

Reviewed by: TSD  
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**COMMISSIONER BOARD MINUTES**  
**October 13, 2015**

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

Commissioner Timothy Brooks  
Denise Jones, Chief Clerk/County Administrator  
Rich Winkler, Solicitor  
OC Bell, Airport  
Rich Mihalic, Park  
Jeff Ruditis, Prison  
Deb Sharpe, Treasurer  
Albert "Chip" Abramovic, Public  
Sheila Boughner, News Media  
Reverend Mark E. Fultz, Evangelistic Tabernacle, Cooperstown

Commissioner Vince Witherup  
Abby Flockerzi, Administrative Assistant  
Diona Brick, Fiscal  
Gerry McGuinness, Voter Registration  
Jayne Romero, Human Services  
Jason Ruggiero, Planning  
Sandy Sutch, Human Resources  
Deb Lutz, Public

The 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 6:04 p.m.

**APPROVE / AMEND COMMISSIONER BOARD AGENDA:**

The following change was made to the agenda: addition of Approval of Electioneering Policy #15-07 under County Administration.

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

**APPROVAL OF MINUTES FROM THE SEPTEMBER 15, 2015 MEETING:**

Commissioner Brooks made a motion to approve the minutes from the September 15, 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 Renewal of Copier Lease with Ricoh for Domestic Relations – This is a renewal of a copier lease, a fax machine lease and a color printer lease with maintenance agreement for Domestic Relations. The term of the lease is 24 months and the cost is \$308.46 per month which includes \$132.00 for a maintenance agreement.

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

**ROW OFFICES:**

There was no business to be conducted.

**PRISION:**

The following item was presented for approval by Warden Ruditis:

Ratification of Sale and Installation Agreement with Tyco Simplex Grinnell – The fire panel that is currently in operation at the Prison is obsolete. This Sale and Installation Agreement with Tyco Simplex Grinnell calls for the replacement of the fire panel which will include a one (1) year warranty. The cost is \$37,805.00.

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

**COMMUNITY SERVICES ADMINISTRATION:**

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

Approval of Airport Operating Agreement Extension with Quick Flight Inc. – This is an Operating Agreement Extension with Quick Flight Inc. to extend the Operating Agreement executed on March 1, 2015. The extension will run through September 1, 2016 and will continue to provide complete passenger and ground services for the airline at Venango Regional Airport.

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

**HUMAN SERVICES:**

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

**NEW CONTRACTS 2015-2016**

**Item 1: Svetz Consulting, LLC** (HS)

**Synopsis:** Request Commissioner Approval to enter into a contract with Svetz Consulting Services for the period October 1, 2015 through June 30, 2016. The Provider will provide up to 6 management training and development programs on site for the cost of \$500 per each 1.5 hour session. A waiver is requested for the required liability insurance due to the limited scope of work to be performed by the provider. The local match will come from the existing match allocation

## **CONTRACT ADDENDUMS 2015-16**

### **Item 1: Mom's Meals** (AAA)

**Synopsis:** Request Commissioner Approval to amend the contract with Mom's Meals dated July 1, 2015 for the purpose of providing Pureed Meals at the rate of \$6.50 per meal, to identified individuals, as authorized by the County, retroactive October 1, 2015. There is no match required from the County.

### **Item 2: Family Service and Children's Aid Society** (SA)

**Synopsis:** Request Commissioner Approval to amend the contract with Family Service and Children's Aid dated July 1, 2015 for the purpose of adding 1) Gambling Prevention Services at the rate of \$30.00 per 15 minutes, up to a maximum of \$9,600.00 and 2) Five Gambling prevention events at \$1,000.00 per event. There is no match required from the County.

## **CONTINUATION CONTRACTS 2015-16**

### **Item 1: Community Services of Venango County, Inc.** (MHDS)

**Synopsis:** Request Commissioner approval to continue to contract with Community Services of Venango County for the period July 1, 2015 to June 30, 2016 to provide Independent Monitoring for Quality services. The provider will be reimbursed \$503.28 per completed survey to the maximum of \$25,914.00. Required local match will come from the existing match allocation.

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

### **Item 1: Child to Family Connections, Inc.** (CYS)

**Synopsis:** Request Commissioner approval to amend the contract dated July 1, 2014 with Child to Family Connections, Inc. for the purpose of extending the contract for the period of July 1, 2015 to June 30, 2016 to continue to provide Family Group Decision Making Services to identified families and independent youth, as authorized by the County. The contract maximum is \$220,880. The required match will come from the existing match allocation.

### **Item 2: Pressley Ridge** (CYS/JPO)

**Synopsis:** Request Commissioner approval to amend the contract with Pressley Ridge entered into on July 1, 2014 for the purpose of extending the contract for the period of October 1, 2015 through June 30, 2016 to continue 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 3: Bethesda Children's Home** (CYS/JPO)

**Synopsis:** Request Commissioner approval to amend the contract with Bethesda Children's Home entered into on July 1, 2014 for the purpose of extending the contract for the period of October 1, 2015

through June 30, 2016 to continue 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 4: Pathways Adolescent Center** (CYS/JPO)

**Synopsis:** Request Commissioner approval to amend the contract with Pathways Adolescent Center entered into on July 1, 2014 for the purpose of extending the contract for the period of October 1, 2015 through June 30, 2016 to continue to provide group home care to Venango County children in the child welfare system and Juvenile Justice 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 5: Keystone Adolescent Center** (CYS/JPO)

**Synopsis:** Request Commissioner approval to amend the contract with Keystone Adolescent Center entered into on July 1, 2014 for the purpose of extending the contract for the period of October 1, 2015 through June 30, 2016 to continue 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 ranging from \$130.00 to \$159.00, as authorized by the County. The required match will come from the existing match allocation.

**Item 6: Outside In School of Experiential Education, Inc.** (CYS/JPO)

**Synopsis:** Request Commissioner approval to amend the contract with Outside in School of Experiential Education, 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 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 7: Perseus House** (CYS/JPO)

**Synopsis:** Request Commissioner approval to amend the contract with Perseus house 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 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.

**Item 8: Adelphoi Village, Inc.** (CYS/JPO)

**Synopsis:** Request Commissioner approval to amend the contract with Adelphoi Village, Inc. entered into on July 1, 2014 for the purpose of extending the contract for the period of October 1, 2015 through June 30, 2016 to continue 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 9: George Junior Republic** (CYS/JPO)

**Synopsis:** Request Commissioner approval to amend the contract with George Junior Republic entered into on July 1, 2014 for the purpose of extending the contract for the period of October 1, 2015 through June 30, 2016 to continue to provide group home and residential care to Venango County children in the child welfare system at the daily rate ranging from \$136.65 to \$284.37, based on needs of child, as authorized by County Juvenile Justice. The required match will come from the existing match allocation.

**OTHER ITEMS:**

**Item 1: Mercer County Behavioral Health Commission** (transportation)

Request Commissioner approval to enter into an agreement with Mercer County Behavioral Health Commission. Venango County will transport Mercer County individuals who reside at Sugar Valley Lodge to local day program and be reimbursed at the shared ride approved rates.

**Item 2: Approval of CYFS Resource Family Agreements** (CYS)

Request Commissioner approval to enter into a Resource Family Agreement for the Foster/ Kinship Care Program.

**Item 3: Approval of Appointment to Human Service's Advisory Boards** (HS)

Request Commissioner approval to appoint Cheryl Siverling to a 3 year term on the MHDS Advisory Board, the CYF Advisory Board, and the Substance Abuse Executive Commission effective October 1, 2015.

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

**FINANCE ADMINISTRATION:**

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

HS091815	\$ 212,026.70	Human Service Warrant	
091815	481,569.16	Non-Human Service Warrant	
SP091715	72,716.82	Non-Human Service Warrant	
092515	433,266.18	Non-Human Service Warrant	
HS092515	117,472.77	Human Service Warrant	
SP092415	1,015.00	Non-Human Service Warrant	
100215	465,327.40	Non-Human Service Warrant	
SP092815	1,753.00	Non-Human Service Warrant	
HS100215	203,830.69	Human Service Warrant	
100915	245,863.89	Non-Human Service Warrant	
HS100915	116,424.87	Non-Human Service Warrant	
	<b>Total:</b>	<b>\$ 2,351,266.48</b>	

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

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

Approval of Acceptance of the 12/31/2014 Audited Financial Statements – This audit includes an unqualified or the best opinion that is possible and no findings. Everything was filed with the proper agencies no later than September 30 as the County is required to.

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

**HUMAN RESOURCES:**

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

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

**PROBATIONARY NEW HIRE** – In Department #190 (Planning) of **Sarah McGuinness**, Planner I, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 6, **effective 10/05/15; Special Conditions:** Filling existing vacancy. In Department #305 (Prison) of **Alisha Lawrence**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 09/20/15; Special Conditions:** Filling existing vacancy. In Department #325 (911 Center) of **Caleb Wilson**, Telecommunicator I, Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 3, **effective 09/28/15; Special Conditions:** Filling existing vacancy; of **Devin Zagar**, Telecommunicator I, Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 3, **effective 09/28/15; Special Conditions:** Filling existing

vacancy. In Department #520 (Children & Youth) of Leah Heckathorn, Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay grade 5, **effective 09/28/15**; **Special Conditions:** Filling existing vacancy; of Abigail Simcheck, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 09/28/15**; **Special Conditions:** Filling existing vacancy.

**RE-HIRE** – In Department #520 (Children & Youth) of Courtney Hartle, Program Director CYFS, Probationary Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 5, **effective 09/28/15**; **Special Conditions:** Filling existing vacancy.

**PROMOTION** – In Department #520 (Children & Youth) of Jennifer Lytle from Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 to Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 10/06/15**; **Special Conditions:** Filling existing vacancy; of Kyle Straub from Caseworker I, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 to Caseworker II, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 09/28/15**; **Special Conditions:** Filling existing vacancy.

**PROMOTION / TRANSFER / DECREASE IN HOURS** – In Department #531 (Human Service Clerical) of Carol Gavin from Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 to Department #509 (Human Service Fiscal), Fiscal Technician, SEIU Position, Full-Time, 75 hours/pay, SEIU Pay Grade 10, **effective 09/13/15**; **Special Conditions:** Filling existing vacancy.

**VOLUNTARY DEMOTION / TRANSFER** – In Department #305 (Prison) of Sommer Wice from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 to Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective 10/11/15**; **Special Conditions:** Filling existing vacancy.

**INCREASE IN HOURS** – In Department #190 (Planning) of Emily Donaldson, Planner II, Non-Union Hourly Pay Grade 7, Full-Time from 70 hours/pay to 80 hours/pay, **effective 08/30/15**; of Philip Gryskewicz, GIS Planner, Non-Union Hourly Pay Grade 6, Full-Time from 70 hours/pay to 80 hours/pay, **effective 08/30/15**; of Erik Johnson, Planner II, Non-Union Hourly Pay Grade 7, Full-Time from 70 hours/pay to 80 hours/pay, **effective 08/30/15**.

**POSITION RECLASSIFICATION** – In Department #590 (Housing) of Karen Wenner from Housing Manager, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 4 to Housing Manager – Housing Authority, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 4, **effective 09/13/15**; **Special Conditions:** Department restructuring.

**END OF PROBATION** – In Department #520 (Children & Youth) of Jessica Ziegler, Caseworker II, **effective 10/06/2015**. In Department #530 (PIC Unit) of Lewis Nordin, Caseworker III, **effective 10/01/15**. In Department #540 (Mental Health & Developmental Service) of Michelle Jones-Simon, Administrative Officer I, **effective 09/21/15**. In Department #580 (Transportation) of Rachael McCall, SEIU Position, Dispatcher, **effective 08/21/15**.

**SEPARATION OF EMPLOYMENT** – In Department #305 (Prison) of Phillip Davis, Corrections Officer, AFSCME Position, **effective 09/30/15**; of Andrea McCauley, Corrections Monitor,

AFSCME Position, **effective 09/15/15**; of **Roberta Nicols**, Corrections Monitor, AFSCME Position, **effective 09/12/15**. In Department #320 (Emergency Mgt.) of **Thomas Sherman**, Emergency Management Operations & Training Monitor, **effective 10/01/15**. In Department #325 (911 Center) of **Elizabeth Jordan**, Telecommunicator I, **effective 09/25/15**. In Department #520 (Children & Youth) of **Bethany Slautterback**, Caseworker II, **effective 09/03/15**.

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

**PROBATIONARY NEW HIRE** – In Department #580 (Transportation) of **Amanda Barber**, Transportation Aide, SEIU Position, Part-Time, 50 hours/pay, SEIU Pay Grade 4, **effective 10/05/15**; **Special Conditions:** Filling newly created position ratified at the September Salary Board meeting.

**PROMOTION** - In Department #580 (Transportation) of **Rachael McCall** from Dispatcher, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 to Lead Dispatcher, SEIU Position, Temporary Full-Time, 80 hours/pay, SEIU Pay Grade 7, **effective 10/05/15**; **Special Conditions:** Filling newly created position ratified at the October Salary Board meeting.

**POSITION REALLOCATION** – In Department #520 (Children & Youth) of **Natalie Prichard**, from Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 to Program Specialist, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 2, **effective 09/27/15**; **Special Conditions:** Filling newly created position ratified at the October Salary Board meeting. In Department #590 (Housing) of **Willard Buchna**, from Senior Program Specialist, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 3 to Housing Manager, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 4, **effective 09/13/15**; **Special Conditions:** Department restructuring; Filling newly created position ratified at the October Salary Board meeting.

Commissioner Brooks 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 #310 (Court Supervision Services) of **Tristin Deibert**, Aftercare Juvenile Probation Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 10/14/15**; **Special Conditions:** Filling existing vacancy; of **Isaac Hastings**, Community Based Juvenile Probation Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 10/01/15**; **Special Conditions:** Filling existing vacancy.

**RE-HIRE** – In Department #270 (Sheriff's Office) of **Danny Bimber**, Chief Deputy Sheriff, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 3, **effective 09/14/15**; **Special Conditions:** Filling existing vacancy.

**PROMOTION / TRANSFER** – In Department #205 (Courts) of **Kyle Peasley** from Law Clerk, Exempt Full-Time, 70 hours/pay, Legal Exempt Pay Grade 1 to Department #260 (District Attorney),

Assistant District Attorney, Exempt Full-Time, 80 hours/pay, Legal Exempt Pay Grade 2, **effective 10/05/15; Special Conditions:** Filling existing vacancy.

**CHANGE IN EMPLOYMENT STATUS** – In Department #205 (Courts) of **Christopher Schreyer**, Law Clerk, Legal Exempt Pay Grade 1 **from** Temporary Full-Time, 70 hours/pay **to** Regular Full-Time, 70 hours/pay, **effective 10/05/15; Special Conditions:** Filling existing vacancy.

**INCREASE IN HOURS** – In Department #205 (Courts) of **Richard Goldsmith**, Booking Officer/TAC, Non-Union Hourly Pay Grade 6 **from** Part-Time, 38 hours/pay **to** Part-Time, 48 hours/pay, **effective 10/11/15; Special Conditions:** Increase in hours due to additional responsibilities in regard to new clearance requirements.

**SEPARATION OF EMPLOYMENT** – In Department #205 (Courts) of **Cornelia Adams**, Legal Secretary II, **effective 09/26/15;** of **Maureen Parker**, Court Recording Monitor/Transcriptionist, **effective 10/02/15.** In Department #310 (Court Supervision Services) of **Matthew Duncan**, Aftercare Juvenile Probation Officer, **effective 10/07/15;** of **Phillip Schneider**, Community Based Juvenile Probation Officer, **effective 09/30/15.**

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

**PROBATIONARY NEW HIRE** – In Department #205 (Courts) of **I. Christine Ralston**, Legal Secretary II, Temporary Part-Time, 24 hours/pay, Non-Union Hourly Pay Grade 3, **effective 09/23/15; Special Conditions:** Filling newly created position ratified at the October Salary Board meeting; temporary assignment to last no longer than 12/31/15; of **Christopher Schreyer**, Law Clerk, Temporary Exempt Full-Time, 70 hours/pay, Legal Exempt Pay Grade 1, **effective 09/28/15; Special Conditions:** Filling newly created position ratified at the October Salary Board meeting.

**RE-HIRE** – In Department #205 (Courts) of **Cornelia Adams**, Legal Secretary II, Probationary Part-Time, 48 hours/pay, Non-Union Hourly Pay Grade 3, **effective 09/23/15; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting.

Ratification of Policy #HR-15-06 – Drug and Alcohol Policy – The goal of this policy is to maintain a safe workplace by eliminating the hazards to health and job safety created by alcohol and other drug use. Venango County believes this goal to be in the best interest of our employees and the public. Some aspects of this policy include: pre-employment screening, random testing, post-accident reporting and reasonable suspicion.

Commissioner Brooks made a motion to approve the above ratification, seconded by Commissioner Witherup, 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 staff is getting ready to shut the campground down for the season.

With the various hunting seasons open and approaching, anyone visiting the Park is encouraged to wear orange.

The Rocky Grove Invitational will be held at the Park on Saturday, October 17. Last year 23 schools participated in this race. This year 30 schools will participate. With the increase in the number of schools participating, they are anticipating 1,300 runners and 4,000 spectators will be attending the event.

**COUNTY ADMINISTRATION:**

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

Approval of Contract with Hindman-Hindman Contracting, Inc. for Remodeling Work at the Scrubgrass Senior Center – This contract is for the remodeling work of the restrooms at the Scrubgrass Senior Center. The cost is \$46,000.00 and is covered by a grant the County received.

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

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

Approval of Appointment of Frank Pankratz to Venango County Planning Commission – Due to Mr. Pankratz filling the remaining portion of a term of a former board member, his initial term will begin on October 1, 2015 and end on December 31, 2018. After this initial term, Mr. Pankratz will then be eligible to be appointed to a full five (5) year term.

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

The following item was presented for approval by Commissioner Brooks and Mr. Winkler:

Approval of Electioneering Policy #15-07 – This Electioneering Policy #15-07 replaces Electioneering Policy #13-04 which was rescinded by the Board at the September 2015 meeting. Major changes to Policy #15-07 include: covering fewer areas, primarily within County offices, requiring County employees not to engage in politicking during work hours inside of the workplace.

Commissioner Brooks made a motion to approve the above policy, seconded by Commissioner Witherup, aye all.

**OTHER BUSINESS**

Mr. Ruggiero informed everyone that the Planning Commission is updating the County's Comprehensive Plan. The plan was last adopted in 2005. As part of this update, an online survey, as

well as a paper copy survey, are available. Cards with a link and a QR code with a link that will take you directly to the survey on a smart phone have been distributed to various locations. These cards are available at County offices, the Park, the Oil Region Alliance and public libraries. The information gathered from the survey will be used as a tool throughout the plan to reference resident's opinions about the County and what the residents think the County strengths and weaknesses are.

**PUBLIC COMMENT**

There was no public comment offered.

**ADJOURNMENT**

The meeting adjourned at 6:18 p.m. upon a motion by Commissioner Brooks and a second by Commissioner Witherup, aye all.

Respectfully submitted,



Abby R. Flockerzi, Administrative Assistant