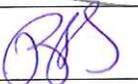


Reviewed by:   


**COMMISSIONER BOARD MINUTES  
November 18, 2014**

Those present at the public meeting of the Venango County Commissioners held in Room 103 of the Courthouse Annex:

Commissioner Tim Brooks	Commissioner Vince Witherup
Commissioner Bonnie Summers	Denise Jones, Chief Clerk/County Administrator
Abby Flockerzi, Administrative Assistant	Rich Winkler, Solicitor
Judy Barrett, Planning	Diona Brick, Fiscal
Geraldine McGuinness, Voter Registration	Rich Mihalic, Park
Jayne Romero, Human Services	Deborah Sharpe, Treasurer
Jill Stephens, Human Resources	Albert "Chip" Abramovic, Public
Sheila Boughner, News Media	
Pastor Bruce Davis, Calvary United Methodist Church	

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 6:06 p.m.

**APPROVE / AMEND COMMISSIONER BOARD AGENDA:**

The following changes were made to the agenda: addition of Approval of 2012 FFY CDBG Modification Public Hearing and Approval of 2011 CDBG Application for Budget Over Runs in Existing Line Items under Planning; addition of Approval of Appointment of Doug Williams to VIDA Board under County Administration; removal of Virginia Sharp contract under Human Services (AAA); and removal of WIB Fiscal Agent item 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 October 14, 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:**

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 Ms. Brick:

Ratification of Securus Contract – This contract is to update the security system at the 911 Center on Grandview Road due to District Judge Fish and his staff relocating there. This upgrade will include upgrading one analog video recorder and installing three (3) new IP cameras in the new office for District Judge Fish. The system will be upgraded to accommodate five (5) additional doors in the new office. The cost of this contract is \$11,738.00.

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

**HUMAN SERVICES:**

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

**ADDENDUMS TO EXISTING CONTRACTS 2013-2014**

**Item 1: Sugar Valley Lodge** (MHDS)

**Synopsis:** Request commissioner approval to amend the contract for Sugar Valley Lodge for fiscal year 2013-14 for the purpose of adjusting the daily rate for enhanced personal care from \$14.97 to \$17.216. The contract maximum will remain unchanged at \$246,000 and the match will come from the existing match allocation.

**Item 2: Family Service and Children’s Aid Society** (MHDS)

**Synopsis:** Request Commissioner approval to amend the contract with Family Service and Children’s Aid Society for the purpose of reimbursing the provider for a maximum of 55 units of Family Based Mental Health services at the rate of \$31.75 for individuals with no other means of payment. The maximum to be reimbursed to the Provider is \$1,746.25 and the local match will come from the existing match allocation.

**NEW CONTRACTS 2014-2015**

**Item 1: Oil City School District** (CYS)

**Synopsis:** Request Commissioner approval to provide a grant in the amount of \$500 to the Oil City School District to support student activities planned and implemented by the Student Leadership

Counsel to address goals identified through the Children’s Roundtable Youth Summit. The School district will contribute matching funds in the amount of \$500. Local match will come from the existing match allocation.

**Item 2: Franklin School District** (CYS)

**Synopsis:** Request Commissioner approval to provide a grant in the amount of \$500 to the Franklin School District to support student activities planned and implemented by the Student Leadership Counsel to address goals identified through the Children’s Roundtable Youth Summit. The School district will contribute matching funds in the amount of \$500. Local match will come from the existing match allocation.

**Item 3: Valley Grove School District** (CYS)

**Synopsis:** Request Commissioner approval to provide a grant in the amount of \$500 to the Valley Grove School District to support student activities planned and implemented by the Student Leadership Counsel to address goals identified through the Children’s Roundtable Youth Summit. The School district will contribute matching funds in the amount of \$500. Local match will come from the existing match allocation.

**Item 4: Cranberry School District** (CYS)

**Synopsis:** Request Commissioner approval to provide a grant in the amount of \$500 to the Cranberry School District to support student activities planned and implemented by the Student Leadership Counsel to address goals identified through the Children’s Roundtable Youth Summit. The School district will contribute matching funds in the amount of \$500. Local match will come from the existing match allocation.

**CONTINUATION CONTRACTS 2014-2015**

**Item 1: Perseus House** (CYS)

**Synopsis:** Request Commissioner approval to continue to contract with Perseus house for fiscal year 2014-15 to provide to provide residential care to Venango County children in the child welfare system and Juvenile Justice at the daily rate ranging from \$190.80 to \$259.48 based on level of need as authorized by the County. The required match will come from the existing match allocation.

**ADDENDUMS TO EXISTING CONTRACTS 2014-2015**

**Item 1: Care Unlimited:** (AAA)

**Synopsis:** Request Commissioner approval to amend the contract with Care Unlimited for fiscal year 2014-15 to include Home Health Nursing – LPN at the rate of \$11.02 per 15 minute unit of service and Home Health Nursing – RN at the rate of \$16.55 per 15 minute unit of service. There is no match associated with these services.

**Item 2: Mustard Seed Mission** (Housing)

**Synopsis:** Request Commissioner approval to amend the contract with the Mustard Seed Mission for fiscal year 2014-15 with respect to the Chore program. The County agrees to provide grant funds in the amount of \$20,000 for general administrative costs to include but not limited to staff compensation, purchase of general liability insurance, mileage reimbursement, and the purchase of tools and non-consumable supplies. The County will continue to reimburse the Provider for the cost of building materials and consumable supplies. The match will come from the existing match allocation.

**Item 3: Family Service and Children's Aid Society** (CYS, MHDS, AAA)

**Synopsis:** Request Commissioner approval to amend the contract with Family Service and Children's Aid Society for fiscal year 2014-15 in order to adjust the rate for Home and Community Support Services (MH and AAA consumers) and the Parent Support Program (CYS) from \$16.11 to \$11.04 per 15 minute unit of service effective October 1, 2014. The Provider will also be contracted to provide Specialized Support Services for individuals identified and authorized by the County at the rate of \$11.04 per 15 minute unit of service. In addition, the County will reimburse the provider for actual costs incurred for lice eradication supplies. Any local match will come from the existing match allocation.

**Item 4: Parkside Psychological Associates** (CYS)

**Synopsis:** Request Commissioner approval to amend the contract with Parkside Psychological Associates for fiscal year 2014-15 in order to adjust the rate for evaluations and treatments for individuals impacted by sexual abuse and non-sexual abuse, as authorized by the County, as follows 1) Trauma Treatment: individual session \$117.00/ hour, family session \$94.00/ hour, group session \$42.00/ hour, court attendance/ CYS meetings \$117.00/ hour; 2) Sex Offender Treatment: individual session \$100.00/ hour, family session \$80.00/ hour, group session \$27.52/ hour, court attendance/ CYS meetings \$100.00/ hour; 3) Abel Assessment \$275.00/ test; 4) Polygraph \$275.00/ test; and Comprehensive Risk Evaluation \$700.00/ evaluation. Any local match will come from the existing match allocation.

**OTHER ITEMS:**

**Item 1: Bill's Snow Plowing** (MHDS)

**Synopsis:** Request Commissioner approval to continue to contract with Bill's Snow Plowing for service at for a property located at 806 Grandview Road, Oil City, PA. Costs include plowing front and upper lot: \$40/trip; plowing rear lot/driveway: \$27.50/trip; Salt application: \$27.50. Tenants pay their share of costs based on square footage. Local match will come from the existing match allocation.

**Item 2: Xtreme Snow Removal & Ice Control** (Transportation)

**Synopsis:** Request Commissioner approval to continue to contract with Xtreme Snow Removal & Ice Control for service at the Cranberry Walmart Bus Shelter (\$55 per plow and ice control) and the UPMC Seneca Area Bus Shelter (\$28 per snow removal and ice control).

**Item 3: Early Head Start Funding Renewal Application** CYS

**Synopsis:** Request Commissioner approval to submit the refunding application for the Early Head Start Program in the amount of \$849,642 to the Department of Health and Human Services. This funding will cover the period March 1, 2015 through February 29, 2016. The required match of \$212,411 is the responsibility of Community Services of Venango County, Inc. to whom the County contracts to carry out all aspects of the program.

**Item 4: Approval of CYFS Resource Family Agreements** (CYS)

Request Commissioner approval to enter into three Resource Family Agreements for the Foster/Kinship Care Program as authorized by the County.

**Item 5: Approval of Appointment to Human Service's Advisory Boards** (HS)

Request Commissioner approval to appoint William Price and Nicole Knox to 3 year terms on the MHDS Advisory Board, the CYS Advisory Board, and the Substance Abuse Executive Commission effective December 1, 2014.

**Item 6: Approval of Appointment to Area Agency on Aging Advisory Council** (AAA)

Request Commissioner approval to appoint Ralph Montgomery to fill a third three year term for a previous council member who had resigned.

**Item 7: Interagency agreement with the Housing Authority of Venango County** (housing)

Request Commissioner approval to continue the Interagency Agreement with the Housing Authority of Venango County for the period July 1, 2014 to June 30, 2015 for the County to provide general management of the operations for the Authority. There is no match required from the County.

**Item 8: Revalidation Application for the Office of Long Term Living** (AAA)

Request Commissioner approval to submit a revalidation application for the continued enrollment to provide Office of Long Term Living Waiver programs.

**Item 9: Interagency Agreement with the United Way of Venango County** (CSS)

Request Commissioner approval to designate The United Way of Venango County to serve as the lead agency for the administration and operation of the State Food Purchase Program effective July 1, 2014 through June 30, 2015.

**Item 10: Interagency Agreement with Community Services of Venango Co.** (CSS)

Request Commissioner approval to enter into an interagency agreement with Community Services of Venango County to determine program eligibility and to distribute food commodities purchased through the State Food Purchase Program to eligible Venango County residents. A credit in the amount of \$13,422.08 will be placed on account at Imler's Poultry for the Provider's use. There is no match associated with this Agreement.

**Item 11: Interagency Agreement with the Oil City Salvation Army** (CSS)

Request Commissioner approval to enter into an interagency agreement with the Oil City Salvation Army to determine program eligibility and to distribute food commodities purchased through the State Food Purchase Program to eligible Venango County residents. A credit in the amount of \$13,422.08 will be placed on account at Imler's Poultry for the Provider's use. There is no match associated with this Agreement.

**Item 12: Interagency Agreement with the Franklin Salvation Army** (CSS)

Request Commissioner approval to enter into an interagency agreement with the Franklin Salvation Army to determine program eligibility and to distribute food commodities purchased through the State Food Purchase Program to eligible Venango County residents. A credit in the amount of \$13,422.08 will be placed on account at Imler's Poultry for the Provider's use. There is no match associated with this Agreement.

**Item 13: Interagency Agreement with the Clintonville Food Pantry** (CSS)

Request Commissioner approval to enter into an interagency agreement with the Clintonville Food Pantry to determine program eligibility and to distribute food commodities purchased through the State Food Purchase Program to eligible Venango County residents. A credit in the amount of \$13,422.08 will be placed on account at Imler's Poultry for the Provider's use. There is no match associated with this Agreement.

**Item 14: Avanco International CAPS Work Statement** (CYS)

Request Commissioner approval of the work statement submitted by Avanco International for the CAPS data conversion and System implementation. The implementation cost to include both Phase I (CAPS Intake and CWIS Solution) and Phase II (Full Scale CAPS Implementation) is \$94,400. Local match will come from the existing match allocation.

**Item 15: County of Erie, Office of Children and Youth foster care agreement**

Request Commissioner approval to continue to contract with the County of Erie, Office of Children and Youth for the period July 1, 2014 through June 30, 2015 for the purpose of allowing Erie County to utilize a Venango County licensed foster home as a resource for their dependent child. No payment will be made to Erie County, and Erie County will reimburse Venango County for our services.

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	101714	\$ 502,798.97	Non-Human Services Expenditures
Warrant	HS101714	293,242.39	Human Services Expenditures
Warrant	HS102414	174,613.19	Human Services Expenditures
Warrant	102414	1,414,765.37	Non-Human Services Expenditures
Warrant	SP102414	196,986.83	Non-Human Services Expenditures
Warrant	103114	520,070.34	Non-Human Services Expenditures
Warrant	HS103114	145,573.52	Human Services Expenditures
Warrant	SP102714	2,136.00	Non-Human Services Expenditures
Warrant	HS110714	168,623.57	Human Services Expenditures
Warrant	110714	148,258.74	Non-Human Services Expenditures
Warrant	SP110514	50,193.00	Non-Human Services Expenditures
Warrant	HS111414	328,298.21	Human Services Expenditures
Warrant	111414	433,319.12	Non-Human Services Expenditures
<b>Total</b>		<b>\$4,378,879.25</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 Engagement Letter for Bonds – This engagement letter will allow Mr. Mike McCaig from Janney to speak with Ms. Brick concerning the County’s outstanding debt and any potential financing of capital projects in the future. From time-to-time, Ms. Brick receives items from the SEC that she needs to speak to Mr. McCaig about and based on new SEC rulings, he has to have an engagement letter on file to able to speak to with the County.

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

Approval of Pitney Bowes Contract – This contract is for a new postage machine at the Troy A. Wood Human Services Complex located at 1 Dale Avenue. This is a 60 month lease at a cost of \$3,229.32 per year.

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

Approval to Place 2015 Budget on Public Display – Ms. Brick asked that the 2015 County Budget be placed on public display in the Commissioners’ Office. Total revenue for the 2015 budget is \$53,107,524.00 and total expenses are \$56,065,269.00. Revenue and expenses do not equal due to the

fact that the General Fund and the Human Services are required to be adopted with a balanced budget on or before December 31 annually. The other funds are budgeted differently based on time of year projects or debt schedules. Also, the County may save up money over a number of years for a project before those monies are spent. The budget contains no tax increase.

Commissioner Witherup made a motion to approve placing the 2015 Budget on public display, seconded by Commissioner Summers, aye all.

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

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

Approval of Training Officer Contract – This contract is with the Northwestern Pennsylvania Emergency Response Group (NWPAERG) and Independent Contractor, Timothy L. Dunkle. The contract provides for Mr. Dunkle to be paid \$21.00 per hour for up to 60 hours of work per month, for a period of twelve (12) months commencing on January 1, 2015 and concluding on December 31, 2015.

Commissioner Summers made a motion to approve the above contract, pending Solicitor changes, seconded by Commissioner Witherup, 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 **Kristina Brown**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$9.38 / hr.), **effective 10/27/14; Special Conditions:** Filling existing vacancy; Action ratified at the November Prison Board meeting; of **Holly McCauley**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$9.38 / hr.), **effective 11/09/14; Special Conditions:** Filling existing vacancy; Action to be ratified at the December Prison Board meeting. In Department #507 (Veterans' Affairs) of **Karen Hall**, Intake Clerk II, SEIU Position, Part-Time, 68 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), **effective 10/20/14; Special Conditions:** Filling existing vacancy. In Department #540 (MH/DS) of **Brenda Petrick**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96 / hr.), **effective 11/05/14; Special Conditions:** Filling existing vacancy. In Department #570 (Community Support Services) of **Jeffrey Seigworth**, Program Specialist, Exempt Full-Time, Exempt Pay Grade 2 (\$35,300.00 / yr.), **effective 10/27/14; Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of **Ralph Semprevivo**, Bus/Van Driver, SEIU Position, Part-Time, 50 hours/pay, SEIU Pay Grade 9 (\$10.21 / hr.), **effective 11/12/14; Special Conditions:** Filling existing vacancy.

**PROMOTION** – In Department #305 (Prison) of **Lori Baker**, from Bookkeeper, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2 (\$13.8694 / hr.) to Administrative Assistant I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 (\$14.15 / hr.), **effective 11/23/14; Special Conditions:** Filling existing vacancy; action ratified at the November Prison Board meeting. In Department #520 (Children & Youth) of **Lindsay Weckerly**, from Casework Supervisor, Exempt Full-Time, Exempt

Pay Grade 3 (\$42,636.49 / yr.) to CYFS Program Manager, Full-Time Exempt, Exempt Pay Grade 4 (\$44,341.95 / yr.), **effective 11/09/14; Special Conditions:** Filling existing vacancy.

**LATERAL TRANSFER** – In Department #570 (Community Support Services) of **Roberta Mullen**, from Case Aide, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$9.0860 / hr.) to Department #531 (Human Service Clerical Unit), Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$9.0860 / hr.), **effective 10/21/14; Special Conditions:** Return to former position in accordance with bargaining agreement.

**END OF PROBATION** – In Department #125 of **Jeffrey Misko**, Public Defender, Exempt Full-Time, **effective 08/18/14**. In Department #140 (Tax Claim) of **Cathy Young**, Department Clerk II, SEIU Position, Full-Time, 70 hours/pay, **effective 10/25/14**. In Department #160 (Maintenance) of **John Keener**, Maintenance Worker III, SEIU Position, Full-Time, 80 hours/pay, **effective 10/10/14**. In Department #530 (PICs Unit) of **Lisa Sanford**, Caseworker III, Full-Time, 80 hours/pay, **effective 11/01/14**; of **Katherine Speerstra**, Caseworker III, Full-Time, 80 hours/pay, **effective 11/12/14**. In Department #531 (Human Service Clerical Unit) of **Gail Stewart**, Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, **effective 11/04/14**; of **Cara Rowland**, Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, **effective 10/13/14**. In Department #540 (MH/DS) of **Willard Buchna**, Administrative Officer I, Exempt Full-Time, **effective 10/28/14**; of **Shannon Mahoney**, Casework Supervisor, Exempt Full-Time, **effective 11/22/14**. In Department #580 (Transportation) of **Oliver Braden**, Bus/Van Driver, SEIU Position, Part-Time, 50 hours/pay, **effective 07/26/14**; of **Maurizio Dragotta**, Bus/Van Driver, SEIU Position, Full-Time, 80 hours/pay, **effective 07/01/14**; of **Robert Heller**, Bus/Van Driver, SEIU Position, Part-Time, 50 hours/pay, **effective 08/10/14**; of **Cole Irwin**, Bus/Van Driver, SEIU Position, Full-Time, 80 hours/pay, **effective 09/24/14**; of **Valerie McNany**, Bus/Van Driver, SEIU Position, Full-Time, 80 hours/pay, **effective 10/02/14**; of **Mark Pattee**, Bus/Van Driver, SEIU Position, Full-Time, 80 hours/pay, **effective 09/23/14**.

**VOLUNTARY DEMOTION / DECREASE IN HOURS / CHANGE IN STATUS** – In Department #325 (911 Center) of **Billie Hoover**, from Telecommunicator II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 (\$13.3556 / hr.) to Telecommunicator I, Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 3 (\$12.8214 / hr.), **effective 11/24/14; Special Conditions:** Filling existing vacancy.

**VOLUNTARY DEMOTION / TRANSFER** – In Department #531 (Human Service Clerical Unit) of **Lucy Porter**, from Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 (\$9.60 / hr.) to Department #570 (Community Support Services), Case Aide, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$8.80 / hr.), **effective 11/12/14; Special Conditions:** Filling existing vacancy.

**SEPARATION OF EMPLOYMENT – RETIREMENT** – In Department #305 (Prison) of **Deborah Bigley**, Administrative Assistant I, **effective 11/21/14; Special Conditions:** Action ratified at the November Prison Board meeting.

**SEPARATION OF EMPLOYMENT** – In Department #305 (Prison) of **Kristen Peterson**, Corrections Officer, **effective 10/31/14; Special Conditions:** Action ratified at the November Prison Board meeting. In Department #530 (PICs Unit) of **Amy Coe**, Caseworker III, **effective 10/31/14**.

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

**PROMOTION / TRANSFER** – In Department #520 (Children & Youth) of **Elizabeth Williams**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$14.4137 / hr.) to Department #530 (PICs Unit), Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40 / hr.), **effective 12/01/14; Special Conditions:** Filling newly created position ratified at the October Salary Board meeting.

**PROMOTION / TRANSFER / DECREASE IN HOURS** – In Department #205 (Courts) of **Kathleen Stevens**, from Lead Court Recording Monitor/Transcriptionist, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 4 (\$14.0719 / hr.), to Department #155 (MIS), Computer Software Application Specialist, Full-Time, 75 hours / pay, Non-Union Hourly Pay Grade 7 (\$17.90 / hr.), **effective 11/03/14; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting.

**LATERAL TRANSFER** – 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.) to Department #570 (Community Support Services), Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$8.80 / hr.), **effective 10/21/14; Special Conditions:** Filling newly created temporary position ratified at the September Salary Board meeting. In Department #570 (Community Support Services) of **Jaime Renwick**, Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$8.80 / hr.) to Department #531 (Human Service Clerical Unit), Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$8.80 / hr.), **effective 11/12/14; Special Conditions:** Filling newly created temporary position ratified at the September 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:**

**PROBATIONARY NEW HIRE** – In Department #205 (Courts) of **Maureen Parker**, Court Recording Monitor/Transcriptionist, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 4 (\$13.50 / hr.), **effective 11/19/14; Special Conditions:** Filling existing vacancy.

**PROMOTION** – In Department #205 (Courts) of **Nancy Cox**, from Court Recording Monitor/Transcriptionist, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 4 (\$13.4323 / hr.) to Lead Court Recording Monitor/Transcriptionist, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 (\$14.5069 / hr.), **effective 11/03/14; Special Conditions:** Filling existing vacancy. In Department #265 (Prothonotary) of **Lana Linden**, from Department Clerk II, Full-Time, 80

hours/pay, Non-Union Hourly Pay Grade 2 (\$10.3834 / hr.) to Second Deputy Prothonotary, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 (\$10.7987 / hr.), **effective 12/22/14.**

**LATERAL TRANSFER / RATE ADJUSTMENT** – In Department #310 (Court Supervision Services) of **Christian Marshall**, from Aftercare Probation Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$18.5281 / hr.) to Department #260 (District Attorney), Victim Witness Service Provider, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 6 (\$17.7870 / hr.), **effective 11/10/14; Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #225 (District Judge 3-1) of **Ashley McConnell**, District Judge Secretary, Part-Time, 42 hours/pay, **effective 08/10/14.**

**SEPARATION OF EMPLOYMENT – RETIREMENT** – In Department #265 (Prothonotary) of **Carol Brown**, Second Deputy Prothonotary, **effective 12/19/14.**

**SEPARATION OF EMPLOYMENT** – In Department #310 (Court Supervision Services) of **Nicholas Stolar**, ARD Probation Officer, **effective 11/07/14.**

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

**PROBATIONARY NEW HIRE** – In Department #230 (District Judge 3-2) of **Chelsey O’Neil**, District Judge Secretary, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.55 / hr.), **effective 10/27/14; Special Conditions:** Filling newly created position ratified at the October Salary Board meeting.

**PROMOTION / TRANSFER / DECREASE IN HOURS** – In Department #205 (Courts) of **Kathleen Stevens**, from Lead Court Recording Monitor/Transcriptionist, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 4 (\$14.0719 / hr.), to Department #155 (MIS), Computer Software Application Specialist, Full-Time, 75 hours / pay, Non-Union Hourly Pay Grade 7 (\$17.90 / hr.), **effective 11/03/14; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting.

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

Ratification of UPMC Health Plan for Retiree Group Coverage – This is the 2015 health plan for County retirees. This is of no cost to the County due to the retirees paying the premium.

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

**PLANNING COMMISSION:**

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

Approval of Resolution 2014-10 – Approval of Community Development Block Grant Application

FFY 2014 – The total of the 2014 allocation is \$224,072.00 of which \$130,072.00 will go to Rouseville Borough for water line replacement on Third Avenue, \$42,000.00 will go to Cornplanter Township for resurfacing five (5) streets in the Clapp Farm neighborhood and \$12,000.00 will be used for architectural barrier removal at the Pinegrove Township fire hall. Also, \$40,000.00 will be set aside for administration purposes.

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

Approval of 2012 FFY CDBG Modification Public Hearing – This modification will reallocate \$16,282.00 from administration to the Sandycreek Industrial Park road extension project.

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

Approval of 2011 CDBG Application for Budget Over Runs in Existing Line Items – This revision will move \$844.48 from administration to the Utica Borough sidewalk project and \$21,144.68 to a previous Rouseville Borough water line project.

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

**TWO MILE RUN COUNTY PARK:**

Mr. Mihalic presented the Park Activities Report:

With the cold weather and snow upon us, there were folks sled riding in the Park today.

The Cherrytree Bridge is open.

WinterFest is in the planning stages for January 2015.

A learn to ski day is being planned for February 2015.

The United Way would like to hold a 5K at the Park in September 2015 as a kick-off event.

At this time, Mr. Mihalic asked for the approval of the Intermediate Unit 6 school students to do some special projects at the Park such as painting, cleaning, etc.

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

**COUNTY ADMINISTRATION:**

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

Approval of Amendment to Cooperative Agreement between the County of Venango and The Venango Industrial Development Authority and The Oil Region Alliance of Business, Industry and

Tourism and Sandycreek Township – This amendment covers changes that RACP (Redevelopment Assistance Capital Program) asked for to ensure all parties comply with the terms and conditions of the RACP grant. These changes include: the County will reimburse the Commonwealth for any ineligible expenses on the project and the ORA and / or VIDA will reimburse the County for any ineligible expenses that occur on the project.

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

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

Approval of 2015 Renewal Service Agreement with TruGreen – This service agreement is for maintenance of the lawn and shrubs at the Courthouse and Annex. The cost of this twelve (12) month agreement is \$1,275.00.

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

Ratification of Service Contract with Schneider Electric for Polk Building – This contract covers service support for the electrical service at the Polk Enhanced Personal Care Facility. The cost of this contract is \$3,970.00.

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

The following item was presented for approval by Commissioner Brooks:

Ratification of Act 13 Funds for the Titusville Redevelopment Authority – This is a contribution of \$10,000.00 to the Titusville Redevelopment Authority in an effort for the Authority to get \$21,000.00 in matching funds for a \$41,900.00 grant. This grant money will be used for the study seeking to have Oil Creek designated as a Pennsylvania Water Trail.

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

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

Approval of 2015 County Holidays – This is a list of holidays the County will observe during 2015. Notable changes to the 2015 Holidays included the removal of the November General Election Day and the addition of Christmas Eve. The total number of holidays still equals fourteen (14).

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

Approval of 2015 Commissioner Board Public Meetings and Workshops Schedule – This schedule contains the dates, times and locations of all public meetings to be held in 2015.

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

The following item was presented for approval by Commissioner Summers:

Ratification of Proclamation – 150<sup>th</sup> Anniversary Celebration of St. Joseph Church – This proclamation recognized the 150<sup>th</sup> Anniversary celebration of St. Joseph Church held on November 16, 2014.

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

The following item was presented for approval by Commissioner Brooks:

Approval of the Appointment of Doug Williams to the VIDA Board – This will be Mr. Williams' third five (5) year term on the Venango Industrial Development Authority Board (VIDA). The term will begin January 1, 2015 and expire December 31, 2019.

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

#### **OTHER BUSINESS**

Commissioner Brooks explained the details of the Christmas Food Voucher program. The Venango County Emergency Food and Shelter Program will sponsor a county-wide food distribution this December and items may include turkeys, potatoes, milk, bread, eggs, apples, oranges, onions, and celery. Funding for this program is through the PA Department of Agriculture's State Food Purchase Program.

We anticipate that 1,200 households will benefit from this distribution. Registration will be held on Tuesday, December 2, 2014 from 10:00am to 3:00pm or as long as the supply of vouchers lasts. Vouchers will then be redeemed at local grocery stores on December 17 and 18.

Program participation is limited to eligible Venango County residents only.

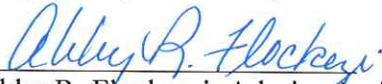
#### **PUBLIC COMMENT**

There was no public comment offered.

#### **ADJOURNMENT**

The meeting adjourned at 6:42pm upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,

  
Abby R. Flockerzi, Admin. Assist.