

PENNSYLVANIA INTERGOVERNMENTAL COOPERATION AUTHORITY

Minutes of the Meeting of the Board

April 16, 2024

The meeting of the Board of Directors of the Pennsylvania Intergovernmental Cooperation Authority (PICA) was held on Tuesday, April 16, 2024, in the PICA board room located at 1500 Walnut Street, 16th Floor, Philadelphia, Pennsylvania.

Attendees

Board: Kevin Vaughan, Alan Kessler, Esq., Rosalind W. Sutch, CPA, MT (via Zoom), Rob Dubow (*ex officio*) (via Zoom)

Staff: Marisa Waxman and Deidre Morgenstern

Invited Guests: Sabrina Maynard, Deputy Finance Director for Policy, Analysis, and Grants (via Zoom), Kate McGlinchey, Chief of Staff and Deputy Director of Finance (via Zoom), Marcel Pratt, Esq., Ballard Spahr, Peter Kim, Esq., Ballard Spahr

Call to Order

Mr. Vaughan called the meeting to order at 12:22 p.m.

Approval of Minutes

Mr. Kessler made a motion to approve the minutes from the meeting of March 19, 2024. Ms. Sutch seconded the motion. The motion passed 3-0.

Executive Director's Report

Ms. Waxman stated that in preparation for the FY25-29 Five Year Plan Staff Report, PICA staff are concentrating on reviewing budget materials and viewing City Council budget hearings. The staff are also scheduling and preparing to meet with representatives of twenty City departments as part of PICA's evaluation of the Five-Year Plan. The department meetings will be scheduled between April 29th and May 14th. Ms. Waxman stated that Board members are welcome to attend the meetings and she will forward the list of scheduled meetings so that Board members can request links if desired.

Mr. Kessler asked if any particular issues are receiving more attention during the City Council hearings. Ms. Waxman answered that clean and green programs, public safety, homeless services, and staffing challenges are receiving significant attention.

Ms. Waxman advised the Board of PICA's publications produced since the last meeting, as well as upcoming publications and events. She stated that PICA published a Checklist of the PICA Act Criteria for the Five Year Plan evaluation and the Tax Reform & Fiscal Stability Issue Brief. Ms. Waxman also stated that PICA published the March eNewsletter. She advised the Board members that they can also view a short video explaining the criteria for PICA approval of the Five-Year Plan during this meeting, or she can forward a link to view later. The Board members chose to receive the video link for later viewing. Ms. Waxman then advised the Board of upcoming publications including the Pension Fact Sheet and the Class 500 Contributions Fact Sheet.

Ms. Waxman continued advising the Board that she was a panelist at the Forum of Executive Women presenting on the City's budget. She also participated in the City's Hall Monitor interview regarding PICA's role's following the retirement of all outstanding bonds.

Ms. Waxman informed the Board that Mr. Call and Ms. Staherski were guest lecturers at Villanova University's Advanced Sustainability Studies Class on April 2nd. They presented PICA's report on Sustainability and Fiscal Stability. Ms. Waxman and Mr. Call attended the American Planning Association Annual Conference on April 12th thru April 16th. She stated that she met with the CFO of Minneapolis and discussed capital budgets, Police, and indemnities. Mr. Kessler asked if Minneapolis is wage tax based. Ms. Waxman answered that she will follow up with this information.

Ms. Waxman advised the Board that the March eNewsletter now has 644 subscribers and PICA's LinkedIn followers has increased to 370.

Ms. Waxman stated that today's agenda includes a resolution for the approval of the lease extension for 1500 Walnut Street. The lease term is seven years. The monthly rent will decrease monthly by approximately \$2,000 for the same amount of space PICA currently leases.

Ms. Waxman reminded Board members that financial interest statements are due May 1st. The statements can be filed by mail or online. She added that Board members should forward a copy of the filing to PICA.

Treasurer's Report

Ms. Waxman informed the Board that PICA has moved to online initiation of the weekly wire transfer of PICA Tax funds to the City. Previously, the wire was initiated by phone call. She added that Ms. Staherski has been granted access to the PA Treasury Financial Portal to process vouchers and wires in the event Ms. Morgenstern is not available.

PICA's spending through March is \$926,000 of the \$1.695 million budget. An increase in 2024 building operating expenses will result in surpassing the amount anticipated for rent by \$8,000; however, the overall spending is still expected to be significantly under budget.

Updates from the City of Philadelphia

Mr. Dubow stated that questions regarding rental assistance have been raised during City Council budget hearings and further discussions will follow. Mr. Dubow added that he will have reassessment numbers at the next Board meeting.

Mr. Vaughan asked if federal grant money could fund the needle exchange program if the funding comes through the City. Mr. Dubow answered that the City will look into this matter. Mr. Vaughan stated that he could provide connections.

Mr. Kessler inquired as to the status of staffing. Mr. Dubow answered that the City is making progress. However, several agencies still have vacancies. Mr. Dubow stated that the City is looking into different incentives such as providing childcare, elder care, and bonuses to work and stay. They are also exploring changes to Prison schedules. Ms. Maynard added that there is usually a lag prior to attaining an impact.

Ms. Waxman stated that many other cities are facing these same challenges. Mr. Kessler asked if there are any issues with employees returning to in person work. Mr. Dubow answered that although some are not happy with the change, the transition is working. He added that more staff will transition over the summer.

Public Comment

None

Resolution 2024-11 – Approval of PICA Office Lease Terms

Ms. Waxman reiterated that this resolution calls for the approval of the lease extension for 1500 Walnut Street. After considering multiple alternatives and negotiating with the current landlord, PICA staff's recommendation is to stay in the current space with an approximate \$2,000 reduction in rent per month for the same amount of space. The current rent is about \$11,000 monthly. Under the lease extension, the rent is an average of around \$9,000 per month for the next seven years.

Mr. Vaughan requested a vote on the resolution. Mr. Kessler made the motion. Ms. Sutch seconded the motion. The motion passed 3-0 in a roll call vote.

Mr. Kessler commended Ms. Waxman for her due diligence in PICA's lease negotiations. He stated that she did a terrific job. Mr. Vaughan added that the savings could be utilized for office furniture.

New Business

Ms. Waxman stated that the PICA Board is scheduled to meet with the Mayor on May 21st. Mr. Vaughan stated that the May Board meeting should be cancelled as there are no items on the agenda.

Mr. Kessler requested an update on City Council hearings as they proceed.

Adjournment

Mr. Kessler made a motion to adjourn. Ms. Sutch seconded the motion.

The meeting was adjourned at 12:41 p.m.