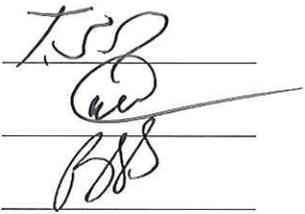


Reviewed by: 

**COMMISSIONER BOARD MINUTES**  
**October 14, 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  
Jayne Romero, Human Services  
Tom Sherman, EMA  
Pastor Eric Reamer, Oil City Free Church

Commissioner Vince Witherup  
Denise Jones, Chief Clerk/County Administrator  
Rich Winkler, Solicitor  
Diona Brick, Fiscal  
Rich Mihalic, Park  
Deborah Sharpe, Treasurer  
Jill Stephens, Human Resources

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 6:05 p.m.

**APPROVE / AMEND COMMISSIONER BOARD AGENDA:**

The following changes were made to the agenda: addition of Approval of Amendment to Bid Award for 911 Center Renovation under County Administration and removal of Approval of Residential Lease for 1546 Pittsburgh Road under Community Services Administration, Approval of 2015 County Holidays and Approval of 2015 Commissioner Board Public Meeting and Workshops Schedule under County Administration.

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

**APPROVAL OF MINUTES:**

Commissioner Summers made a motion to approve the minutes from the September 16, 2014 meeting, seconded by Commissioner Witherup, aye all.

**PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:**

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

**COURT ADMINISTRATION:**

There was no business to be conducted.

**ROW OFFICES:**

There was no business to be conducted.

**PRISION:**

There was no business to be conducted.

**COMMUNITY SERVICES ADMINISTRATION:**

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

Approval of Hazardous Material Response Fund (HMRF) Grant Agreement – Each county that participates in the hazardous material safety program may be eligible to receive a grant from the HMRF in order to develop periodic reports, develop, update and exercise emergency response plans, perform public information functions, collect, document and process chemical inventory forms and other documents, develop emergency planning and response capabilities for responding to hazardous material releases, among many other things. This grant is awarded to the County in the amount of \$16,095.00 and the funds must be expended during the period from July 1, 2014 to June 30, 2015.

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

**HUMAN SERVICES:**

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

**CONTINUATION CONTRACTS 2014-2015**

**Item 1: Family Care for Children & 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 ranging from \$57.55 to \$65.77 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 2: Child To Family Connections Inc.**

**Synopsis:** Request Commissioner approval to continue to contract with Child to Family Connections, Inc. in fiscal year 2014-15 to provide Family Group Decision Making Services to identified families and independent youth, as authorized by the County. The contract maximum is \$220,800. The required match will come from the existing match allocation.

**ADDENDUMS TO EXISTING CONTRACTS 2013-2014**

**Item 1: Regional Counseling Center, Inc. MH**

**Synopsis:** Request Commissioner approval to amend the contract with the Regional Counseling Center for F/Y 2013-14 in order to provide retained revenue for services funded by the Mental Health system

to include: 1) Outpatient Services: \$8,516; 2) Partial Hospitalization: \$656; 3) Mobile Medication Program: \$128; 4) Representative Payee services: \$570; and 5) Illness management: \$415. The total to be reimbursed to the Provider is \$10,285 and the required local match will come from the existing match allocation.

**Item 2: Family Service and Children’s Aid Society, Inc.** MH

**Synopsis:** Request Commissioner approval to amend the contract with Family Service and Children’s Aid Society for F/Y 2013-14 in order to provide retained revenue for Home and Community Support services funded by the mental health system in the amount of \$1,279. The required local match will come from the existing match allocation.

**Item 3: The Pointe.** MH

**Synopsis:** Request Commissioner approval to amend the contract with The Pointe for F/Y 2013-14 in order to provide retained revenue funded by the Mental Health system in the amount of \$3,165. The required local match will come from the existing match allocation.

**Item 4: Venango Training and Development Center, Inc.** MH

**Synopsis:** Request Commissioner approval to amend the contract with Venango Training and Development Center for F/Y 2013-14 in order to provide retained revenue for services funded by the Mental Health system to include: 1) Pre-vocational Services: \$1,092; and 2) Fair Weather Lodge: \$1,149 for a total of \$2,241. The required local match will come from the existing match allocation.

**ADDENDUMS TO EXISTING CONTRACTS 2014-2015**

**Item1: Crawford Area Transportation Authority** Transportation

**Synopsis:** Request Commissioner approval to amend the contract with the Crawford Area Transportation Authority effective October 1, 2014 for MATP services. The reimbursement rate will be \$2.10 per “live mile”. According to new MATP regulations that became effective October 1, 2014, the provider can only bill for services when a consumer is present in the vehicle. Payments will no longer be made for travel or wait time. There is no match associated with this contract.

**Item 2: Care Unlimited, Inc.** AAA

**Synopsis:** Request Commissioner approval to amend the contract with Care Unlimited, Inc. effective July 1, 2014 to adjust the rate for in-home services from \$22 to \$19.48 per hour of service as authorized by the County. There is no match associated with this contract.

**Item 3: Community Services of Venango County, Inc.** Housing

**Synopsis:** Request Commissioner approval to amend the contract with Community Services of Venango County, Inc. for fiscal year 2014-2015 to extend the agreement for the Provider to provide an

employee to staff the maintenance requirements of the Cherry Hill Apartments and Section 8 unit inspections to 12/31/2014. There is no local match associated with this contract addendum.

**OTHER ITEMS:**

**Item 1. Senior Community Service Employment Program Agreement HS**

**Synopsis:** Request Commissioner approval to enter into an agreement with the Greater Erie Community Action Committee (GECAC) for the County to become a host agency to provide a work site for program participants aged 55 and older to learn job skills that will increase their chances of obtaining community employment. There is no cost to the County for this program.

**Item 2. Forensic Supported Housing Program project modification request MH**

**Synopsis:** Request Commissioner approval to submit a program modification request to the PA Commission on Crime and Delinquency to extend the length the program through June 30, 2016. The original end date of the program is December 31, 2014.

**Item 3: Amendment to Administrative Entity Operating Agreement ID**

**Synopsis:** Request Commissioner approval to amend the Administrative Entity Operating Agreement (Subsection 4.8.1, Paragraph 2) with the Department of Public Welfare effective July 1, 2013.

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

**FINANCE ADMINISTRATION:**

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

Warrant	091914	\$ 611,886.43	Non-Human Services Expenditures
Warrant	HS091914	176,573.18	Human Services Expenditures
Warrant	092614	635,369.84	Non-Human Services Expenditures
Warrant	HS092614	405,745.27	Human Services Expenditures
Warrant	HS092414	199.98	Human Services Expenditures
Warrant	SP092614	15,717.00	Non-Human Services Expenditures
Warrant	0901514	103,348.20	Non-Human Services Expenditures
Warrant	100314	403,021.38	Non-Human Services Expenditures
Warrant	SP090414	6,700.00	Non-Human Services Expenditures
Warrant	HS100314	127,299.36	Human Services Expenditures
Warrant	SP093014	500.00	Non-Human Services Expenditures
Warrant	SP100314	2,400.00	Non-Human Services Expenditures
Warrant	101014	190,593.58	Non-Human Services Expenditures
Warrant	HS101014	170,835.91	Human Services Expenditures
Warrant	SP100814	922.45	Non-Human Services Expenditures
<b>Total</b>		<b>\$2,741,064.38</b>	

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 Budget Transfer – This is a request to transfer \$150,000 from the Operating Reserve to the 911 Building Budget to pay for the construction contract related to the relocation of District Judge Fish’s office.

Commissioner Summers made a motion to approve the budget transfer, seconded by Commissioner Witherup, aye all.

Approval to Take the Motion for the Approval of the Affiniti Service Agreement Internet Contract Off of the Table – During the September 16, 2014 Commissioner Board Meeting this item was tabled at the request of Ms. Brick.

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

Ratification of Affiniti Service Agreement Internet Contract – Affiniti will provide 50Mbps Dedicated Internet Service (DIA) delivered by direct fiber pair built from the Franklin POP to the Jail building, with a Sting switch installed in the Jail Demarc. Through customer owned private Multimode fiber, Affiniti will light the fiber to the Courthouse Annex switch. Additional Internet is \$15.00 per Mbps. This is a three (3) month contract that automatically renews. The cost of this contract is \$758.00 per month plus \$250.00 per month for maintenance cost.

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

**FISCAL AGENT FOR NWPAERG (North West Pennsylvania Emergency Response Group):**

The following item was presented for approval by Ms. Brick:

Approval of 2014 Grant Agreement – This grant is for the Northwest Pennsylvania Emergency Response Group, a group of five (5) counties and one (1) city that was formed for the purpose of acquiring and furthering Emergency Response equipment and trainings. The grant is in the amount of \$477,918.00 and begins on September 1, 2014 and ends on August 31, 2016.

Commissioner Witherup made a motion to approve the above grant agreement, 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 #531 (Human Service Clerical Unit) of **Jaime Renwick**, Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), **effective 10/01/14**; **Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of **Cynthia Franklin**, Dispatcher/Garage Clerk, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), **effective 09/16/14**; **Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #125 (Public Defender) of **Jeannine Botta-Guth**, Assistant Public Defender, Full-Time Legal Exempt, **effective 08/04/14**; of **Jeri Bolton**, Assistant Public Defender, Part-Time Legal Exempt, **effective 09/03/14**. In Department #305 (Prison) of **Kim Rossey**, Corrections Monitor, AFSCME Position, Part-Time On Call, 7 hours/pay, **effective 08/23/14**. In Department #325 (911 Center) of **Tracy Coursen**, Telecommunicator I, Full-Time, 80 hours/pay, **effective 09/15/14**. In Department #405 (Airport) of **Justin Grant**, Maintenance Worker III, SEIU Position, Full-Time, 80 hours/pay, **effective 07/04/14**; of **Thomas Hartle**, Maintenance Worker III, SEIU Position, Full-Time, 80 hours/pay, **effective 07/22/14**. In Department #520 (Children & Youth) of **Margaret Beall**, Social Worker I, Full-Time, 80 hours/pay, **effective 09/17/14**.

**SEPARATION OF EMPLOYMENT** – In Department #520 (Children & Youth) of **Heather Beshaw**, Caseworker II, **effective 09/23/14**.

**CORRECTION TO 09/16/14 HR COMMISSIONER BOARD AGENDA**

**SEPARATION OF EMPLOYMENT** – In Department #305 (Prison) of **Donna Maier**, Corrections Officer, **effective 08/13/14**.

**Note: Effective date should reflect 08/21/14.**

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**PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:**

**TRANSFER / VOLUNTARY DEMOTION** – In Department #530 (PICs Unit) of **Gary Wiley**, Caseworker III, Full-Time, 80 hours / pay, Non-Union Hourly Pay Grade 7 (\$15.9005 / hr.), **to** Department #520 (Children & Youth Services), Caseworker II, Full-Time, 80 hours / pay, Non-Union Hourly Pay Grade 6 (\$15.2645 / hr.), **effective 12/01/14**; **Special Conditions:** Filling newly created position ratified at the August Salary Board Meeting.

**LATERAL TRANSFER** – In Department #531 (Human Service Clerical Unit) of **Roberta Mullen**, Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$9.0860/hr.), **to** Department #570 (Community Support Services), Case Aide, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$9.0860/hr.), **effective 09/22/14**; **Special Conditions:** Filling newly created position ratified at the August 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:**

**END OF PROBATION** – In Department #265 (Prothonotary) of **Carol Hoover**, Department Clerk II, Full-Time, 80 hours/pay, **effective 09/19/14.**

**OUT OF CLASS COMPENSATION** – In Department #230 (DJ 3-2) of **Tonya Johnson**, District Judge Secretary, Full-Time, 70 hours/pay, **from** Non-Union Hourly Pay Grade 2 (\$10.5859/hr.) **to** Non-Union Hourly Pay Grade 2 (\$11.2211/hr.), **effective 09/29/14; Special Conditions:** Salary increase through 12/31/14 while performing Administrative Assistant duties.

**SEPARATION OF EMPLOYMENT** – In Department #240 (DJ 3-4) of **Amanda Matassa**, Administrative Assistant I, **effective 09/24/14.** In Department #260 (District Attorney) of **Catherine Edwards**, Victim/Witness Service Provider, **effective 10/17/14.**

**SEPARATION OF EMPLOYMENT – RETIREMENT** – In Department #240 (DJ 3-4) of **Faye Cuprinka**, Administrative Assistant I, **effective 09/25/14.**

**CORRECTION TO 08/12/14 ROW OFFICES AGENDA**

**CHANGE IN EMPLOYMENT STATUS** – In Department #205 (Courts) of **Kyle Peasley**, Law Clerk, **from** Temporary Full-Time Exempt, Legal Exempt Pay Grade 1 (\$38,957.00/yr.), **to** Regular Full-Time Exempt, Legal Exempt Pay Grade 1 (\$38,957.00/yr.), **effective 08/11/14; Special Conditions:** Filling existing vacancy.

**Note: Personnel status should reflect “Probationary Full-Time Legal Exempt” after movement from previous temporary status.**

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**PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:**

**None.**

**PLANNING COMMISSION:**

There was no business to be conducted.

**TWO MILE RUN COUNTY PARK:**

Mr. Mihalic presented the Park Activities Report:

The Cherrytree Road Bridge construction should be completed by the end of October.

The annual Dam inspection was conducted on October 1, 2014 with no significant findings.

Astroblast 2014 was held on September 23<sup>rd</sup> through September 28<sup>th</sup>. There were 83 attendees.

The Rocky Grove Invitational was held on October 11<sup>th</sup>. A total of twenty-three (23) schools with 700 runners participated. Thank you to Oakland Volunteer Fire Department for their assistance.

A Hunter's Safety Course was held at the Nature Lodge on October 14 and 15, 2014. There were 37 participants.

The campground will shut down on October 26.

There is a Halloween Night Hike scheduled for November 1, 2014.

**COUNTY ADMINISTRATION:**

The following item was presented for approval by Ms. Jones:

Approval of Textile Products Rental Agreement with Paris Uniform Services – This agreement is for rugs and mats at the Courthouse and Courthouse Annex. This is a three (3) year contract at a cost of \$2,277.60 for the Courthouse and \$1,290.90 for the Courthouse Annex for a total cost of \$3,568.50 per year.

Commissioner Summers made a motion to approve the above agreement, pending Paris Uniform Services accepting the changes made by Solicitor Winkler, seconded by Commissioner Witherup, aye all.

The following item was presented for approval by Commissioner Summers:

Approval of appointment of Brenda Carll to the Venango County Regional Planning Commission – This is a five (5) year appointment beginning October 1, 2014 and will be Ms. Carll's first term on the Venango County Regional Planning Commission.

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

The following items were presented for approval by Commissioner Brooks:

Approval of Veterans Day Proclamation – This is a proclamation from the Governor's Office proclaiming November 11, 2014 as Veterans Day.

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

Approval of National Disability Employment Awareness Month Proclamation – This proclamation declares October National Disability Employment Awareness Month to raise awareness about disability employment issues and celebrate the many and varied contributions of people with disabilities.

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

The following item was presented for approval by Ms. Jones:

Approval of Amendment to Bid Award for 911 Center Renovation – This amendment is required due to the Americans With Disabilities Act requires 20 percent of the cost of renovations to go to making a space accessible. Without adding a handicapped accessible restroom to this project, the project did not meet that requirement. The cost of this amendment to the bid award is \$17,336.00.

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

**OTHER BUSINESS**

There was no other business conducted.

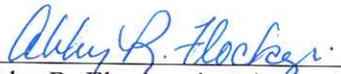
**PUBLIC COMMENT**

There was no public comment offered.

**ADJOURNMENT**

The meeting adjourned at 6:22pm upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,

  
Abby R. Flockerzi, Admin. Assist.