

Reviewed by: TR
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COMMISSIONER BOARD MINUTES
September 16, 2014

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

Commissioner Tim Brooks
Commissioner Bonnie Summers
Abby Flockerzi, Administrative Assistant
OC Bell, Airport
Bill Kresinski, MIS
Jeff Ruditis, Venango County Prison
Deborah Sharpe, Treasurer
Sheila Boughner, News Media
Donna Fletcher, Sugar Valley Lodge
Tammy Pfeuffer, Sugar Valley Lodge
Jim Kuhn, Titusville Airport
Pastor Paul Baker, Pilgrim Holiness Church

Commissioner Vince Witherup
Denise Jones, Chief Clerk/County Administrator
Rich Winkler, Solicitor
Diona Brick, Fiscal
Rich Mihalic, Park
Karen Rupert, Human Services
Jill Stephens, Human Resources
Albert Abramovic, Public
Sherry Kelly, Sugar Valley Lodge
Rich Brown, Titusville Airport
Mike Pedensky, Titusville Airport

The Election Board, Retirement Board and Salary Board meetings were convened and adjourned prior to the start of the Commissioner Board meeting.

CALL TO ORDER:

Commissioner Brooks called the meeting to order at 6:08 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

The following changes were made to the agenda: addition of Approval of Payment Processing Service Agreement under Row Offices and removal of Approval of Affinity Agreement under Finance Administration.

Commissioner Summers made a motion to approve the above amendments, seconded by Commissioner Witherup, aye all.

APPROVAL OF MINUTES:

Commissioner Witherup made a motion to approve the minutes from the August 12, 2014 meeting, seconded by Commissioner Summers, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

There was no public comment offered on the Commissioner Board agenda.

COURT ADMINISTRATION:

The following items were presented for approval by Ms. Jones:

Approval of Bill of Sale with Stenovations, Inc. for DigitalCAT Software – This agreement is for updates and customer support of DigitalCAT for the official court reporter. Stenovations will provide the software and one (1) year of support and updates at a cost of \$3,495.00 per system. Support service and updates will be provided in the amount of \$399.00 per license per year.

Commissioner Summers made a motion to approve the above bill of sale, seconded by Commissioner Witherup, aye all.

Approval of West Contracts – One contract with West provides fourteen (14) passwords for judges, district attorneys, public defenders and law clerks. This is a three (3) year contract at a cost of \$1,721.38 per month for a total of \$61,969.68. The other contract provides print subscriptions of West Complete for the Law Library at a cost of \$450.60 per month for a total of \$1,622.16. This is also a three (3) year contract.

Commissioner Witherup made a motion to approve the above contracts, seconded by Commissioner Summers, aye all.

ROW OFFICES:

The following item was presented for approval by Treasurer Sharpe:

Approval of Payment Processing Agreement – This agreement is for the online processing of payment for dog licenses.

Commissioner Summers made a motion to approve the above agreement, seconded by Commissioner Witherup, aye all.

The following items were presented for approval by Ms. Jones:

Approval of Stop Violence Against Women Grant – This provides partial funding for two (2) assistants in the District Attorney’s office and an Early Outreach Coordinator. This grant will also provide funding as a pass through to the Family Services and Children’s Aid Society of Venango County and support to local law enforcement. The amount of this grant application is \$125,000.00 and covers the time period of January 1, 2015 through December 31, 2015.

Commissioner Witherup made a motion to approve the above grant, seconded by Commissioner Summers, aye all.

Approval of the Rights and Services Act Grant – This grant provides funding to support services of victims, witnesses and significant others of all crimes. The total amount of this grant is \$61,063 - \$30,532 for 2015 and \$30,531 for 2016. The grant covers the time period of January 1, 2015 through December 31, 2016.

Commissioner Summers made a motion to approve the above grant, seconded by Commissioner

Witherup, aye all.

Approval of Acceptance of PCCD Grant for State Victims of Juvenile Offenders Funds – The Pennsylvania Commission on Crime and Delinquency approved a grant for \$8,008.00. This grant is submitted on a yearly basis to assist with the salary and benefits of the Victim / Witness Provider. It covers the timeframe of July 1, 2014 to June 30, 2015.

Commissioner Witherup made a motion to approve the above grant, seconded by Commissioner Summers, aye all.

PRISION:

The following items were presented for approval by Warden Ruditis:

Approval of Agreement for Food Services with ABL Management Inc. – ABL Management Inc. will provide three (3) meals per day for the inmates, staff and visitors of the Venango County Prison. The cost per meal will be based on the inmate population and will range for \$1.6088 to \$1.1784. This is a one (1) year agreement and can be renewed for five (5) additional one (1) year periods.

Commissioner Summers made a motion to approve the above agreement, seconded by Commissioner Witherup, aye all.

Approval of Intergovernmental Agreement – Establishing a mechanism for individuals to report allegations of sexual abuses occurring at county correction facilities – The Prison Rape Elimination Act (“PREA”) requires county jails to establish a mechanism for individuals to report allegations of sexual abuses occurring at county correctional facilities. The Department of Corrections will establish a telephone line at the SCI-Camp Hill Control Center to receive telephone calls from individuals who wish to report allegations of sexual abuse at the County’s correctional facilities.

Commissioner Witherup made a motion to approve the above agreement, seconded by Commissioner Summers, aye all.

COMMUNITY SERVICES ADMINISTRATION:

The following items were presented for approval by Mr. Bell:

Approval of Aircraft Maintenance Operating Agreement – Tom’s Aircraft Services – This is a one (1) year renewal agreement.

Commissioner Summers made a motion to approve the above operating agreement, seconded by Commissioner Witherup, aye all.

Approval of Hangar Lease

- Dennis Delucia, DBA Franklin Aircraft Sales – This is a five (5) year lease in the amount of \$4503.00 per month totaling \$5,400.00 per year.
- John Yeykal – This is a standard hangar lease in the amount of \$86.86 per month totaling \$1,030.32 per year. This is a one (1) year lease and will then become a month-to-month lease.

Commissioner Witherup made a motion to approve the above hanger leases, seconded by Commissioner Summers, aye all.

The following items were presented for approval by Ms. Brick:

Approval of Consulting Services Contract – This contract is with Mission Critical Partners Consulting Services and is for communications related to the fiber project. The amount of this contract is \$42,321.00.

Commissioner Summers made a motion to approve the above contract, seconded by Commissioner Witherup, aye all.

Approval of Zito Contract – This agreement with Zito Media of Emporium is for the creation of a fiber optic line running from county buildings in Franklin to Oil City and the county 911 Center on Grandview Road and from there to Pleasantville. The County will have right of access to the fiber optic for twenty (20) years and will be able to renew that access thereafter. The cost of this contract is \$520,000.00.

Commissioner Witherup made a motion to approve the above contract, pending Solicitor approval, seconded by Commissioner Summers, aye all.

HUMAN SERVICES:

The following items were presented for approval by Ms. Rupert:

New Contracts 2014-15

Item 1: Orr Training Services, LLC. CYS

Synopsis: Request Commissioner approval to enter into an agreement with Orr Training Services, LLC for F/Y 2014-15 to provide a two day Motivational Interviewing workshop for County staff. The provider will be reimbursed a maximum of \$3488.70 inclusive of all travel expenses. It is requested that the insurance requirements be waived given the limited scope of this contract. There is no match associated with this agreement.

Item 2: Erie Metropolitan Transit Authority transportation

Synopsis: Request Commissioner approval to enter into a vehicle maintenance agreement with the Erie Metropolitan Transit Authority to provide maintenance, repair and towing service for Venango County Transportation vehicles using EMTA facilities and personnel. EMTA will be charge a labor rate of \$75.00 per hour and the cost of parts and materials plus 15%.

Item 3: Valley Advantage CYS

Synopsis: Request Commissioner approval to enter into a contract with Valley Advantage in fiscal year 2014-15 for specialized group home placements of Venango County children in the child welfare

system. The Provider will be reimbursed \$291.87 per day as authorized by the County. The required match will come from the existing match allocation.

CONTINUATION CONTRACTS 2014-2015

Item 1: The Center for Family Based Training (MH/CYS)

Synopsis: Request Commissioner approval to continue to contract with The Center for Family Based Training (Wayne Jones) in F/Y 2014-15 to provide structural family therapy training to include didactic training, consultative live supervision of family cases, as well as videotape supervision, case reviews, and role playing. The Provider will be reimbursed \$2,625 for each of 4 full day trainings and \$1,350 for one half day training all inclusive of travel. The costs will be allocated among Human Services (CYS and MH) \$5,250; Family Service & Children's Aid Society \$5,250; and RCC Transitions Program \$1,350. The local match will come from the existing match allocation.

Item 2: Philadelphia Child and Family Guidance Training Center (MH/CYS)

Synopsis: Request Commissioner approval to continue to contract with Philadelphia Child and Family Guidance Center (Steve Simms) in F/Y 2014-15 to provide structural family therapy training to include didactic training, consultative live supervision of family cases, as well as videotape supervision, case reviews, and role playing. The Provider will be reimbursed \$1,800 for each of 4 full day trainings and \$900 for one half day training all exclusive of travel. Actual travel costs and per diem will be reimbursed not exceed \$3,000. The costs will be allocated among Human Services (CYS and MH) \$3,600; Family Service & Children's Aid Society \$3,600; and RCC Transitions Program \$900. Travel will be allocated accordingly. The local match will come from the existing match allocation.

Item 3: Erie Homes for Children & Adults CYS

Synopsis: Request Commissioner approval to continue to contract with Erie Homes for Children & Adults in fiscal year 2014-15 to provide Visitation Support Services as authorized by Venango County CYS. The Provider will be reimbursed \$38.44 per hour of face to face contact. The required match will come from the existing match allocation.

Item 4: The Bair Foundation of PA CYS

Synopsis: Request Commissioner approval to continue to contract with the Bair Foundation of PA in fiscal year 2014-15 to provide foster care to Venango County children in the child welfare system at the daily rate ranging from \$53.76 to \$80.97 as authorized by the County. The rate is based on the level of need of the child in placement. The required match will come from the existing match allocation.

Item 5: Family Care for Children and Youth CYS

Synopsis: Request Commissioner approval to continue to contract with Family Care for Children and Youth in fiscal year 2014-15 to provide foster care to Venango County children in the child welfare

system at the daily rate of \$65.77 as authorized by the County. The required match will come from the existing match allocation.

Item 6: North Western Human Services CYS

Synopsis: Request Commissioner approval to continue to contract with North Western Human Services in fiscal year 2014-15 to provide foster care to Venango County children in the child welfare system at the daily rate ranging from \$28.72 (MA room and board rate for medical foster care) to \$93.00 based on the level of need, as authorized by the County. The required match will come from the existing match allocation.

Item 7: Pressley Ridge CYS

Synopsis: Request Commissioner approval to continue to contract with Pressley Ridge for Children and Youth in fiscal year 2014-15 to provide foster care to Venango County children in the child welfare system at the daily rate of \$65.37 as authorized by the County. The required match will come from the existing match allocation.

Item 8: Keystone Adolescent Center CYS

Synopsis: Request Commissioner approval to continue to contract with Keystone Adolescent Center in fiscal year 2014-15 to provide foster care to Venango County children in the child welfare system at the daily rate of \$75.00 and Group Home care at the daily rate of \$159.00 as authorized by the County. The required match will come from the existing match allocation.

Item 9: Pathways Adolescent Center CYS/JPO

Synopsis: Request Commissioner approval to continue to contract with Pathways Adolescent Center in fiscal year 2014-15 to provide group home care to Venango County children in the child welfare system and Juvenile Justus at the daily rate ranging from \$125.00 (independent living rate), \$130 (boy's group home rate) and \$135.00 (girl's group home rate) as authorized by the County. The required match will come from the existing match allocation.

Item 10: George Junior Republic CYS/JPO

Synopsis: Request Commissioner approval to continue to contract with George Junior Republic in fiscal year 2014-15 to provide group home care to Venango County children in the child welfare system at the daily rate of \$106.74 and residential care at the daily rate of \$284.37 as authorized by County Juvenile Justice. The required match will come from the existing match allocation.

Item 11: Adelphoi Village, Inc. CYS/JPO

Synopsis: Request Commissioner approval to continue to contract with Adelphoi Village, Inc. in fiscal year 2014-15 to provide residential care to Venango County children in the child welfare system and Juvenile Justice at the daily rate ranging from \$206.77 to \$353.91 based on level of need as authorized by the County. The required match will come from the existing match allocation.

Item 12: Mars Home for Youth. CYS/JPO

Synopsis: Request Commissioner approval to continue to contract with Mars Home for Youth in fiscal year 2014-15 to provide residential care to Venango County children in the child welfare system and Juvenile Justice system at the daily rate of \$166.55, After care services at the rate of \$27.00 per day to the reimbursement maximum of \$78,840, and MST services for children without a third party means of reimbursement at the daily rate of \$65.00 as authorized by the County. The required match will come from the existing match allocation.

Item 13: Bethesda Children's Home CYS/JPO

Synopsis: Request Commissioner approval to continue to contract with Bethesda Children's Home in fiscal year 2014-15 to provide residential care to Venango County children in the child welfare system and juvenile justice system at the daily rate ranging from \$59.10 for foster care to \$196.14 based on level of care as authorized by the County. The required match will come from the existing match allocation.

Item 14: Outside in School of Recovery JPO

Synopsis: Request Commissioner approval to continue to contract with Outside in School of Recovery in fiscal year 2014-15 to provide residential care to Venango County children in the juvenile justice system at the daily rate ranging from \$217.49 to \$265.41 for non-MA eligible youth based on level of care and \$88.68 for MA eligible youth as authorized by the County. The required match will come from the existing match allocation.

Item 15: Youth Alternative, Inc. CYS

Synopsis: Request Commissioner approval to continue to contract with Youth Alternative, Inc. in fiscal year 2014-15 to provide: 1) After school Program to provide county youth with a variety of educational and recreational activities at the rate of \$10.88 per day per child to the maximum of \$86,936; 2) Alternatives for Youth Program for youth on the verge of suspension referred by the schools at the rate of \$141.55 per youth to the maximum of \$2,123; 3) Help Eradicate Lice Program (HELP) at the cost of \$21.52 per hour to the maximum of \$2,000; 4) Children's Camping Program, a week long residential camp for youth ages 8 to 15 at the rate of \$102.16 per child to a maximum of \$11,443. The total contract will not exceed \$102,502 and required match will come from the existing match allocation.

Item 16: Shippenville Project Point of Light CYS

Synopsis: Request Commissioner approval to continue to contract with Project Point of Light in fiscal year 2014-15 to provide 1) Psychological Evaluation (\$350); 2) Individual Counseling/Psychotherapy (\$50/20-39 Minutes; \$95/45-50 minutes; \$100/60-69 minutes); 3) Family Counseling Session (50-60 minutes, \$100); 4) Group therapy (\$10/15 min; \$40/ hour; \$60/1 ½ hour); Psychological testing (\$75/hour); 5) Polygraph (\$325); and 6) Court Appearance in person or by phone (\$100/hour) as authorized by the County. The required match will come from the existing match allocation.

Item 17: Family Services of Northwest PA CYS

Synopsis: Request Commissioner approval to continue to contract with Family Services of Northwest PA in fiscal year 2014-15 to provide 1) Brief Services at the rate of \$88.84 per hour; 2) Family Behavioral Health Services at the rate of \$91 per hour; and 3) Family Based Mental Health services at the MA rate for individuals without a 3rd party means of reimbursement. All services must be authorized by the County and the required match will come from the existing match allocation.

Item 18: Community Services of Venango County CSS

Synopsis: Request Commissioner approval to continue to contract with Community Services of Venango County from October 1, 2014 to September 30, 2015 to provide the Work Ready program to income eligible Venango county participants. The maximum to be reimbursed to the provider for actual costs incurred is \$73,992. There is no match required for this contract.

Item 19: Crawford County Mental Health Awareness Program CSS

Synopsis: Request Commissioner approval to continue to contract with Crawford County Mental Health Awareness Program (CHAPS) from October 1, 2014 to September 30, 2015 to provide the Work Ready program to income eligible Crawford county participants. The maximum to be reimbursed to the provider for actual costs incurred is \$73,992. There is no match required for this contract.

Item 20: AVANCO INTERNATIONAL, INC. CYS

Synopsis: Request Commissioner approval to continue to contract with AVANCO International, Inc. for fiscal year 2014-15 to: a) provide up to 75 Authorized Users with access to the System 24 hours a day, 365 days a year, except during Scheduled Maintenance Periods and as set forth in Section 2.5; (b) secure Client Data by using Secure Socket Layer (SSL) operating on an Oracle Internet server and placing the System physical plant in a locked facility; (c) backup and / or recovery of Client Data on a daily and weekly basis and shall store the backups in an off-site facility; (d) provide telephone support for the System to Client during Business Hours (together, the “*Services*”). The Provider will be reimbursed \$8,487 per quarter for the above services. The provider will also perform a CAPS data conversion, system upgrade, and system implementation for the cost of \$65,000. The required match will come from the existing match allocation.

ADDENDUMS TO EXISTING CONTRACTS 2014-2015

Item 1: Community Service of Venango County, Inc. (MHDS)

Synopsis: Request Commissioner approval to amend the contract with Community Services of Venango County, Inc. (CSVIC) for the completion of 55 Independent Monitoring for Quality surveys for recipients of ID services and for the completion of NCI Parent/Guardian data entry as required by the State Department of Public Welfare, Office of Developmental Programs. The maximum to be reimbursed for these services is \$25,914. The match will come from the existing match allocation. In

addition, the Provider agrees to provide an employee to staff the maintenance requirements of the Cherry Hill Apartments and Section 8 unit inspections for the time period 7/1/14 through 10/31/14. The Provider will handle all payroll and benefit administration. The County will reimburse CSVC for actual costs incurred plus an administrative fee of 3%. There will be no match and the entire amount is grant funded.

Item 2: White Deer Run Cove Prep CYS

Synopsis: Request Commissioner approval to amend the contract with White Deer Run Cover Prep in fiscal year 2014-15 to provide secure placement care to Venango County children in the juvenile justice system at the daily rate of \$265.00 as authorized by the County. The required match will come from the existing match allocation.

Item 3: Regional Counseling Center MH

Synopsis: Request Commissioner approval to amend the contract with The Regional Counseling Center in fiscal year 2014-15 with regard to outpatient services. The County will reimburse the Provider up to the MA rate for all individuals receiving service up to the service maximum of \$323,864. This would include paying the MA rate for those non-insured or underinsured. This addendum is retroactive to July 1, 2014.

Item 4: Lifeline Systems Company AAA

Synopsis: Request Commissioner approval to amend the contract with Lifeline Systems Company in fiscal year 2014-15 to include Wireless personal emergency response systems to clients of the Area Agency on Aging at the cost of \$30 per month per client as authorized by the County. There is no local mate requirement.

OTHER ITEMS:

Item 1: Resource Family Agreements CYS

Request Commissioner approval to enter into Resource Family Agreements with three individual families who will provider foster/kinship care to children as authorized by Venango County CYS.

Item 2: DPW renewal option CSS

Request Commissioner approval for the County to agree to the Department of Public Welfare's exercise of its first one-year renewal option pursuant to paragraph 1 of the Work Ready Program agreement. The terms of this agreement continues until September 30, 2015 subject to the same terms and conditions as in the original agreement. The amount of funding remains at \$164,427 per year. \$16,443 is retained at the county (CSS) for Administration costs.

Item 3: Child to Family Connections rental agreement CSS

Request Commissioner approval to continue to sublease approximately 192 square feet of office space and approximately 350 square feet of shared space located at 789 Bessemer Street, Meadville, PA 16335 from Child to Family Connections. The terms of the lease is July 1, 2014 through June 30, 2015 at the cost of \$180 per month including utilities.

Item 4: Submission of Grant Application to the PA Department of Aging AAA

Request Commissioner approval to submit a grant application to the PA Department of Aging in the amount of \$68,700. The request includes computer equipment for use by participants for the Creekside Senior Center (\$10,900) and for environmental modifications to modernize the Scrubgrass center and to make it more readily handicapped accessible. Computer equipment is also requested for that center (\$57,800). There is no match associated with this funding request.

Item 5: Sublease Rental Agreement between Venango County and an individual identified by Venango County MHDS. MHDS

Synopsis: Request Commissioner approval to enter into a sub-lease agreement with an individual identified by Venango County MHDS for a property located in Franklin that is zoned for apartment living. The agreement will be in effect September 1, 2014 through December 31, 2014. The monthly rent to be paid by the tenant is 30% of their gross income up to the monthly rent due as identified in the lease agreement. There is no match associated with these lease agreements.

Item 6: Contract with Deeter Plumbing MH

Synopsis: Request commissioner approval to enter into an agreement with Deeter Plumbing for renovation work at a property located at 5 West 3rd street in Oil City in the amount of \$22,247. The County utilized the formal bid process and Deeter Plumbing was awarded the contract as the lowest bidder.

Item 7: Memorandum of Understanding with Administrative Office of PA Courts

Synopsis: Request Commissioner approval to sign a memorandum of Understanding (MOU) with the Administrative Office of PA Courts regarding the provision of a grant to pay for a Permanency Practice Initiative educational workshop. The grant is in the amount of \$4,000. There is no local match requirement.

Commissioner Summers made a motion to approve the above items, pending Solicitor review, seconded by Commissioner Witherup, aye all.

FINANCE ADMINISTRATION:

The following warrants were submitted for approval by Ms. Brick:

Warrant	HS082214	115,880.49	Human Services Expenditures
Warrant	082214	282,715.24	Non-Human Services Expenditures
Warrant	HS082114	411.07	Human Services Expenditures
Warrant	SP082114	751.61	Non-Human Services Expenditures
Warrant	082914	388,421.78	Non-Human Services Expenditures
Warrant	HS082914	149,784.69	Human Services Expenditures
Warrant	SP082614	1,886.00	Non-Human Services Expenditures
Warrant	0901514	103,348.20	Non-Human Services Expenditures
Warrant	HS090514	188,736.10	Human Services Expenditures
Warrant	SP090414	6,700.00	Non-Human Services Expenditures

Warrant	HS091214	253,988.25	Human Services Expenditures
Warrant	091214	161,777.18	Non-Human Services Expenditures
Total		\$1,654,400.61	

Commissioner Witherup made a motion to approve the above warrants, seconded by Commissioner Summers, aye all.

The following items were presented for approval by Ms. Brick:

Approval of Email Agreement – This contract is with Rackspace Hosting Services and is for hosted email for the County. The cost of this contract is \$3,495.00 per month.

Commissioner Summers made a motion to approve the above agreement, seconded by Commissioner Witherup, aye all.

Approval of Data Backup Agreement – This contract is with Evault and provides backup of our information systems on almost a real time basis. The one-time fee for this contract is \$9,649.80 and the monthly recurring fee is \$797.50. The term of this contract is one (1) year.

Commissioner Witherup made a motion to approve the above agreement, seconded by Commissioner Summers, aye all.

Ratification of Natural Gas Agreement – This agreement is with Open Flow Gas Supply Corporation for the natural gas to heat the County buildings. The price for the timeframe of October 2014 to September 2015 is 3.79 per dekatherm. The County’s previous rate was \$4.12 per dekatherm.

Commissioner Summers made a motion to approve the above ratification, seconded by Commissioner Witherup, aye all.

WIA FISCAL AGENT:

The following items were presented for approval by Ms. Brick:

Approval of Earn Amendment – This adds a third component to the performance standards. The provider will be responsible for measuring this and will submit bills.

Commissioner Witherup made a motion to approve the above amendment, seconded by Commissioner Summers, aye all.

Approval of Title I Contracts –There are three (3) contracts all with the Title I provider, Venango Training and Development Center to be approved:

- Adult contract in the amount of \$1,065,689
- Youth contract in the amount of \$1,192,561
- Dislocated worker contract in the amount of \$942,732.

Commissioner Summers made a motion to approve the above contracts, seconded by Commissioner

Witherup, aye all.

Approval of TANY Youth Contract – This youth contract is also with Venango Training and Development Center and is in the amount of \$558,909.

Commissioner Witherup made a motion to approve the above contract, seconded by Commissioner Summers, aye all.

Approval of EARN Contract – The maximum payout for this contract is \$2,065,797 if the performance goals are met.

Commissioner Summers made a motion to approve the above contract, seconded by Commissioner Witherup, aye all.

Approval of MOUs for Oil Region and Warren CareerLink – Saint Benedicts occupies space in both the Oil Region and Warren CareerLinks to operate the EARN program. These memorandums of understanding call for \$2,500.00 to be paid to the Warren CareerLink and \$10,944.00 to be paid to the Oil Region CareerLink.

Commissioner Witherup made a motion to approve the above memorandums of understanding, seconded by Commissioner Summers, aye all.

HUMAN RESOURCES:

The following Human Resource Agenda was presented for approval by Ms. Stephens:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **Daniel Hovis**, Corrections Monitor, AFSCME position, Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 09/08/14; Special Conditions:** Filling existing vacancy; to be ratified at the October Prison Board meeting; of **Scot Sampsell**, Corrections Monitor, AFSCME Position, Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 08/18/14; Special Conditions:** Filling existing vacancy; ratified at the September Prison Board Meeting; of **Shelly Thomas**, Corrections Monitor, AFSCME position, Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 08/18/14; Special Conditions:** Filling existing vacancy; ratified at the September Prison Board meeting. In Department #520 (Children & Youth) of **Christian Druckemiller**, Casework Supervisor, Exempt Full-Time, Exempt Pay Grade 3 (\$38,957.00/yr.), **effective 08/27/14; Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of **Kathy Garin**, Transportation Aide, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 4 (\$8.00/hr.), **effective 09/08/14; Special Conditions:** Filling existing vacancy.

REHIRE – In Department #325 (911 Center) of **Tyler Cochran**, Telecommunicator I, Probationary Part-Time, 40 hours/pay, NUHR Pay Grade 3 (\$10.60/hr.), **effective 08/25/14; Special Conditions:** Filling existing vacancy.

PROMOTION / TRANSFER – In Department #570 (Community Support Services) of **Jillian**

Stephens, from Program Specialist, Exempt Full-Time, Exempt Pay Grade 2 (\$35,300.00/yr.), to Department #130 (Human Resource Dept.), Human Resource Director, Exempt Full-Time, Exempt Pay Grade 6 (\$51,986.00/yr.), **effective 09/01/14; Special Conditions:** Filling existing vacancy.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS / LATERAL TRANSFER – In Department #507 (Veterans' Affairs) of **Gail Stewart**, from Intake Clerk II, SEIU Position, Probationary Part-Time, 50 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), to Department #531 (Human Services Clerical), Department Clerk II, SEIU Position, Probationary Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), **effective 09/08/14; Special Conditions:** Filling existing vacancy.

DISCONTINUANCE OF OUT OF CLASS COMPENSATION – In Department #130 (Human Resource Dept.) of **Sandra Sutch**, Assistant Human Resource Director, Exempt Full-Time, from Exempt Pay Grade 3 (\$61,050.91/yr.) to Exempt Pay Grade 3 (\$43,398.00/yr.), **effective 09/01/14; Special Conditions:** Temporary assignment performing Human Resource Director duties ended. In Department #520 (Children & Youth) of **Sherry McCauley**, Caseworker II, Full-Time, 80 hours/pay, from Non-Union Hourly Pay Grade 6 (\$17.7928/hr.) to Non-Union Hourly Pay Grade 6 (\$14.1050/hr.), **effective 08/25/14; Special Conditions:** Temporary assignment has ended. In Department #540 (MH/DS) of **Amy Aikins**, Senior Program Specialist, Exempt Full-Time, from Exempt Pay Grade 3 (\$52,197.31/yr.) to Exempt Pay Grade 3 (\$43,194.47/yr.), **effective 08/18/14; Special Conditions:** Temporary assignment covering employee leave of absence has ended.

END OF PROBATION – In Department #520 (Children & Youth) of **Kayla Edwards**, Caseworker II, Full-Time, 80 hours/pay, **effective 08/03/14.**

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #570 (Community Support Services) of **Robin Brundage**, Intake Clerk, **effective 09/05/14.**

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Donna Maier**, Corrections Officer, **effective 08/13/14.** In Department #531 (Human Service Clerical) of **Tricia Cunningham**, Department Clerk II, **effective 08/22/14.** In Department #580 (Transportation) of **Anthony Avolio**, Bus/Van Driver, **effective 08/26/14.**

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PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROBATIONARY NEW HIRE – In Department #580 (Transportation) of **Kenneth Ramsey**, Bus/Van Driver, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 9 (\$10.21/hr.), **effective 08/25/14; Special Conditions:** Filling newly created position ratified at the July Salary Board meeting; of **James McVay**, Bus/Van Driver, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 9 (\$10.21/hr.), **effective 08/21/14; Special Conditions:** Filling newly created position ratified at the July Salary Board meeting.

POSITION REALLOCATION – In Department #531 (Human Services Clerical) of **Melissa Confer**, from Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$9.0860/hr.), to Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 (\$9.60/hr.), **effective 08/25/14; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting; of **Carol Gavin**, from Department Clerk II, SEIU Position, Full-Time, 80 hours/pay,

SEIU Pay Grade 6 (\$9.0860/hr.), to Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 (\$9.60/hr.), **effective 08/25/14; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting; of **Laurie Greenlee**, from Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$9.0860/hr.), to Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 (\$9.60/hr.), **effective 08/25/14; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting; of **Lucy Porter**, from Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$9.4602/hr.), to Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 (\$9.60/hr.), **effective 08/25/14; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting. In Department #570 (Community Support Services) of **Lauren Lindholm**, from Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 (\$11.1663/hr.), to CSS MATP Program Advisor, Full-Time Exempt, Exempt Pay Grade 1 (\$31,066.00/yr.), **effective 09/08/14; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting.

CHANGE IN EMPLOYMENT STATUS – In Department #580 (Transportation) of **Thomas Clark**, from Bus/Van Driver, SEIU Position, Part-Time On Call, 7 hours/pay, SEIU Pay Grade 9 (\$10.21/hr.) to Bus/Van Driver, SEIU Position, Part-Time, 50 hours/pay, SEIU Pay Grade 9 (\$10.21/hr.), **effective 09/01/2014; Special Conditions:** Filling newly created position ratified at the July Salary Board meeting.

Commissioner Summers made a motion to approve the above items, seconded by Commissioner Witherup, aye all.

ROW OFFICES

Human Resource Items for Informational Purposes

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROMOTION / INCREASE IN HOURS – In Department #240 (DJ 3-4) of **Amanda Matassa**, from District Judge Secretary, Part-Time, 54 hours/pay, Non-Union Hourly Pay Grade 2 (\$10.3834/hr.), to Administrative Assistant I, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 3 (\$10.7987/hr.), **effective 08/18/14; Special Conditions:** Filling existing vacancy.

CHANGE IN EMPLOYMENT STATUS – In Department #270 (Sheriff's Department) of **Stephen Brundage**, from Deputy Sheriff, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.) to Deputy Sheriff, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 08/18/14; Special Conditions:** Filling existing vacancy.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS – In Department #230 (DJ 3-2) of **Shannon Baker**, from District Judge Secretary, Part-Time, 68 hours/pay, Non-Union Hourly Pay Grade 2 (\$10.5859/hr.), to District Judge Secretary, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 (\$10.5859/hr.), **effective 08/13/14; Special Conditions:** Filling existing vacancy.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

None.

PLANNING COMMISSION:

The following items were presented for approval by Ms. Jones:

Ratification of Fee Reimbursement Agreement with Oil Region Alliance – This agreement states that both the landowner and the County acknowledge that the County will incur costs and fees relating to the review of the landowner’s Stormwater Management Plan by its professional consultants, and the landowner agrees to pay and/or reimburse the County for such costs. These agreements call for the landowner to deposit \$2,500 in an escrow account as security for the payment of all costs, expenses, charges and fees.

Commissioner Witherup made a motion to approve the above ratification, seconded by Commissioner Summers, aye all.

Approval of Fee Reimbursement Agreement with Cornplanter Township Volunteer Fire Department – This agreement states that both the landowner and the County acknowledge that the County will incur costs and fees relating to the review of the landowner’s Stormwater Management Plan by its professional consultants, and the landowner agrees to pay and/or reimburse the County for such costs. These agreements call for the landowner to deposit \$2,500 in an escrow account as security for the payment of all costs, expenses, charges and fees.

Commissioner Summers made a motion to approve the above agreement, seconded by Commissioner Witherup, aye all.

TWO MILE RUN COUNTY PARK:

The following item was presented for approval by Mr. Mihalic:

Approval of Schnabel Engineering Proposal to Inspect Dam – This is an annual inspection of the Justus Lake Dam at Two Mile Run County Park. Schnabel Engineering’s final report is readily accepted by DEP and the cost of \$3,550 covers the inspection and reports.

Commissioner Witherup made a motion to approve the above proposal, pending changes by the Solicitor, seconded by Commissioner Summers, aye all.

Mr. Mihalic presented the Park Activities Report:

The beach closed on August 31, 2014.

The Cherrytree Road Bridge construction should be completed in a couple of weeks.

Park officials have been approached by the new DCNR Environmental Educator who wants to partner with the Park and the Conservation District to provide environmental education programs at the Park.

The programs will be mainly focused toward students.

The VARHA Ride was held on September 13th and 14th.

Clean-up and end of the season work continues.

The campground will stay open until the second or third week of October, weather permitting.

Astroblast 2014 is scheduled for September 23rd through September 28th. This will be the last Astroblast to be held at Lockwood as the observatory is relocating.

The Rocky Grove Invitational is scheduled for October 11th.

NOTE: At this time Mr. Mihalic asked the Commissioner Board to donate a used copier to the Liberty Galleria. This copier was earmarked to go to the County auction.

Commissioner Witherup made a motion to approve the above donation, seconded by Commissioner Summers, aye all.

COUNTY ADMINISTRATION:

The following items were presented for approval by Ms. Jones:

Approval of Service Agreement with TruGreen Commercial – This agreement is for Fall aeration and seeding at the Courthouse. The cost of this agreement is \$550.00.

Commissioner Summers made a motion to approve the above agreement, seconded by Commissioner Witherup, aye all.

Approval of Bid Award for District Judge Office Renovation – Two bids were awarded to Whalen Construction of Franklin, Pennsylvania for the construction/renovation of District Judge Andrew Fish's office that will be located in the 911 Center on Grandview Road in Oil City. The base bid amount is \$137,632 and the alternate bid for the replacement for the heating ventilation and air conditioning system is \$12,914. The move of District Judge Fish's office is necessary due to the redistricting mandated by the State. Also due to the redistricting, District Judge Dinberg will retire at the end of 2014 and District Judge Lowery will relocate into the space currently occupied by District Judge Dinberg.

Commissioner Witherup made a motion to approve the above bid award, seconded by Commissioner Summers, aye all.

Ratification of Contract with Penn Fencing, Inc. – This contract with Penn Fencing, Inc. is to conduct diagnostic testing to assess repair needs on the gate of the fence located at the 911 Center on Grandview Road. Any material needed to repair the gate will not exceed \$500.00.

Commissioner Summers made a motion to approve the above contract, seconded by Commissioner Witherup, aye all.

Ratification of Resolution 2014-09 – Sandycreek Industrial Park Project – Match Funding – The County of Venango, the Venango Industrial Development Authority, the Oil Regional Alliance of Business, Industry and Tourism and Sandycreek Township have joined through a Cooperative Agreement to develop the Sandycreek Industrial Park. This resolution designates \$50,000.00 in Community Development Block Grant funds and \$200,000.00 in ARC funds as match for the Sandycreek Industrial Park Project.

Commissioner Witherup made a motion to approve the above ratification, seconded by Commissioner Summers, aye all.

Ratification of Statement of Compliance – RACP (Redevelopment Assistance Capital Program) Grant – This states that the County, acting as Administrator for a Redevelopment and Capital Assistance Grant (RACP) issued to the Venango Industrial Development Authority and the Oil Region Alliance will adhere to and comply with all RACP terms and conditions, and policies and procedures during the Sandycreek Industrial Park Project.

Commissioner Summers made a motion to approve the above ratification seconded by Commissioner Summers, aye all.

The following items were presented for approval by Commissioner Brooks:

Approval of Appointment to the Land Bank Governing Board:

- Barb Cisek-McGarvey
- Paul Calderone

These appointments are for a three (3) year term.

Commissioner Witherup made a motion to approve the above appointments, seconded by Commissioner Summers, aye all.

Approval of Appointment of the Following County Officials to the Land Bank Governing Board:

- County Chief Assessor – currently Rob Walter
- Finance Administrator – currently Diona Brick
- Tax Claim Bureau Director – currently Julie Thompson
- Commissioner Vince Witherup
- Commissioner Bonnie Summers

Commissioner Brooks made a motion to approve the above appointments, seconded by Commissioner Summers, aye all.

Approval of Agreement Between UPMC and County of Venango – This agreement calls for UPMC to build two (2) 15-bed enhanced personal care facilities and one (1) 30-bed personal care facility that will be deeded over to the County. The new buildings will be located near the current Sugar Valley Lodge building. The County will manage all three facilities. UPMC will give the County \$250,000.00 to convert the current Sugar Valley Lodge building into a storage facility or to build a new storage facility.

Commissioner Summers made a motion to approve the above agreement, pending Solicitor review, seconded by Commissioner Witherup, aye all.

OTHER BUSINESS

There was no other business conducted.

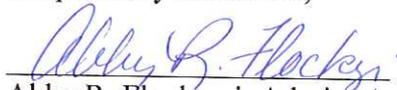
PUBLIC COMMENT

Members of the Titusville Airport Authority provided the Commissioner Board with information about the Titusville Airport, which has been in existence since 1988. The Titusville Airport currently operates on a budget of less than \$30,000.00 per year. The Authority asked the Commissioner Board for financial assistance. The Commissioner Board had previously agreed to donate \$5,000.00 to the Airport Authority but had not yet acted on that decision. The Authority was very grateful.

ADJOURNMENT

The meeting adjourned at 6:54pm upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,


Abby R. Flockerzi, Admin. Assist.