

Meeting of the Board
STATE PUBLIC SCHOOL BUILDING AUTHORITY

August 29, 2024

Room 515 North Office Building

3:02 p.m. Prevailing Time

MINUTES

1. Call to Order
 - A. Filing of Proof of Sunshine Notice and of Sending Notice of the Meeting
2. Roll Call and Announcement of Quorum
3. Adoption of the Agenda
4. Appointment of an Executive Director
5. Approval of the Minutes of the Meeting of May 9, 2024
6. Financial Reports for the Months of March 2024- June 2024
7. Loan Fund
8. Audit Committee Entrance Conference & Investment Policy Annual Review
9. Old Business
10. New Business
11. Adjournment

1. CALL TO ORDER, FILING OF PROOF OF THE SUNSHINE NOTICE AND OF SENDING NOTICE OF THE MEETING

- A. Chairperson Dominguez Buckley called the public meeting of the State Public School Building Authority Board to order at 3:02 p.m. in Room 515 of the North Office Building in Harrisburg, PA. She said that the meeting was being recorded and that by staying in the meeting, attendees were consenting to the recording and retention of the meeting. Although it included the option for Teams or Conference Call, the meeting was a live in person meeting open to the public in accordance with the Sunshine Act.
- B. The proof of the Sunshine Advertisement and certification regarding sending of the notice of the meeting are attached to these minutes.

2. ROLL CALL AND ANNOUNCEMENT OF A QUORUM

A quorum of board members was present. Ms. Sheffield asked if there were any members of the public on the call. There were no members of the public on the call.

Board Members Present

Natalia Dominguez Buckley, Proxy for Governor Josh Shapiro
Leo Knepper, Proxy for Senator Jarrett Coleman (via Teams)
Cheryl Kleiman, Proxy for Senator Lindsey M. Williams (via Teams)
Jennifer Langan, Proxy for Treasurer Stacy Garrity (via Teams)
Christal Pike-Nase, Proxy for Auditor General Timothy L. DeFoor
Shawn Smith, Proxy for Secretary of General Services Reggie McNeil (via Teams)
Patrick Lord, Proxy for Secretary of Education Khalid Mumin (via Teams)

Members Absent

Representative Peter Schweyer
Representative Jesse Topper

Authority Personnel Present

Jennifer Sheffield, Acting Executive Director
David Player, Comptroller & Director of Financial Management

Also Attending

William McCarty, Authority Counsel, Barley Snyder LLP (via Teams)
Liza Druck Davis, Associate Vice President for Finance and Treasury for the University of Pennsylvania (via Teams- participating in PHEFA Meeting)
Steve T. Park, Bond Counsel, Ballard Spahr LLP (via Teams- participating in PHEFA Meeting)
Andre C. Dasent, P.C., Co-Bond Counsel (via Teams- participating in PHEFA Meeting)

3. ADOPTION OF THE AGENDA

Chairperson Dominguez Buckley asked if the agenda for the meeting was posted on the Authority's website at least 24 hours in advance in accordance with Section 709 of the Sunshine Act.

Ms. Sheffield said that, yes, the agenda was posted on the website in accordance with the Sunshine Act.

Chairperson Dominguez Buckley asked for a motion to adopt the agenda.

Upon **MOTION** by **Ms. Pike-Nase**, and **SECONDED** by **Mr. Smith**, and approved unanimously by the SPSBA Board, it was **RESOLVED** that the Board adopted the Agenda for the August 29, 2024, Board Meeting.

4. APPOINTMENT OF AN EXECUTIVE DIRECTOR

Chairperson Dominguez Buckley said that on behalf of Governor Shapiro, President of the SPSBA Board, she would like to recommend that Jennifer Sheffield be appointed Executive Director of SPSBA. Ms. Sheffield has worked at the Authority for the past 18 years in several roles including Accountant, Director of Operations, and currently Acting Executive Director.

It is recommended that the following Resolution be adopted:

RESOLVED That Jennifer Sheffield be and is hereby appointed Executive Director of the State Public School Building Authority effective as of August 29, 2024.

Upon **MOTION** by **Ms. Pike-Nase** and **SECONDED** by **Mr. Smith**, and after full discussion, the above Resolution was unanimously approved at the SPSBA Board Meeting of August 29, 2024.

Chairperson Dominguez Buckley thanked the Board and welcomed Ms. Sheffield to the position as the first female Executive Director in the Authority's history. Ms. Pike-Nase and Mr. Smith also offered their congratulations.

Ms. Sheffield thanked the Board for the opportunity to serve as Executive Director of the Authorities and said that she appreciated the Board's trust in her work.

5. APPROVAL OF THE MINUTES OF THE MEETING OF MAY 9, 2024

A copy of the minutes of the meeting of May 9, 2024, was distributed to Board Members prior to this meeting. It is therefore recommended that consideration be given to the adoption of the following Resolution:

RESOLVED That the minutes of the SPSBA meeting of May 9, 2024, be and hereby are approved as presented.

Upon **MOTION** by **Ms. Pike-Nase**, and **SECONDED** by **Mr. Smith**, and after full discussion, the above Resolution was unanimously approved at the SPSBA Board Meeting of August 29, 2024.

6. FINANCIAL REPORTS FOR THE MONTHS OF MARCH 2024 – JUNE 2024

The Financial Reports for the months of March 2024 through June 2024 were emailed to Board Members prior to this meeting.

It is recommended that consideration be given to the adoption of the following Resolution:

RESOLVED That the Financial Reports of the State Public School Building Authority for the months of March 2024 through June 2024 as received by this Board, be accepted, and filed with the minutes of this meeting.

Upon **MOTION** by **Ms. Pike-Nase** and **SECONDED** by **Mr. Knepper**, and after full discussion, the above Resolution was unanimously approved at the SPSBA Board Meeting of August 29, 2024.

7. LOAN FUND

Chairperson Dominguez Buckley asked Ms. Sheffield to provide a loan fund update.

Ms. Sheffield said that three loans closed in July. The loans were for the Community College of Allegheny County, Northampton Community College, and Pennsylvania Highlands Community College. There is also one loan scheduled to close in the coming week for the Community College of Beaver County. The amount of that loan is \$442,000 and the funds will be used to purchase laptops, desktops and update computer hardware infrastructure including on-campus computer labs.

8. AUDIT COMMITTEE ENTRANCE CONFERENCE & INVESTMENT POLICY ANNUAL REVIEW

Chairperson Dominguez Buckley asked that Ms. Pike-Nase, as the Audit Committee Chair, provide a summary of the Audit Committee Entrance Conference.

Ms. Pike-Nase said that the Audit Committee conducted the Entrance Conference on Friday, June 14, 2024, in the Law Library of the Department of the Auditor General with our independent auditors, Maher Duessel, to discuss this year's audit process. Auditor

General DeFoor is the chair of the five-member Audit Committee. Maher Duessel is the Authority's independent auditor and one of its partners, Jennifer CruverKibi, was at the Entrance Conference and provided an excellent summary about this year's audit process. Ms. CruverKibi reviewed upcoming GASB pronouncements and the scheduling of the audit. The Audit Committee also performed the annual review of the investment policy and determined that there was no need for changes or revisions. Ms. CruverKibi did not anticipate any issues with issuing the final audit report by the Commonwealth's September 3, 2024, deadline. The Committee requested that the independent auditors look at the decline in the Authorities' issuances which do seem to be showing a recent uptick in projects.

9. OLD BUSINESS

Chairperson Dominguez Buckley asked if there was any old business to come before the Board, and hearing none, she moved on to new business.

10. NEW BUSINESS

Chairperson Dominguez Buckley asked if there was any new business to come before the Board.

Ms. Sheffield said that she wanted to highlight the Authority's participation in the SECA charitable giving campaign. The Authority was tied for the highest employee participation among state agencies last year. Chairperson Dominguez Buckley and Ms. Pike-Nase congratulated the Authority for this achievement.

Chairperson Dominguez Buckley asked if there was any other new business to come before the Board, and hearing none, she asked for a motion to adjourn.

11. ADJOURNMENT

There being no further business to come before the Board at this time, and upon **MOTION** by **Ms. Pike-Nase**, and **SECONDED** by **Ms. Langan**, the SPSBA Board Meeting was adjourned at 3:11 p.m.

SUNSHINE ACT PUBLIC MEETING NOTICES - Thursday, August 15, 2024

Please utilize the Contacts name/phone # listed in each notice for reasonable accommodation due to a disability; to check on the meeting status; to inquire about phone/online participation options; etc. Note: some mtgs. may be recorded.

Special, State Board of Pharmacy Meeting, 8/19/2024, 10:15 AM, 2525 N. 7th St., Room: Eaton Rm., Hbg., PA, Conf. Call: 267-332-8737 Access Code: 310 743 11#, Contact: Molly Smith 717-214-1891.

DEP Climate Change Advisory Committee (CCAC) Meeting, 8/20/2024, 9 AM, 400 Market St., Room Num: 105, Hbg., PA, Conf. Call: 267-332-8737, Access Code: 729 235 875#, Info: Register for Teams Webinar here: <https://events.gcc.teams.microsoft.com/event/9dc34f84-6d30-4ee7-bef1-a44bb85ebba5@418e2841-0128-4dd5-9b6c-47fc5a9a1bde>, Link To Agency WebSite: <https://www.dep.pa.gov/Citizens/climate/Pages/CCAC>, Contact: Lindsay Byron 717-772-8951.

STEB Board Meeting, 8/21/2024, 10 AM, 400 North St., Room Num: 4 West, Hbg., PA, Conf. Call: 267-332- 8737, Access Code: 713 494 496#, Info: Please see agency's website for Agenda and Call-In information. In person: use the public access located on North St. and public elevators to the 4th Flr. Sign in at visitor's desk. Link to Agency website: <https://dced.pa.gov/>, Contact: Brenda Longacre 717-395-9195.

State Civil Service Commission Meeting, 8/21/2024, 10:30 AM, 320 Market St., Room: Public Hearing Rm., Hbg., PA, Conf. Call: 267-332- 8737, Access Code: 687 791 152#, Info: Link To Agency WebSite: www.scsc.pa.gov, Contact: Michele Whiting 717-783-8806.

DoBS Commission Meeting, 8/22/2024, 1 PM, Conf. Call: 267-332- 8737, Access Code: 838 226 935#, Info: This meeting will be held virtually only., Link To Agency WebSite: www.dobs.pa.gov, Contact: Alicia Logan 717-787-5383.

PEDA Board Meeting, 8/22/2024, 10 AM, 400 Market St, 12th Floor, Room Num: 105, Hbg., PA, Conf. Call: 267- 332-8737, Access Code: 839 964 936#, Info: Members of the public wishing to provide public comment at the meeting, please contact Laura Rigge at lrigge@pa.gov at least 24 hours in advance of the meeting., Contact: Laura Wylie Rigge 717-772-5159.

Special, State Public School Building Authority & PA Higher Educational Facilities Authority Board Meeting, 8/29/2024, 3 PM, North Office Building, Room Num: 515, Hbg., PA, Info: Link To Agency WebSite: www.spsba.org, Location: Contact: Jennifer Sheffield 717-975-2209.

DGS Board of Commissioners of Public Grounds & Buildings Meeting, 8/29/2024, 10 AM, Conf. Call: 267-332- 8737, Access Code: 656 244 55#, Info: Link To Agency WebSite: dgs.pa.gov, Contact: Capitol Police Communication Center 717-787-3199.

Appeared in PennLive: on Thursday, 8/15/2024

<https://classifieds.pennlive.com/pennlive/category/legals/legal-notice>

STATE PUBLIC SCHOOL BUILDING AUTHORITY
PENNSYLVANIA HIGHER EDUCATIONAL FACILITIES AUTHORITY
Notice of the Meetings of the Boards to be Held
Sent on August 19, 2024

The State Public School Building Authority and the Pennsylvania Higher Educational Facilities Authority Boards will meet on **Thursday, August 29, 2024, at 3:00 p.m. in Room 515 North Office Building.** If you prefer to participate by phone, the call-in number is 1-267-332-8737 and the conference ID is 590 553 499#. The meetings are to: (a) approve projects for financing; and (b) consider other matters as may properly come before the Board.

Please complete the attached response and return it via e-mail (jesheffield@pa.gov).

Sincerely,

Jennifer Sheffield
Acting Executive Director

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Harrisburg, PA

I CERTIFY that the notice on the previous page for the August 29, 2024, meetings was dispatched to the following on August 19, 2024, at the addresses indicated, constituting all members of the Board of the State Public School Building Authority.

Natalia Dominguez Buckley, Proxy for Governor Shapiro

ndominguez@pa.gov

Jarrett Coleman, Designated by the President Pro Tempore of the Senate

lknepper@pasen.gov

Lindsey M. Williams, Designated by the Minority Leader of the Senate

lindsey.williams@pasenate.com

Peter G. Schweyer, Designated by the Speaker of the House of Representatives

pschweyer@pahouse.net

Jesse Topper, Designated by the Minority Leader of the House of Representatives

jtopper@pahousegop.com

Stacy Garrity, State Treasurer

treasurergarrity@patreasury.gov

Timothy L. DeFoor, Auditor General

plafoe@paauditor.gov

Reggie McNeil, Secretary of General Services

remcneil@pa.gov

Khalid M. Mumin, Secretary of Education

ldishong@pa.gov

GIVEN under my hand and seal this 19th day of August 2024.

Jennifer Sheffield

Acting Executive Director

State Public School Building Authority

Pennsylvania Higher Educational Facilities Authority