

**PENNSYLVANIA MALT AND BREWED BEVERAGE INDUSTRY PROMOTION BOARD**  
**Minutes of the August 27, 2019 Board Meeting**  
**PA Department of Agriculture, Room 202**  
**2301 North Cameron Street**  
**Harrisburg, Pennsylvania**

Public notice of the August 27, 2019, Pennsylvania Malt and Brewed Beverage Industry Promotion Board Meeting was given on August 22, 2019 as stipulated by the Sunshine Law.

**CALL TO ORDER/REVIEW PROCEDURES**

William Brock, Chairman, called the meeting to order at 10:18 a.m. Board members in attendance included Christian Lampe, Sean Casey, and Frank Pistella.

Absent was Jeffrey Reeder.

Michele Meloy Burchfield and Laura England were not present at the commencement of the meeting.

Also in attendance was Patrick Andrews, Chief, Agriculture Marketing Development Division, Department of Agriculture; Laura England, Bureau Director, Department of Agriculture; John Howard, Esquire, Acting Chief Counsel, Department of Agriculture; Char Riley, Administrative Assistant, Commodities and Marketing, Department of Agriculture; Melinda John, Director of Purchasing and Contracting Administration, PLCB; Elizabeth Brassell, Director of Communications Office, PLCB; and Kelly O'Donnell, Policy Director, Department of Agriculture.

**APPROVAL OF MINUTES**

**RESOLUTION NO. 2019.04-APPROVAL OF MINUTES**

**Motion by: Christian Lampe**

**Second by: Frank Pistella**

**Passed: Unanimously.**

To approve the Minutes of the April 17, 2019 meeting.

**PLCB ADDRESSES BOARD**

Melinda John, Director of Purchasing and Contracting Administration, and Elizabeth Brassell, Director of Communications Office, Pennsylvania Liquor Control Board, presented before the Board. Ms. John thanked the Department of Agriculture for working with her department to streamline the grant agreement process and working through a backlog of invoices. There was discussion regarding the grant and contract administration process, liability issues,

entitlements, and the 2020 solicitation. She noted that the Beer Round 2 and Wine Round 4 grants were recently issued.

It was noted that a meeting would be held in the near future to map out the process that would be of benefit to the Board.

Michele Meloy Burchfield entered the meeting at 10:40 a.m.

### **STAFFING FOR BEER BOARD**

Chair Brock questioned whether a small percentage of the funds could be utilized to hire additional staff to keep the program fluid and all research on projects organized. He suggested that an RFP be put out. The group further discussed the matter.

Laura England entered the meeting at 10:50 a.m.

### **STATUS OF ROUND TWO GRANTS**

Ms. Brassell stated all contracts are out, and the PLCB is awaiting signatures from grant recipients. She noted that some contracts were being returned unsigned and must be resent. Earlier rounds were being closed out. There was further discussion.

### **REPORTING REQUIREMENTS TO GENERAL ASSEMBLY**

Mr. Andrews stated the requirements are vague but noted that an annual evaluation and final report is required. He stated the Wine Board completed an evaluation of its projects and getting ready to submit the first report. He provided an overview of the process. Mr. Andrews will email further information regarding the Round One report.

The Board took a break from 11:17 a.m. until 11:32 a.m.

Melinda John, Elizabeth Brassell, Kelly O'Donnell, and John Howard, Esquire, exited the meeting during the break.

### **CONCEPT PAPER REVIEW**

Concept papers regarding research projects were reviewed. Chair Brock suggested that some parameters be defined before the next round.

#### **RESOLUTION NO. 2019.05-PROPOSALS**

**Motion by: Christian Lampe**

**Second by: Michele Meloy Burchfield**

**Passed: Unanimously.**

To approve Proposals 1 through 24.

Board members were asked to return the forms required by the Commonwealth.

**DATE, TIME AND LOCATION OF NEXT MEETING**

The Board discussed Penn State on October 30, 2019 as the next meeting location and date.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:38 p.m.

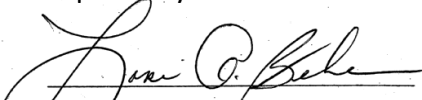
**RESOLUTION NO. 2019.06-ADJOURNMENT**

**Motion by: Christian Lampe**

**Second by: Sean Casey**

**Passed: Unanimously.**

Respectfully Submitted:



Lori A. Behe, August 27, 2019