell
- [e] George Rettew

- [p] Rusty Shunk
- [e] Steve Snell
- [] Honorable Ted Streeter
- [] Honorable Michael Sturla
- [e] Honorable. Rose Marie Swanger
- [e] Honorable William Troxell
- [e] James Turner, Esq.
- [e] Boyd Wolff
- [] Lori Yeich
- [e] Merrill Yohe
- [p] Sherri Zimmerman

Representing Board members:

- * Felicia Dell
- ** Melissa Quinones
- *** Skip Memmi

.....

- Others Attending:
Craig Zumbrun (Executive Director)
Stephen Scanlon (Staff)

Attendance Key:
e- excused absence (prior contact)
p - present
t- participate by telephone

1 Ex Officio USDA
2 Ex Officio 10,000 Friends of PA
3 Ex Officio RC&D

Call to Order

The Chair called the meeting to order at 1:05 p.m.

Minutes

Motion by Ms. Myers:

Approve the minutes of the January 24 Board meeting.

Seconded by Mr. Bradley

Discussion: one correction

Vote on motion: **Unanimous approval**

Communications

The chair noted receiving an acceptance letter from Healthy Adams Co for its housing study to be undertaken by Assembly staff.

The Chair signed two auditing proposals from Maher Duessel CPA: A brief audit for \$2000 and \$700 for two IRS filings for 2006.

Executive Director's Report

1) Meetings and Networking

Met with 10,000 Friends of Pennsylvania,

Participated in a sewer and water workshop.

Participated in planning session for the Pennsylvania Housing Alliance conference.

Represented the Assembly to the York County Affordable Housing Workshop.

2) Financial Report

There have been no county contributions for 2007.

The Healthy Adams County housing study is an opportunity to earn funds.

3) Upcoming Events

The Assembly is a sponsor for the May 17 Dauphin County Human Services Poverty Workshop.

The Health and Human Services Expo has been postponed until the fall.

Regional County Commissioners

No report

Regional Roundtable

Mr. Klaus referred to a USDA *Washington Post* article on a USDA museum proposal. He also referenced numerous funding programs that are open and encouraged applications. Mr. Reed expanded on this by reiterating that USDA has many loan and grant products. He emphasized that while the name of the organization includes "agriculture" its scope is far broader, including municipalities with populations of less than 50,000 to be eligible for a large number of products. The *Post* article outlined some affluent communities that have benefited from USDA funds. E.g.,

in the Atlanta region USDA backed the sort of infrastructure development that leads to suburban sprawl. Every municipality within south central Pennsylvania, with the exception of Lancaster City, is eligible for some USDA grants or loans. Mr. Klaus acknowledged the mayor's comments and emphasized the availability of monies for water a sewer infrastructure.

Mr. Reed provided information: Census population reports undercount capital cities. When government employees report their home district address as their permanent address, even though they live in Harrisburg for the majority of the year, this results in a loss of some 5,000 to 6,000 Harrisburg residents on paper.

Committee Reports

A. EXECUTIVE

1) Staffing

After extensive discussion about what direction the Assembly should take in the immediate future a consensus formed that existing staff will be employed to maintain current services and obligations, including undertaking the Adams County housing study and preparing a fall summit, and that a contract would be entered into with the Institute for State and Regional Affairs ISRA) for part time support services.

An additional opportunity exists. Mr. Zumbrun was tasked with initiating a discussion with 10,000 Friends to raise the possibility of the Assembly becoming its south central Pennsylvania component.

2) Adams County Housing Study

Ms. Myers inquired who would do Adams housing study. Mr. Zumbrun responded that he would perform field research and Mr. Scanlon would focus on analytical research. Mr. Haas inquired who Healthy Adams County is. Are they a 501 (c) 3 or what sort of entity? Having been asked to review the proposed contract between the Assembly and Healthy Adams County he needs more information. In addition, he will need to see the RFP that lead to the awarding of the study to the Assembly. Mr. Zumbrun responded that Wellspan Hospital is the funder and that the contract will be with their non-profit corporation Healthy Adams County. Mr. Zumbrun agreed to forward the RFP to Mr. Haas.

There followed a discussion about board approval of an Adams housing study contract. Mr. Zumbrun assured members that he had been frank with Health Adams representatives about the changes in Assembly staffing and fiscal problems. He indicated also that initial research has begun and that the five-month time frame will be a realistic one. He further assured the board that based on the outcome on the earlier Perry County Housing Needs Assessment, he was confident that the final product would reflect well on the Assembly.

Mr. Bink graciously offered to produce necessary color copies of the report.

There was discussion about having the board vote on the finalized contract through a fax vote. Mr. Reed was concerned that members have an opportunity to read a contract before deciding on it.

Motion by Mr. Memmi:

Approve of the contract for the Healthy Adams Co for \$20,290 contingent on solicitor approval and amendment.

Seconded by Mr. Bradley.

Discussion: Mr. Karsnitz expressed his concern that the board had not had an opportunity to read the contract including the RFP in whole. Dr. McCarthy expressed concern about inadequate time to review and consider the RFP, the proposed agreement, and the time table. The Chair reminded the board that the RFP was approved during a meeting in the Fall of 2006.

Vote: Passed, one apposed.

3) Engagement of Research Support

Mr. Zumbrun requested Board's permission to engage Ms. Diana Kerr as a consulting researcher for the Adams study. He indicated that Ms. Kerr has a great deal of experience in housing and municipal affairs through her work in the Downtown Center and the PA Department of Community and Economic Development.

Motion by Mr. Bradley:

Hire Diana Kerr on a part time basis for the Adams study contingent upon the finalization of the contract with Healthy Adams County.

Seconded by Ms. Zimmerman

Vote: Passed, unanimous

4) Name Change

Many have expressed that the "For Effective Governance" part of the Assembly's name has given the impression to many that the Assembly is anti-local government. This impression has made some hostile to the Assembly. In addition, the name can be unwieldy. This discussion has been on-going at Board meetings for some months.

Motion by Mr. Klein:

Change the name of the organization from South Central Assembly for Effective Governance to South Central Assembly effective immediately.

Seconded by Steve Peterson

Discussion: Mr. Bink expressed that he got involved specifically because of the issue of "effective governance." He proposed that if the Board changes its name, that the organization form a new organization called "Effective Governance."

Ms. Myers indicated that a name change will necessitate a legal filing for a name change. Mr Reed agreed.

Vote: Passed, one nay and one abstention

After the vote Mr. Karsnitz noted that by-laws changes will need to be made.

5) Assembly Fall Summit

The Assembly Fall Summit will focus on intergovernmental cooperation. Mr. Bradley will chair. Members of his committee are: Misters Bink, Bradley and Zumbrun and Ms. Lutz.

6) Bylaws

A Review of Bylaws Committee will be chaired by Dr. Klein. Members of the committee are: Messers Karsnitz, McCarthy and Ms. Zimmerman. [Ms. Besch was appointed after the meeting's conclusion.] The Review of Bylaws Committee is tasked with presenting appropriate changes that will be voted upon at the next Board meeting. A two-thirds majority vote will be necessary for any bylaw change.

B. FINANCE / MEMBERSHIP

1) New Board Member

Mr. Zumbrun introduced Mr. Daniel Betancourt, Executive Director of Community First Fund.

2) Assembly Fundraising

Mr. Klaus cautioned that fundraising is crucial to the future of the organization. He referred to county-based strategy in which each county would have a committee to come up with an agreed amount from a variety of sources. These individual county committees would undertake fund raising plans in their counties.

There was general agreement that a fundraising plan is necessary to continue the Assembly. There was discussion of the possibility of both of our federal as well as our state legislative delegations working to provide federal and state grants as a supplement to general fundraising.

While no strategy was recommended there was agreement that fundraising action needs to be taken.

3) Support Services from ISRA

Mr. Peterson introduced Mr. Michael Behney, Director of the Institute for State and Regional Affairs (ISRA). Mr. Behney referenced notes in the board packet, which indicate that ISRA is willing to provide office support for the Assembly on a cost recovery basis. He recalled that this was how the Assembly began.

Dr. Klein inquired about the possibility of making the Assembly the state recognized regional planning organization. Mr. Reed indicated that to governor could do that and that he has made that request in the past. But Tri-County Planning Commission, among others, has worked to

deter the executive order being issued. Mr. Memmi indicated that the eight county's planning directors, using C-Cap, are beginning to work on a regional approach. Dr. Klein asked if we could explore working with them. Mr. Reed acknowledged that any request to the governor would need to address the county planners' initiative. Perhaps the proposal to make the Assembly the designee might initiate a cooperative discussion.

Mr. Behney indicated that Assembly employee privileges are being withdrawn because it no longer employed full time staff. Staff no longer have access to university e-mail. Parking permits and PSU IDs will soon be withdrawn, meaning access to facilities and library privileges.

Mr. Zumbrun expressed that the loss of his e-mail records is a shock and that he did not receive advance warning of this change. He asked why this was done and what would cause the necessity of the change? What could be done to reverse these actions?

Mr. Behney indicated that he was not aware that the PSU e-mail account was used for business. . He indicated that since Assembly staff are no longer full time he decided to end the PSU relationship.

Mr. Zumbrun indicated that the Assembly's vital communications records are stored his records on e-mail.

Mr. Betancourt indicated that archived e-mails could be pointed to and be downloaded from the server.

Mr. Reed opined that if information is recorded it can be retrieved. Specifically, he wants to ensure that any information related to KOZ can be retrieved, as the Assembly acts as a subcontractor to the City of Harrisburg for the regions KOZ contract with the state.

Mr. Betancourt suggests that it is reasonable to request that "lost" information be made available, even if access is denied.

Motion by Mr. Bink:

Designate ISRA for the purpose of part time office support assistance on a cost recovery basis.

Seconded by Mr. Karsnitz.

Discussion:

Mr. Memmi suggests inclusion of a "cost not to exceed" provision.

Mr. Behney expressed that he couldn't know what will be asked of them.

Mr. Reed expressed that all committees will be taking their own minutes and submit them.

Mr. Karsnitz expressed that a reference within Mr. Behney's notes that information sharing will be "electronic" be struck.

Mr. Behney indicated that was included as a cost saving measure but that information could be sent in whatever form that was necessary.

Mr. Reed indicated that this is not a contract so ISRA will work with us to accomplish what is asked.

Vote: Approved unanimous

4) DCED Funding

Mr. Klaus spoke with Fred Reddig, DCED. No commitments can be made until their new budget becomes available in summer. Mr. Reed authorized Mr. Klaus to prepare and submit a grant application for the maximum possible amount.

5) Operating Funds

Mr. Zumbrun noted that on March 31 there was \$6,640.62 in the Assembly's checking account. The Predatory Lending Task Force account had \$14,745.84.

C. RC&D REPORT

Mr. Reed stated that he was advised by Ms. Lutz that the RC&D report be eliminated from future agendas. Effective April 9, 2007 RC&D terminated its sublease of Assembly space. "It was a non-positive revenue relationship." He confirmed with Mr. Zumbrun that the Assembly is current with RC&D rent.

D. OTHER COMMITTEE REPORTS

No further committee reports

OLD BUSINESS

1) Transportation Summit Recommendation

Mr. Zumbrun requested board approval for the Transportation Summit recommendations.

Mr. Bradley noted that by the time Summit attendees got to action items there were 5 to 7 people in the room. There seems not to be a seamless analysis within the recommendations of the days-worth of information. Some information is in conflict.

Ms. Zimmerman agreed that there were few participants at the end of the day but "in end people with passion stayed and worked on this."

Mr. Reed referred the recommendations back to the committee for then to synthesize the material to finer points. Mr. Reed appointed Ms. Zimmerman and Mr. Bradley to the Transportation Committee.

Mr. Reed appointed Mr. Bink to the Housing Committee.

Mr. Peterson: reported on work undertaken to synthesize, to shorten and tighten, the Assembly's mission statement and goals. Messers Bradley, Klaus, Peterson and Scanlon contributed. Mr. Reed indicated that the Board will review and act on this at its next meeting under old business.

Mr. Bradley suggested we review our mission to determine that the Assembly does not have a conflict with 10,000 Friends mission. Mr. Reed agreed indicating we will need a 10,000 Friends packet for all Board members to review.

NEW BUSINESS

1) Fall Summit

Mr. Reed expressed that he likes action over discussion, so he is bothered when summits lead to actions that go nowhere. The Assembly needs a capacity to do something. Reed would like summit agenda to include a creation of an entity that would become the aggregated or combined organization for services. It would focus on interoperability where the economics of collaboration make the most sense. For example, when municipalities provide the same services they will be able to do so jointly. The Assembly can be the entity that can provide the coordination to provide those services. That would be a quantum leap toward more efficient governance. But there needs to be live action steps.

2) Bylaw Committee

The Bylaw Committee should look at board composition.

3) Future Board Meetings

After a show of hands, it was determined that the 1:00 Board meeting time was preferable to 3:00. The next Board meeting will be in two months to allow time to accomplish assigned tasks.

Motion to adjourn by Mr. Shunk, seconded by Mr. Memmi.
--

Approval unanimous. Meeting adjourned 3:00 p.m.

The next meeting of the Assembly Board will be held at 1:00 p.m. on Wednesday, June 20 at 1:00 in a location at Penn State Harrisburg to be determined.

Minutes prepared by Assembly Staff