

Reviewed by: TSB  
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**COMMISSIONER BOARD MINUTES**  
**June 9, 2015**

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

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| Commissioner Tim Brooks                                      | Commissioner Vince Witherup                    |
| Commissioner Bonnie Summers                                  | Denise Jones, Chief Clerk/County Administrator |
| Abby Flockerzi, Administrative Assistant                     | Rich Winkler, Solicitor                        |
| OC Bell, Airport   | Diona Brick, Fiscal                            |
| Tim Dunkle, Public Safety                                    | Tim Johnson, Domestic Relations                |
| Rich Mihalic, Park   | Karen Rupert, Human Services                   |
| Jillian Stephens, Human Resources                            | Albert "Chip" Abramovic, Public                |
| Tiffany Oliver, Public                                       | Sheila Boughner, News Media                    |
| Brian Davis, Heckathorn United Methodist Church, Seneca      |  |
| Pastor Rob Kifer, Heckathorn United Methodist Church, Seneca |  |

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 Contract with Heckman Diversified Construction Services, Inc. and Approval of Maintenance Agreement with Emerson Power under Community Services Administration; Approval of Hand In Hand Christian Counseling Agreement under Human Services; and Approval of Several Hicks Office Agreements under County Administration.

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

**APPROVAL OF MINUTES FROM THE May 12, 2015 MEETING:**

Commissioner Summers made a motion to approve the minutes from the May 12, 2015 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:**

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

Approval of Contract with Language Line Solutions – This contract with Language Line Solutions is to provide a resource to ensure access to the courts at points of public contact by LEP individuals per the directive of the Administrative Office of PA Courts. This will be for telephone interpreting at the counters of Court of Common Pleas, Magisterial District Courts, Prothonotary and Clerk of Courts, Orphans’ Court, District Attorney, Public Defender, Central Court and Court Supervision Services. The cost of this service varies from \$1.85 to \$2.00 per minute based on the language and peak verses non-peak times.

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

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

Ratification of Cooperative Agreement with Department of Human Services, Venango County Court of Common Pleas and Venango County – With this agreement, the County will be eligible for federal funding under the Social Security Act.

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

**ROW OFFICES:**

The following item was presented for approval by Commissioner Brooks:

Approval of Maintenance Service Agreement with Bollinger Technical Services, Inc. – This Maintenance Agreement is for the lektriever located in the Law Library. The annual maintenance charge is \$731.50 and is a budgeted item. This agreement covers the timeframe of May 27, 2015 through May 16, 2016.

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

**PRISION:**

There was no business to be conducted.

**COMMUNITY SERVICES ADMINISTRATION:**

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

Approval of Memorandum of Understanding (MOU) with American Red Cross West Central Chapter – This memorandum of understanding makes is possible for the American Red Cross West Central Chapter and the Venango County Emergency Management Agency to work together during emergencies and with disaster recovery training.

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

Approval of Consultation Agreement with JH Consulting, LLC – This agreement is with JH Consulting, LLC for the design, facilitation and documentation of a table-top emergency preparedness training exercise for Venango County’s Emergency Management Agency and other agencies in the County. The cost of the agreement is \$6,200.00.

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

Approval of Maintenance Agreement with Emerson Network Power / Liebert Services – This is for the County 911 Building located at 1052 Grandview Road in Oil City. This contract covers the timeframe of June 1, 2015 through May 31, 2016. This contract covers essential service and preventive maintenance service at a cost of \$3,614.40.

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

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

Approval of Contract with GAI Consultants, Inc. – Rehabilitate Runway Pavement and Marking – This contract with GAI Consultants, Inc. is for the engineering phase for the repair and remarking on the Airport’s runway. The cost is \$49,101.00.

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

Approval of Hangar Lease Agreement with North East Aviation Technologies – This hangar lease is with North East Aviation Technologies (NEAT). NEAT is a small business, start-up company doing air craft battery refurbishment. Due to this being a start-up company, the rental on the space is waived the first year, after that \$400.00 per month will be charges and will be reconsidered on the anniversary date of the lease in year two (2) and annually through the life of the agreement. This is a five (5) lease beginning June 1, 2015 to May 21, 2020.

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

Approval of Contract with Heckman Diversified Construction Services, Inc. – This contract with Heckman Diversified Construction Services, Inc. is for drainage improvement at the Airport. This project includes installation of gutters on the newest hangar and the drainage will be fed underground to existing detention basins on the north side of the air field and improvements to the existing drainage conduits will also be completed. The cost of this project is \$127,284.00.

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

## **HUMAN SERVICES:**

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

### **NEW CONTRACTS 2015-16**

#### **Item 1: Response Link** (AAA)

**Synopsis:** Request Commissioner Approval to enter into a contract for the period of July 1, 2015 through June 30, 2016 with Response Link for the purpose of providing Personal Emergency Response Systems (\$24.95 landline per client/month), (\$29.95 wireless/mobile per client/month), and Monitored Medication Dispensers (\$34.95 per client/month) to older individuals, as authorized by the County. There is no match required from the County.

#### **Item 2: Julie Carothers** (AAA)

**Synopsis:** Request Commissioner Approval to enter into a contract for the period of June 1, 2015 through June 30, 2016 with Julie Carothers for the purpose of providing dietitian services to Venango County Senior Centers as required by the state. The Provider will provide the following: on-site monitoring/evaluation/reporting requirements of Senior Centers (\$180.00 per visit), Nutrition education programs per site (\$120.00 per program), and miscellaneous needs such as meetings, in-services and trainings (\$50.00 per hour), as authorized by the County. There is no match required from the County.

### **EXTENSIONS TO EXISTING 2014-15 CONTRACTS**

#### **Item 1: Care Unlimited, Inc.**

**Synopsis:** Request Commissioner Approval to amend the contract with Care Unlimited, Inc. entered into on July 1, 2014 for the purpose of extending the contract for the period July 1, 2015 through June 30, 2016 to provide Personal Care services (\$19.48/hour), Home Support Services (\$19.48/ hour), Personal Assistance Services (\$19.48/ hour), Home Health Nursing- LPN Services (\$11.02 per 15 minute unit) and Home Health Nursing- RN Services (\$16.55 per 15 minute unit) for older individuals, as authorized by Venango County Area Agency on Aging. There is no match required from the County.

#### **Item 2: Lifeline Systems Company** (AAA)

**Synopsis:** Request Commissioner Approval to amend the contract with Lifeline Systems Company entered into on July 1, 2014 for the purpose of extending the contract for the period July 1, 2015 through June 30, 2016 to provide Standard Personal Emergency Response Systems (\$30.00/ month), Auto Alert Fall Detection (\$13 per month-landline, \$43 per month- wireless), medication dispensers (\$50.00 per month), and Go Safe Mobile Buttons (\$54.95 per month-landline, \$64.95 per month-wireless) to older individuals, as authorized by Venango County Area Agency on Aging. There is no match required from the County.

**Item 3: Connect America, LLC.** (AAA)

**Synopsis:** Request Commissioner Approval to amend the contract with Connect America, LLC. entered into on July 1, 2014 for the purpose of extending the contract for the period July 1, 2015 through June 30, 2016 to provide Basic PERS(\$25.00 per client/month), Cellular PERS (\$30.00 per client/month), Cellular PERS w/ fall detector pendant (\$40.00 per client/month), Mobile Help/ GPS (\$35.00 per client/month), and Mobile Help/ GPS w/ fall detector pendant (\$45.00 per client/month) to older individuals, as authorized by Venango County Area Agency on Aging. There is no match required from the County.

**Item 4: Visiting Nurses Association of Venango County** (AAA)

**Synopsis:** Request Commissioner Approval to amend the contract with Visiting Nurses Association of Venango County entered into on July 1, 2014 for the purpose of extending the contract for the period of July 1, 2015 through June 30, 2016 to provide personal care (\$18.99/ hour), home support (\$18.99/hour), home health aide (\$46.00/hour), home health nursing (\$88.00/hour), occupational therapist services (\$88.00 /hour), physical therapist services (\$88.00/hour), and speech therapist services (\$88.00/hour) for clients, as authorized by Venango County Area Agency on Aging. There is no match required from the County.

**Item 5: Colleen Breene** (MH/DS)

**Synopsis:** Request Commissioner approval to amend the contract with Colleen Breene entered into on July 1, 2014 for the purpose of extending the contract for the period of July 1, 2015 through June 30, 2016 to continue to provide Psychological testing and consultation as authorized by the County at the hourly rate of \$55.60 and \$64.35, respectively, for services not covered or billable under Medical Assistance. The local match requirement will come from the existing match allocation.

**Item 6: Frances L. Stone** (MH/DS)

**Synopsis:** Request Commissioner Approval to amend the contract with Frances L. Stone entered into on July 1, 2014 for the purpose of extending the contract for the period of July 1, 2015 through June 30, 2016 to continue to provide outpatient mental health services for mental health consumers, as authorized by the County, at the reimbursement rate of \$20.00 per 15 minute unit of service. The local match requirement will come from the existing match allocation.

**Item 7: The Arc of Clarion & Venango Counties, Inc.** (MH/ID)

**Synopsis:** Request Commissioner approval to amend the contract with The Arc of Clarion and Venango Counties Inc. entered into on July 1, 2014 for the purpose of extending the contract for the period of July 1, 2015 through June 30, 2016 to continue to provide companion services (\$5.41 per 15 minute), supported employment (\$15.71 per minute), and home and community habitation (\$6.38 per 15 minute) to ID and MH consumers, as authorized by the Base Service Unit. The required match will come from the existing match allocation.

**Item 8: Touch-Stone Solutions Inc.** (ID)

**Synopsis:** Request Commissioner Approval to amend the contract with Touch-Stone Solutions Inc. entered into on March 1, 2015 for the purpose of extending the contract for the period of July 1, 2015 through June 30, 2016 to continue to provide Home and Community Habilitation (\$6.38 per 15 minute) to ID consumers, as authorized by the Base Service Unit. The required match will come from the existing match allocation.

**Item 9: Shawn McGill MSW Consulting Inc.** (ID)

**Synopsis:** Request Commissioner Approval to amend the contract with Shawn McGill Consulting Inc. entered into on May 1, 2014 for the purpose of extending the contract for the period of July 1, 2015 through June 30, 2016 to continue to provide Behavioral Support (\$18.39 per 15 minute) to ID consumers, as authorized by the Base Service Unit. The required match will come from the existing match allocation.

**Item 10: Pediatric Therapy Professionals, Inc.** (EI)

**Synopsis:** Request Commissioner approval to amend the contract with Pediatric Therapy Professionals, Inc. entered into on July 1, 2014 for the purpose of extending the contract for the period of July 1, 2015 through June 30, 2016 to continue to provide physical, occupational, and speech therapy (\$31.76/ unit), nutritional and behavioral support, and special instruction (\$27.99/unit) to EI clients as authorized by the Venango County Early Intervention Program. The provider will also participate in the evaluation process of the child. The rates are set by the PA Office of Child Development and Early Learning. The match requirement will come from the existing match allocation.

**Item 11: Janet J. Trychin, Au.D.** (EI)

**Synopsis:** Request Commissioner approval to amend the contract with Janet Trychin, Au. D. entered into on July 1, 2014 for the purpose of extending the contract for the period of July 1, 2015 through June 30, 2016 to continue to provide Audiology and audiology evaluations for EI clients, as authorized by the Venango County Early Intervention Program, at the rate of \$40.94 per 15 minutes as set by the PA Office of Child Development and Early Learning. The match requirement will come from the existing match allocation.

**Item 12: Gail Donaldson, SLP** (EI)

**Synopsis:** Request Commissioner approval to amend the contract with Gail Donaldson, SLP entered into on July 1, 2014 for the purpose of extending the contract for the period of July 1, 2015 through June 30, 2016 to continue to provide Speech Pathology (\$31.76 per 15 minute unit) and Speech Evaluations (\$229.90 per evaluation) for EI clients, as authorized by the Venango County Early Intervention Program. The rates are set by the PA Office of Child Development and Early Learning. The match requirement will come from the existing match allocation.

**Item 13: George M. Yute** (EI)

**Synopsis:** Request Commissioner approval to amend the contract with George M. Yute entered into on July 1, 2014 for the purpose of extending the contract for the period of July 1, 2015 through June 30, 2016 to continue to provide Physical Therapy and evaluations for EI clients, as authorized by the Venango County Early Intervention Program, at the rate of \$31.76 per 15 minutes as set by the PA Office of Child Development and Early Learning. The match requirement will come from the existing match allocation.

**OTHER ITEMS:**

**Item 1: 2015-2016 HS Block Grant Planning Documents** (HS)

Request Commissioner Approval to submit the Human Services Block Grant Plan for 2015-2016 as prepared by the county planning team totaling \$4,802,589 with a County match requirement of approximately 6.15% based on current year.

**Item 2: Approval of Appointment to Venango County Area Agency on Aging Advisory Council** (AAA)

Request Commissioner Approval to re-appoint Beth Anne Fisher to a second three-year term on the Venango County Area Agency on Aging Advisory Council, effective June 1, 2015.

**Item 3: Avanco International CAPS Work Statement** (CYS)

Request Commissioner approval to enter into an agreement with AVANCO in the amount of \$4,716.41 to perform the Version 10 Upgrades on the CAPS System. Local match will come from the existing match allocation.

**Item 4: Avanco International, Inc.** (CYS)

Request Commissioner approval to enter into an agreement with Avanco International, Inc. in the amount of \$35,984 (\$8,996.00 per quarter) for CAPS support for fiscal year 2015-2016. Local match will come from the existing match allocation.

**Item 5: State Food Purchase Program** (CSS)

Request Commissioner approval to enter into an agreement with the Pennsylvania Department of Agriculture for the purpose of distributing food commodities to Venango County individuals who meet income eligibility guidelines. The amount of the allocation to Venango County is not known at this time.

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

**Hand In Hand Christian Counseling Agreement** (MH/DS)

Request Commissioner approval to enter into an agreement with Hand In Hand Christian Counseling to acquire a residence to house three (3) severely mentally ill individuals with support in the home. Hand In Hand will find a home and enter into a lease agreement. The \$19,625.00 would be for start-up.

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

Approval of Bid with Whalen Contracting for Paving of Human Services Parking Lot – This bid is with Whalen Contracting of Franklin, Pennsylvania. The base bid and alternate were accepted to mill and repave the parking lot at the Troy A. Wood Human Services Complex located at 1 Dale Avenue in Franklin. The cost of this project is \$255,690.00.

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

**FINANCE ADMINISTRATION:**

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

Warrant	HS0151515	\$226,668.84	Human Services Warrant
Warrant	SP051415	\$1,199.47	Non-Human Services Warrant
Warrant	52215	\$489,296.19	Non-Human Services Warrant
Warrant	HS052215	\$141,488.65	Human Services Warrant
Warrant	SP052115	\$24981.00	Non-Human Services Warrant
Warrant	52915	\$565,815.23	Non-Human Services Warrant
Warrant	HS052915	\$184,656.39	Human Services Warrant
Warrant	EL052915	\$24,188.70	Non-Human Services Warrant
Warrant	60515	\$130,619.63	Non-Human Services Warrant
Warrant	HS060515	\$171,506.97	Human Services Warrant
<b>TOTAL</b>		<b>\$2,158,845.12</b>	

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

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

Approval of NextERA Energy Contract – This contract with NextERA Energy is to supply electricity to County buildings. The cost will be .06356 per kilowatt hour and this is a 35 month contract.

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

Approval of Maher Duessel Engagement Letter – This engagement letter is for a forensic audit requested by the Court related to the guardianship of a client of the Venango County Area Agency on Aging. The cost of the audit will be \$165.00 per hour for partner and staff auditor hours and \$70.00 per hour for administrative support.

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

Approval of MUNIS Maintenance Agreement – This is an annual renewal of this agreement. The cost of this agreement is \$65,844.15 and is effective July 1, 2015. The agreement expires June 30, 2016. This is a budgeted item.

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

Approval of Budget Transfers – A Budget Transfer was requested in the amount of \$112,000.00 from Contingency for a contribution to the Libraries Coordination Project in Venango County. A Budget Transfer was requested in the amount of \$20,000 from Contingency to Capital Line Item in the Prison Budget for the construction of a child visitation room at the Venango County Jail.

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

Approval of EARN Grant Settlement Agreement – This settlement is for amounts that need to be paid under the prior Fiscal Agent. The Department of Human Services needs to have an agreement with Venango County to pay the County the money. The County will then pay the sub-contractor the money it is owed.

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

Approval of WIF Purchased Services Agreement – This grant is the \$3,000,000.00 grant awarded to the Greater Erie Community Action Committee (GECAC).

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

Approval of Velocity Network Agreement – This agreement is with Velocity Network for internet services at the Corry satellite site for the CareerLink®.

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

Approval of Resource Sharing Agreement (RSA) – The Fiscal Agent needs to be party to this document as we aid in preparing their budgets and paying bills for them.

Commissioner Summers made a motion to approve the above agreement, 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 Austin Morrison, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 05/15/15**; **Special Conditions:** Filling existing vacancy; Action ratified at the June Prison Board meeting. In Department #530 (PIC Unit) of Jason McVay, Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7, **effective 06/22/15**; **Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of Rachael McCall, Dispatcher/Garage Clerk, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6, **effective 05/20/15**; **Special Conditions:** Filling existing vacancy.

**PROMOTION / CHANGE IN EMPLOYMENT STATUS** – In Department #520 (Children & Youth) of Lindsay Curran, from Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 to Caseworker II, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 05/13/15**; **Special Conditions:** Filling existing vacancy.

**PROMOTION / TRANSFER** – In Department #531 (Human Service Clerical) of Roberta Mullen, from Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6, to Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective 06/15/15**; **Special Conditions:** Filling existing vacancy.

**PROMOTION / CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS** – In Department #305 (Prison) of Daniel Hovis Jr., from Corrections Monitor, AFSCME Position, Part-Time On-Call, 7 hours/pay, AFSCME Pay Grade 11, to Corrections Officer, AFSCME Position, Probationary Full-Time, 80 hours/pay, **effective 05/28/15**; **Special Conditions:** Filling existing vacancy; Action ratified at the June Prison Board meeting.

**CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS** – In Department #325 (911 Center) of Tyler Cochran, Telecommunicator I, from Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 3, to Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3, **effective 05/18/15**; **Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of Robert Heller, Bus/Van Driver, SEIU Position, from Part-Time, 50 hours/pay, SEIU Pay Grade 9, to Full-Time, 80 hours/pay, SEIU Pay Grade 9, **effective 06/15/15**; **Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #510 (Area Agency on Aging) of William Nalepa, Vehicle Driver, SEIU Position, **effective 05/12/15**. In Department #580 (Transportation) of Gerald Hackett, Bus/Van Driver, SEIU Position, **effective 05/22/15**; of Jeffrey Seigworth, Program Specialist, **effective 04/27/15**.

**SEPARATION OF EMPLOYMENT** – In Department #305 (Prison) of Alecia Palmer, Corrections Officer, **effective 06/06/15**; **Special Conditions:** Action ratified at the June Prison Board meeting; of James Stettner, Corrections Officer, **effective 05/14/15**; **Special Conditions:** Action ratified at the June Prison Board meeting. In Department #520 (Children & Youth) of Jodi Lepley, Caseworker II, **effective 05/29/15**. In Department #530 (PIC Unit) of Barbara McCarthy, Caseworker III, **effective 05/13/15**.

**SEPARATION OF EMPLOYMENT - RETIREMENT** – In Department #145 (Assessment) of **Sharon Willmitch**, Department Clerk III, **effective 05/29/15**. In Department #580 (Transportation) of **Regis Tologo**, Bus/Van Driver, **effective 05/20/15**.

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

**REHIRE** – In Department #605 (Park) of **Samantha Burke**, Maintenance Worker Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1, **effective 05/18/15**; **Special Conditions:** Filling newly created position ratified at the April Salary Board meeting.

**TEMPORARY NEW HIRE** – In Department #510 (Area Agency on Aging) of **Rachel Charles**, Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1, **effective 06/01/15**; **Special Conditions:** Filling newly created position ratified at the June Salary Board meeting; temporary assignment through 08/28/15. In Department #520 (Children and Youth) of **Kyle Straub**, Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1, **effective 06/10/15**; **Special Conditions:** Filling newly created position ratified at the June Salary Board Meeting; temporary assignment through 09/04/15; of **Will VanBeek**, Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1, **effective 06/01/15**; **Special Conditions:** Filling newly created position ratified at the June Salary Board meeting; temporary assignment through 08/28/15. In Department #605 (Park) of **Rachael Moore**, Department Clerk Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1, **effective 05/18/15**; **Special Conditions:** Filling newly created position ratified at the April Salary Board meeting.

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

**ROW OFFICES**

**Human Resource Items for Informational Purposes**

**PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:**

**PROBATIONARY NEW HIRE** – In Department #235 (District Judge 3-3) of **Jenifer Graham**, District Judge Secretary, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2, **effective 06/08/15**; **Special Conditions:** Filling existing vacancy.

**REHIRE** – In Department #125 (Public Defender) of **Matthew Parson**, Assistant Public Defender, Part-Time Exempt, 48 hours/pay, Legal Exempt Pay Grade 2, **effective 06/08/15**; **Special Conditions:** Filling existing vacancy.

**CHANGE IN EMPLOYMENT STATUS** – In Department #270 (Sheriff's Dept.) of **Melissa Crispin**, Deputy Sheriff, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 05/21/15**; **Special Conditions:** Filling existing vacancy.

**INCREASE IN HOURS / CHANGE IN EMPLOYMENT STATUS / RATE ADJUSTMENT** – In Department #125 (Public Defender) of **Jeri Bolton**, Assistant Public Defender, **from** Part-Time

Exempt, 48 hours/pay, Legal Exempt Pay Grade 2 (\$29,034.97 / yr.) to Full-Time Exempt, 80 hours/pay, Legal Exempt Pay Grade 2 (\$48,000.00 / yr.), **effective 06/08/15; Special Conditions:** Filling existing vacancy; Rate adjustment due to the increase in hours from part-time to full-time.

**END OF PROBATION** – In Department #205 (Courts) of **Maureen Parker**, Court Recording Monitor/Transcriptionist, **effective 05/19/15**.

**SEPARATION OF EMPLOYMENT** – In Department #125 (Public Defender) of **Charles Terwilliger Jr.**, Assistant Public Defender, **effective 06/05/15**.

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

**CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS** – In Department #210 (Domestic Relations) of **Michael Tanner**, Compliance Officer, Non-Union Hourly Pay Grade 5, **from** Part-Time, 56 hours/pay, **to** Full-Time, 80 hours/pay, **effective 05/18/15; Special Conditions:** Filling newly created position ratified at the June Salary Board meeting.

**CORRECTION TO 05/12/15 ROW OFFICE AGENDA**

**RATE ADJUSTMENT** – In Department #205 (Courts) of **Kyle Peasley**, Law Clerk, Exempt Full-Time **from** Legal Exempt Pay Grade 1 **to** Legal Exempt Pay Grade 2, **effective 04/10/15; Special Conditions:** Passed the PA Bar exam.

**NOTE:** *There should be no change in pay grade reflected; rate adjusted from \$40,028.32 / yr. to \$43,012.00 / yr...*

**TRANSFER / PROMOTION** – In Department #235 (DJ 3-3) of **Adriane Moffatt** **from** District Judge Secretary, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2 **to** Department #260 (District Attorney), Legal Secretary II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3, **effective 05/13/15; Special Conditions:** Filling existing vacancy.

**NOTE:** *Personnel Action should also include an increase in hours from 70 hours/pay as MDJ Secretary to 80 hours/pay as Legal Secretary II.*

The following item was presented for approval by Commissioner Brooks:

Due to the Public Defender's Office not being a Row Office, the following items need Commissioner approval.

**REHIRE** – In Department #125 (Public Defender) of **Matthew Parson**, Assistant Public Defender, Part-Time Exempt, 48 hours/pay, Legal Exempt Pay Grade 2, **effective 06/08/15; Special Conditions:** Filling existing vacancy.

**INCREASE IN HOURS / CHANGE IN EMPLOYMENT STATUS / RATE ADJUSTMENT** – In Department #125 (Public Defender) of **Jeri Bolton**, Assistant Public Defender, **from** Part-Time Exempt, 48 hours/pay, Legal Exempt Pay Grade 2 (\$29,034.97 / yr.) **to** Full-Time Exempt, 80 hours/pay, Legal Exempt Pay Grade 2 (\$48,000.00 / yr.), **effective 06/08/15; Special Conditions:** Filling existing vacancy; Rate adjustment due to the increase in hours from part-time to full-time.

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

**PLANNING COMMISSION:**

There was no business to be conducted.

**TWO MILE RUN COUNTY PARK:**

Mr. Mihalic presented the Park Activities Report:

The Park had a successful Memorial Day weekend with the boat races. We had great weather and extra promotion by the folks having the boat races which resulted in more people in attendance this year than in many previous years.

The beach is open with new sand and a new floating dock.

The Oil City YMCA held a triathlon at the Park on June 6. Approximately 100 people participated.

The Horse Trail Challenge originally scheduled for June 13 has been rescheduled to July 25 due to a virus going around.

A 200 person wedding is scheduled at Lockwood.

The United Way Color Blast run is scheduled for September 13.

**COUNTY ADMINISTRATION:**

The following item was presented for approval by Commissioner Brooks:

Approval of Lease Agreement with Venango County Conservation District – This lease agreement is with the Venango County Conservation District. In exchange for in-kind services the Conservation District provides to the Park, the County provides the Conservation District a lease at the Pritchard House for a sum of \$1.00 for a five (5) year lease. The term of the lease is from July 1, 2015 to August 31, 2020.

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

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

Ratification of Service Agreement with Johnson Controls, Inc. – This service agreement with Johnson Controls, Inc. is to replace twenty (20) actuators at the Courthouse Annex that have failed. The actuators are approximately twenty (20) years old. The cost is \$7,400.00.

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

Approval of Reappointment of Courtney Cox to the Alternative Dispute Resolution (ADR) Panel –

This is a four (4) year reappointment of Ms. Cox to the Alternative Dispute Resolution (ADR) Panel.

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

Approval of Several Hicks Office Agreements – There are several new copier leases with Hicks Office Equipment that will replace leases with Ricoh. These copier agreements are all five (5) year leases. The new copier leases include:

Commissioners' Office – \$110.75 per month  
Substance Abuse – \$122.06 per month  
Two Mile Run Park – \$54.39 per month  
3<sup>rd</sup> Floor Annex – \$239.45 per month  
CYS – \$110.75  
CYS Mailroom – \$239.45  
Community Support Services – \$177.02  
Courthouse Basement – \$251.75  
Register & Recorder – \$86.59

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

**OTHER BUSINESS**

There was no other business conducted.

**PUBLIC COMMENT**

There was no public comment offered.

**ADJOURNMENT**

The meeting adjourned at 6:32 p.m. upon a motion by Commissioner Summers and a second by Commissioner Witherup, aye all.

Respectfully submitted,



Abby R. Flockerzi, Admin. Assist.