



**SEDA-Council of Governments Board of Directors  
Emergency Conference Call Minutes**

**Friday, March 27, 2020**

**Start Time: 11:00 A.M.**

**MEMBERS**

<b>County</b>	<b>Member</b>	<b>Present</b>
Centre	Commissioner Mark Higgins	✓
	Ms. Lisa Strickland	✓
Clinton	Commissioner Jeffrey Snyder	✓
	Mr. Steve Stevenson	✓
Columbia	Commissioner Richard Ridgway	✓
	Mr. George Forese	✓
Juniata	Commissioner Mark Partner	✓
	Mr. Scott Fritz	✓
Lycoming	Commissioner Scott Metzger	✓
	Mr. Howard Fry III	✓
Mifflin	Commissioner Kevin Kodish	✓
	Mr. Jim Shilling Jr.	✓
Montour	Commissioner Kenneth Holdren	✓
	Mr. Brian Wiktor	✓
Northumberland	Commissioner Samuel Schiccatano	✓
	Mr. Greg Klebon	✓
Perry	Commissioner Brenda Watson	
	Mr. Larry Reisinger	✓
Snyder	Commissioner Joseph Kantz	
	Mr. Dennis Van Benthuyzen	✓
Union	Commissioner Preston Boop	
	Ms. Char Gray	✓

**STAFF**

John Brown, Mike Fisher, Rose Orner, Doug Wilburn, Rob Brown

**CALL TO ORDER**

The SEDA-COG Board of Directors meeting was called to order at 11:03 a.m., by President Ridgway, there being a quorum present.

**NEW BUSINESS****Resolution 2020-05**

Doug Wilburn, Director of Business Finance, presented Resolution 2020-05 for consideration by the Board Members. The Resolution seeks to provide loan assistance to small businesses adversely impacted by the mandated closures and/or safety precautions as a result of the coronavirus (COVID-19). Additionally, it recommended up to a six (6) month deferment for Internal Loan Fund clients, including the Appalachian Regional Commission (ARC), Economic Development Administration (EDA), Intermediate Relending Program (IRP), and Telecommunications, Equity, and Marcellus (TEAM) funding sources, as deemed necessary based on the Borrower's request.

Commissioner Kodish moved to adopt Resolution 2020-05 as presented. Commissioner Holdren seconded the motion, and the motion carried unanimously.

**Resolution 2020-06**

Mr. Wilburn presented Resolution 2020-06 for consideration by the Board Members. The Resolution seeks to authorize and empower the Business Finance staff to submit applications and execute all necessary documents and agreements, and to take other actions upon such terms and conditions as they deem to be in the best interests of SEDA-COG, in connection with applications to PIDA on behalf of small businesses for financing under the CWCA Program.

SEDA-Council of Governments, a Certified Economic Development Organization (CEDO), seeks to submit applications to The Pennsylvania Industrial Development Authority (PIDA) for financing to small businesses under the COVID-19 Working Capital Access (CWCA) Program, pursuant to the Master Agreement with PIDA, and approving such applications as required by the CWCA Program in advance. PIDA created the CWCA Program as part of its Small Business First programs, on an emergency basis, to provide critical working capital financing to small businesses that are adversely impacted by the COVID-19 outbreak. Businesses must submit applications for funding through a CEDO, and the CEDO is required to approve all such applications prior to submission. Mr. Wilburn stated that given the urgency of the situation, PIDA has indicated that it will accept blanket approval of the applications in advance.

The CWCA Program offers up to \$100,000 repayable at 0% or 2%, depending on industry type, over a three-year term with no payments due in the first year; payments on a twelve-year amortization over the remaining term; and a balloon payment upon maturity. Funds may be used for a broad array of working capital purposes and can be disbursed based on working capital expenses spent over the past three-to-six months. Loans shall be secured only by a blanket lien on business assets and guaranteed by any individual or entity with a 20% or greater ownership interest in the borrower.

Ms. Gray moved to adopt Resolution 2020-06 as presented. Commissioner Kodish seconded the motion, and the motion carried unanimously.

#### PTAC Base Year Proposal, 2020-2021 Subaward Application

Mr. Rob Brown, Director of the SEDA-COG Procurement Technical Assistance Center (PTAC), presented the PTAC Base Year Proposal, 2020-2021 Subaward Application. In fiscal year 2018-2019, the Center reported 1,218 prime and subcontract awards worth over \$179 million in the 18-county service area. The new proposal is for funding from August 1, 2020 through July 31, 2021 and is due on April 2, 2020.

Commissioner Snyder moved to approve the submission of the PTAC Base Year Proposal, 2020-2021 Subaward Application as presented. Commissioner Holdren seconded the motion and the motion carried unanimously.

#### General Discussion

The Board Members discussed COVID-19's impact on their counties relative to available small business funding programs, the time expected for receipt of the funds, and how SEDA-COG could be of assistance. It was suggested that staff investigate a microloan program and host a conference call for all the County Commissioners within the SEDA-COG region to further discuss COVID-19 impacts. Mr. Brown stated that staff would address both of these items as soon as possible.

Mr. Brown shared that a majority of the staff were now working remotely. The exceptions were within the Weatherization and Housing Rehabilitation programs, as these programs require staff to have in-person contact with clients.

President Ridgway stated that if any of the Members have questions or concerns to please contact SEDA-COG for assistance or visit the website – [www.seda-cog.org](http://www.seda-cog.org).

#### **ADJOURN**

There being no additional business to come before the SEDA-COG Board of Directors, President Ridgway adjourned the meeting at 11:42 a.m.

Respectfully submitted,

Larry Reisinger, Secretary  
SEDA-COG Board of Directors