

DRIVE, An Economic Development Council of Governments

Meeting Minutes for the September 2, 2015 Meeting

Attending: John DeFinnis, Lance Diehl, Trevor Finn, Harold Hurst, Teri MacBride, Susan McGarry, Al Neuner, Matt Prosseda, Chris Young

Not in Attendance: Greg Cole and David Soltz

The meeting was called to order by Chairman John DeFinnis at 8:05. The chair welcomed the guests in attendance and asked them to introduce themselves. Guest in Attendance: Fred Gaffney, Dan Hartman, Ken Holdren and Bob Snyder.

Minutes:

By proclamation of the chair, the minutes of August 5, 2015 were approved with a correction on the attendance list to reflect that Matt Prosseda was not present.

Treasurer's Report:

Matt presented a financial report showing receipts and expenditures. PPL Electric's contribution is not reflected. It was mailed, but not received by the Treasurer, and will be traced. A motion to pay an outstanding bill for \$75 from SEDA-COG for the PEDDA job announcement was made by Harold and seconded by Al and carried. The budget will be revised before year end to reflect additional sponsors and expenses. There was discussion about obtaining an independent auditor's services. The counties both use the same firm and they will be contacted by Trevor and Matt, as will several other firms. This will be addressed at a future meeting.

Old Business:

Insurance – The benefits and expense of obtaining Director's and Officer's Liability Insurance and General Liability Insurance were discussed. Karen was asked for an opinion and she stated that the protection was advisable. It was unclear from the quotes which proposal had the best mix of cost versus coverage. Matt agreed to research the quotes and coverages with the two vendors and make a recommendation at the next regular meeting.

Office Update – Trevor stated the office will be ready by October 1st. Furniture will be provided by Geisinger. The computers, fax, copier and office phone are on order.

New Business:

A logo will be needed and will be put on the office directional sign. Logo ideas will be offered by Tara Earny and Susan will coordinate.

Recruitment Committee Report:

Teri explained that the Board had reviewed the applications using a scoring matrix and several candidates stood out from the others. The Recruitment Committee recommends conducting face to face interviews with candidates and as many Board members as can be available. The interviews will be as a group (panel) using an exercise and asking a set of questions posed by a moderator(s) who do not know the candidates.

Executive Session:

The chair called for an executive session to discuss personnel matters, specifically the hiring of an executive director and announced that there would be no further business conducted following the executive session. Guests were excused. Following the executive session the meeting was continued rather than adjourned to a date to be determined such that the executive session would continue to allow for interviews and consideration of the candidates.

Next meeting will be held on October 7th at 8am, at the same location.

The meeting was adjourned by the Chairman at 9:30 AM.

Submitted by Teri MacBride, secretary