

PENNSYLVANIA INTERGOVERNMENTAL COOPERATION AUTHORITY

Minutes of the Meeting of the Board

October 22, 2024

The meeting of the Board of Directors of the Pennsylvania Intergovernmental Cooperation Authority (PICA) was held on Tuesday, October 22, 2024, in the PICA board room located at 1500 Walnut Street, 16th Floor, Philadelphia, Pennsylvania.

Attendees

Board: Kevin Vaughan, Alan Kessler, Esq. (via Zoom), Rosalind W. Sutch, CPA, MT, Michael Karp (via telephone), Rob Dubow (*ex officio*) (via Zoom) and Natalie Krug (*alternate ex officio*) (via Zoom)

Staff: Marisa Waxman, Rob Call, Suzanne Staherski, and Deidre Morgenstern

Invited Guests: Sabrina Maynard, Budget Director (via Zoom), Kate McGlinchey, Chief of Staff and Deputy Director of Finance (via Zoom), Skye Nickalls, Esq., Ballard Spahr

Call to Order

Mr. Vaughan called the meeting to order at 12:21 p.m.

Approval of Minutes

Ms. Sutch made a motion to approve the minutes from the annual meeting of July 25, 2024. Mr. Kessler seconded the motion. The motion passed 4-0.

Updates from the City of Philadelphia

Mr. Dubow advised the Board that Ms. Sabrina Maynard is the City's new Budget Director. Mr. Dubow stated that the City's FY24 Annual Financial Report will be released next week, and the Quarterly City Managers Report for the first quarter of FY25 will be released November 15th.

Mr. Kessler requested an update on the status of the labor negotiations. Mr. Dubow answered that labor contract negotiations with DC33 are ongoing. The City proposed a one-year contract at 4.4 percent. DC33 rejected the proposal insisting on a multi-year contract. The union has scheduled a meeting on October 30th to vote to authorize a strike. Mr. Dubow stated that the Administration is working on a response to resume negotiations prior to this meeting.

Resolution 2025-04 – Consideration and Vote – Approval of Website Design Services

Ms. Waxman stated that PICA's website has not been upgraded since 2021. The redesign of the website will ensure that PICA has adequate and ongoing security updates, has an accessible design in accordance with standards for governments, as well as improved user experience. The redesign will include efficient organization of PICA's past and present reports, enabling users to filter for specific topics.

Ms. Waxman continued stating that PICA issued an RFP for web redesign services and received fourteen responses, three of which met PICA's criteria. PICA staff recommends Karma Dharma for the

redesign. Karma Dharma has impressive references and comparable experience such as redesigning the City Controller's website. The total cost for the redesign is \$30,000. Mr. Karp inquired as to the fees for ongoing maintenance and security upgrades. Ms. Waxman answered that ongoing maintenance for security purposes as well as annual fees for these services have been discussed with Karma Dharma.

Mr. Kessler made a motion to approve the resolution. Ms. Sutch seconded. The motion passed 4-0 in a roll call vote.

Resolution 2025-05 – Consideration and Vote - Approval of Grants Administration Analysis and Best Practices

Ms. Waxman stated that state, federal, and philanthropic funding support a large portion of City of Philadelphia funds under PICA's oversight. With the upcoming end of American Rescue Plan grant funding, changes in how federal government grants are designed, and the City's implementation of a new IT system for its finances, PICA would like to ensure that Philadelphia is well positioned to maximize grant funds. PICA issued an RFP for outside expertise to work with the City on an analysis of municipal grant administration practices. Of the ten responses received, Guidehouse met all of PICA's criteria. PICA Staff recommends Guidehouse for approval. Guidehouse has comparable experience in similar jurisdictions and excellent references along with existing knowledge of Philadelphia's grants administration structure. The resolution authorizes Ms. Waxman to negotiate the final contract. The total cost for these services is not to exceed \$175,000.

Ms. Sutch made a motion to approve the resolution. Mr. Kessler seconded. The motion passed 4-0 in a roll call vote.

Mr. Vaughan announced an executive session at 12:31 pm to discuss a personnel matter. At this time, all PICA staff and City representatives left the meeting.

The Executive Session ended at 12:36 p.m. and the meeting resumed.

Resolution 2025-06 – Consideration and Vote - Executive Director Compensation

Mr. Vaughan stated that Ms. Waxman has served as PICA's executive director for one year. This resolution authorizes a 4.25 percent salary increase in Ms. Waxman's current salary and an increase in her weekly vacation accrual of .5 hours. The salary increase is equal to the FY25 PICA staff cost of living increase granted in July 2024.

Ms. Sutch made a motion to approve the resolution. Mr. Kessler seconded. The motion passed 4-0 in a roll call vote.

Executive Director's Report

Ms. Waxman advised the Board that the FY24 audit is complete with PICA receiving a clean opinion from the independent auditors. The auditing process was streamlined this year due to not having any outstanding debt. The audited financial statements were submitted to the Pennsylvania Legislature, Governor, and other officials as stipulated by the PICA Act.

Ms. Waxman advised the Board that PICA now has fresh paint, new flooring, and new furnishings throughout the office.

Ms. Waxman also stated that she presented to the Tax Reform Commission on the PICA process and that she along with other PICA staff presented a briefing on the PICA Staff Report on the Five-Year Plan to City Council.

Ms. Waxman advised the Board of PICA's publications produced since the last meeting, as well as upcoming publications and events.

The PICA staff published the August and September eNewsletters, and now have 725 subscribers, an increase of 90 since the last board meeting. PICA also has 486 LinkedIn followers, an increase of 40 since the last board meeting.

Ms. Waxman stated that PICA released the FY24 Annual Report. The report includes objectives for FY25 such as continuing to act as a catalyst for sound financial planning and budgetary practices for the City.

Ms. Waxman advised the Board that PICA staff published the Quarterly City Manager's Report and Overtime Report for the fourth quarter of FY24 and Overtime Fact Sheets in August. PICA staff also released Mind the Gap: Measuring the Accuracy of Spending Projections and the Police Court Overtime Update.

Ms. Waxman reminded the Board that next Tuesday is PICA's Fall Conference: Intergovernmental Cooperation in a Post-COVID World. The event is scheduled to begin at 12:00 pm at 30 S. 17th Street, on the 14th Floor.

Ms. Waxman reiterated to the Board that PICA is widening the scope of monitoring, consistent with the PICA Act, to City funds other than the General Fund. Two fact sheets will be released this afternoon, one regarding the Transportation Fund, the other regarding the Capital Fund. A fact sheet on the Housing Trust Fund will be released shortly.

In keeping with PICA's continuing focus on professional development, PICA will host an event in November, Dorking Out with Data and Dumplings. PICA Staff will have the opportunity to collaborate with City and regional professionals who work with public datasets and discuss methods for analyzing and visualizing fiscal data.

Ms. Waxman stated that PICA will be moving to a cloud-based version of QuickBooks and is in the process of resolving issues with Wells Fargo regarding online payments.

The next board meeting is Tuesday, November 19, 2024, at 12:15pm.

Mr. Kessler requested scheduling the fall conference earlier in the month moving forward. Ms. Waxman agreed and will make note of his request.

Treasurer's Report

PICA's spending through September is 17 percent of the FY25 operating budget. Rent is lower in FY25 year-to-date due to the free months negotiated as part of the new lease. Rental costs will increase later in the fiscal year in a manner consistent with the fees stipulated in the new PICA lease. Ms. Waxman stated that the Board documents include a list of PICA's current account balances. Ms. Sutch requested the prior fiscal year's account balances for comparison. Ms. Waxman stated that this information will be included monthly moving forward.

Ms. Nickalls requested that the wording in Resolution 2025-04, paragraph four, be amended to ensure the correct firm was listed throughout the resolution. Ms. Sutch made the motion. Mr. Kessler seconded the motion.

Public Comment

None

New Business

None

Adjournment

Mr. Karp made a motion to adjourn. Mr. Kessler seconded the motion.

The meeting was adjourned at 12:50 p.m.