

DRIVE, An Economic Development Council of Governments

Meeting Minutes for the December 2, 2015 Meeting

Attending: Board members Greg Cole, Lance Diehl, John DeFinnis, Trevor Finn, Harold Hurst, Teri MacBride, Al Neuner, Chris Young and solicitor Karen Hackman

Members not in attendance: Susan McGarry, Matt Prosseda and David Soltz

The meeting was called to order by Chairman John DeFinnis at 8:06 AM. The chair welcomed several guests in attendance and recognized Fred Gaffney, Ken Holdren and Bob Snyder.

Minutes:

The minutes of October 7, 2015 were approved without correction by motion of Harold and seconded by Trevor.

Treasurer's Report:

A Treasurer's report was distributed in Matt's absence. The report shows receipts and expenditures with an available balance of \$104,282.46. GDAIDC annual contribution was received and two insurance bills were paid. Karen commented that her office had also received and paid a \$980 invoice from Arndt Insurance. She will have her office follow up. Trevor noted that The Columbia Montour Visitor's Bureau had released \$50,000 to Montour County and they will make their cash contribution to DRIVE. Al asked why Montour decided to become a cash supporter, and not an in-kind supporter. Trevor explained it provides better clarity, tracking and accountability as well as making both county contributions be the same. *The Treasurer's report was properly approved by the board, by motion of Harold and a second by Lance.*

Old Business:

Administrative Update – Karen reported that she has been working with the Montour County attorney on a contract for Montour County services. She requested a specific description of space, furnishings and equipment for inclusion in the agreement. Montour County will obtain two disinterested valuations for the same, and the average of those will be the valuation used for contract purposes. Working through this contract, the director will be an employee of Montour County but answerable to the DRIVE board of directors. Montour County will bill DRIVE quarterly, in advance of the period. Karen will share a draft of the agreement with board members for comment and it should be in place by January. Harold made a motion to authorize the Executive Committee to execute a Contract for Services. It was seconded by Lance and approved by the board with an abstention by Trevor.

Office Update – The conference table is installed.

Recruitment Committee Report:

John explained that two additional interviews were held during a continuation of the Executive Session at Rolling Pines Golf Course meeting room from 11AM - PM on November 11th with 8 members present (DeFinnis, Diehl, Finn, Hurst, MacBride, McGarry, Prosseda and Young). A full discussion will be held later in the meeting during an Executive Session.

New Business:

Budget Update – Preparation of a draft 2016 budget will be done by the Executive Committee. The budget will be discussed at the January meeting and presented for adoption in February.

Request for consideration of 2016 Focus Central PA contribution – Fred Gaffney on behalf of the Focus Central PA asked for consideration of how Columbia and Montour county membership in that organization could be addressed, i.e. how will the DRIVE director interface with Focus and will DRIVE contribute to the 2016 dues ? Fred gave an overview of how historically the two county dues were funded by PREP funds passed through SEDA-COG, and supplemented by the various industrial development corporations and private contributions. Appointments for sitting on the Focus board have come from the IDCs. The 2016 annual Focus meeting will be held later in December, when the question of Columbia and Montour funding will be considered. Communications are needed. Fred was thanked for bringing the question to the board. Members will be open to discussions and DRIVE contributions will be addressed in the 2016 budget.

Executive Session:

At 8:30 AM, the chair called for an executive session to discuss personnel matters, specifically the hiring of an executive director. Guests were excused. The executive session was terminated at 9:06 AM and the public meeting resumed.

Trevor made the motion to extend an offer of employment to Jessie Runkle as the first Executive Director of DRIVE, at a salary of \$57,500. The hire is subject to regular Montour County hiring procedures including criminal background and Salary Review Board oversight. Al seconded the motion and it carried.

It is hoped the new director and Montour County contract for services will be in place for the start of 2016. There was additional discussion about orientation, announcements and an open house to welcome the director and introduce her to allies, partners and the business community.

The next meeting will be held on Wednesday, January 6th at 8am, at the same location.

The meeting adjourned at 9:20 AM.

Submitted by Teri MacBride, secretary