

Reviewed by:



COMMISSIONER BOARD MINUTES
January 12, 2016

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

Commissioner Timothy Brooks
Commissioner Albert Abramovic
Rich Winkler, Solicitor
Diona Brick, Fiscal
Bill Kresinski, MIS
Jayne Romero, Human Services
Deb Sharpe, Treasurer
Helen Parquette, Public
Sheila Boughner, News Media
Pastor Lonny Wolford, Fox Street Church of God

Commissioner Vince Witherup
Denise Jones, Chief Clerk/County Administrator
Abby Flockerzi, Administrative Assistant
Tim Dunkle, Public Safety
Rich Mihalic, Park
Jeff Ruditis, Prison
Jillian Stephens, Human Resources
Julie Parquette, 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 6:05 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

The following changes were made to the agenda: addition of Approval of Contract Addendum for GECAC under Finance Administration – Fiscal Agent for NW Workforce Development Board (NWWDB) and addition of Approval of NBIS Reimbursement Agreement under County Administration; removal of Ratification of Grant Award from Administration for Children and Families for Fiscal Year 2016 under Human Services.

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

APPROVAL OF MINUTES FROM THE DECEMBER 8, 2015 MEETING:

Commissioner Abramovic made a motion to approve the minutes from the December 8, 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 for Services with Cynthia A. Cusick – This contract is for free-lance court reporting services with Cynthia A. Cusick. Ms. Cusick will provide court reporting services a minimum of five (5) days per month, or as needed and mutually agreeable in 2016. The per diem rate is \$300.00; the half-day rate (four (4) hours or less) is \$150.00; the per hour rate after 4:30pm is \$30.00 per hour; the per page rate for County office/agency is \$1.50; the per page private rate is \$3.00 for original +1 and the per page private copy rate is \$1.75.

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

ROW OFFICES:

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

Approval of Stop Violence Grant for District Attorney’s Office – This grant provides partial funding for two (2) assistants in the District Attorney’s office and an Early Outreach Coordinator. This grant will also provide funding as a pass through to the Family Services and Children’s Aid Society of Venango County and support to local law enforcement. The amount of this grant application is \$125,000.00 and covers the time period of January 1, 2016 through December 31, 2016.

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

PRISION:

The following item was presented for approval by Warden Ruditis:

Approval of SAVIN Maintenance and Service Agreement – This is a Statewide Automated Victim Information and Notification (SAVIN) Maintenance and Service Agreement between the Pennsylvania District Attorneys Institute and Venango County. This service provides notification to registered persons regarding the release from custody or transfer from one facility to another of persons held in custody. In doing so, it enhances existing or previous victims’ services efforts by creating and implementing an automated system of notification that will be available to victims and other interested parties 24 hours a day, seven (7) days a week. The cost of this service agreement is \$1,912.46. This money comes out of the Inmate Commissary Fund. The agreement is effective for the period of January 1, 2016 through December 31, 2016.

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

COMMUNITY SERVICES ADMINISTRATION:

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

Approval of SFY 2015 / 2016 Hazardous Material Response Fund Grant between the County and PEMA – Each county that participates in the hazardous material safety program may be eligible to

receive a grant from the Hazardous Material Response Fund in order to develop periodic reports, develop, update and exercise emergency response plans, perform public information functions, collect, document and process chemical inventory forms and other documents, develop emergency planning and response capabilities for responding to hazardous material releases, among many other things. This grant is awarded to the County in the amount of \$15,551.00 and the funds must be expended during the period from July 1, 2015 to June 30, 2016.

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

Approval of Maintenance Agreement with MobilCom – This contract with MobilCom is for continued maintenance of the Venango County 911 Emergency Services equipment. This contract is a three (3) year contract at a cost of \$84,139.80 per year.

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

HUMAN SERVICES:

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

NEW CONTRACTS 2015-2016

Item 1: Monarch Care Services, LLC

Synopsis: Request Commissioner approval to enter into a contract with Monarch Care Services, LLC for the period January 1, 2016 through June 30, 2016 for the delivery of Home Support Services (\$17.74 per hour), Personal Care Services (\$19.46 per hour) and Medication Management/Administration by a licensed nurse (\$90.00 per hour) for individuals authorized by the County. There is no local match associated with this contract.

Item 2: Families United Network, Inc.

Synopsis: Request Commissioner approval to enter into a contract with Families United Network, Inc. for the period January 1, 2016 through June 30, 2016 for the delivery of foster care services with per diem rates ranging from \$26.74 to \$107.07 based on level of care, residential services with per diem rates ranging from \$130.00 to \$194.17 based on level of care, resource family assessments at the rate of \$42.11 per hour, and family preservation & reunification services at the rate of \$69.32 per hour. All services will be authorized by the county in order for reimbursement to be made. The required local match will come from the existing match allocation.

CONTRACT ADDENDUMS 2015-16

Item 1: Community Services of Venango County, Inc. ID

SYNOPSIS: Request Commissioner approval to amend the contract with Community Services of Venango County, Inc. for fiscal year 2015-16 for the purpose of reimbursing the Provider for the

completion of 10 additional C/FST consumer satisfaction surveys. The contract maximum will be increased from \$40,600 to \$42,224. Local match will come from the existing match allocation.

Item 2: CS Technologies Plus (OA)

Synopsis: Request Commissioner approval to amend the contract with CS Technologies Plus for fiscal year 2015-16 for the purpose of changing the rate for Additional Pendant or Emergency Wall Communicator from \$11 per month to \$15 per month. There is no match associated with this contract.

Item 3: Hand in Hand Christian Counseling, LLC (MHDS)

Synopsis: Request Commissioner approval to amend the contract with Hand in Hand Christian Counseling, LLC for fiscal year 2015-16 to reimburse the provider for actual costs incurred to provide residential rehabilitation services to one individual identified by the County to the maximum of \$58,878 for the period January 2016 through June 30, 2016. The County will reimburse the provider for actual start-up costs incurred as outlined in the start-up budget to the maximum of \$20,363. The required local match will come from the existing match allocation.

Item 4: Adelphoi Village – Vincent House CYS

Synopsis: Request Commissioner approval to amend the contract with Adelphoi Village for fiscal year 2015-16 to provide residential placement to Venango County children in the child welfare system at the daily rate \$266.76 as authorized by the County in a new facility known as Vincent House. The required match will come from the existing match allocation.

OTHER ITEMS:

Item 1: Approval of CYFS Resource Family Agreements (CYS)

Request Commissioner approval to enter into 4 Resource Family Agreements for the Foster/ Kinship Care Program.

Item 2: Oil City Salvation Army inter-agency agreement (CSS)

Request Commissioner approval to enter into an inter-agency agreement with the Oil City Salvation Army for the purpose of determining client eligibility and assisting in the distribution of food commodities to eligible County residents.

Item 3: Franklin Salvation Army inter-agency agreement (CSS)

Request Commissioner approval to enter into an inter-agency agreement with the Franklin Salvation Army for the purpose of determining client eligibility and assisting in the distribution of food commodities to eligible County residents.

Item 4: Community Services of Venango County, Inc. inter-agency agreement (CSS)

Request Commissioner approval to enter into an inter-agency agreement with Community Services of Venango County for the purpose of determining client eligibility and assisting in the distribution of food commodities to eligible County residents.

Item 5: Grace United Methodist Church of Clintonville inter-agency agreement (CSS)

Request Commissioner approval to enter into an inter-agency agreement with the Grace United Methodist Church of Clintonville for the purpose of determining client eligibility and assisting in the distribution of food commodities to eligible County residents.

Item 6: Approval of Appointments to RSVP Advisory Board (AAA)

Request Commissioner approval to re-appoint Lisa Moritz and Janet Henze to 4 year terms on the RSVP Advisory Board effective January 1, 2016.

Item 7: Approval of Appointment to the Venango County Older Adult Services Advisory Council.

Request Commissioner approval to re-appoint Lisa Winger to a second three-year term on the Venango County Older Adult Services Advisory Council.

Item 8: Systems of Care Steering Committee as Advisory Board

Request Commissioner approval of a proclamation making the System of Care Steering Committee an official advisory board to the County Commissioners.

Item 9: Appointments to the Systems of Care Advisory Board

Request Commissioner approval to appoint Martin Richards, Tammy Alyesworth, Brenda Carll, Stephen Kosak, William Goodson, Verna Martin, Tammy Witherup, Vanessa Rockovich and Ashley Nichols to the Systems of Care Advisory Board effective March 1, 2016.

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

Approval of Appointment of Commissioner Timothy Brooks to the Housing Authority Board – The appointment of Commissioner Brooks will begin on January 1, 2016 and end on December 31, 2018. Commissioner Brooks is fulfilling the remainder of Jim Sandock’s term. Mr. Sandock resigned from the Housing Authority Board on December 2, 2015.

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

FINANCE ADMINISTRATION:

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

121115	\$ 222,329.67	Non-Human Service Warrant
HS121115	203,352.94	Human Service Warrant
SP120815	100.00	Non-Human Service Warrant
121815	726,614.60	Non-Human Service Warrant
HS121815	195,399.69	Human Service Warrant
HS121715	7,000.00	Human Service Warrant
122315	165,881.60	Non-Human Service Warrant
HS122315	330,649.87	Human Service Warrant
HS122215	471.00	Human Service Warrant
HS123115	25,417.09	Human Service Warrant
123115	75,300.08	Non-Human Service Warrant
HS010516	2,829.94	Human Service Warrant
HS010816	177,612.81	Human Service Warrant
010816	153,332.28	Non-Human Service Warrant
	Total: \$ 2,286,291.57	

Commissioner Abramovic 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 Resolution 2016-04 – Tax Rate for 2016 – This resolution affixes the 2016 tax rate at 6.000 mills.

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

Fiscal Agent for Northwest Pennsylvania Emergency Response Group (NWP AERG)

Approval of Training Coordination Contract – This contract is with the Northwest Pennsylvania Emergency Response Group (NWP AERG) and Independent Contractor, Timothy L. Dunkle.

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

Fiscal Agent for NW Workforce Development Board (NWWDB)

Approval of United Way Contract for Core Values Training – This contract is with the United Way to provide Core Values training in each of the five (5) CareerLinks ®. These training sessions have already occurred.

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

Approval of Contract Addendum for the Greater Erie Community Action Committee (GECAC) for the Workforce Innovation Grant – On January 11, 2016, the County received Grant Modification #3 dated January 8, 2016. This modification sites approval for the County to move from phase one (1) to phase two (2) of the WIF (Workforce Innovation Fund) project Grant.

Commissioner Witherup made a motion to approve the above contract addendum, seconded by Commissioner Abramovic, 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 **Shelby Knox**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 12/11/15; Special Conditions:** Filling existing vacancy; Action ratified at the January Prison Board meeting; of **Nicholas Rowland**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 12/15/15; Special Conditions:** Filling existing vacancy; Action ratified at the January Prison Board meeting; of **Robin Wolbert**, Corrections Monitor, AFSCME Position, Part-Time On-Call, 7 hours/pay, AFSCME Pay Grade 11, **effective 01/04/16; Special Conditions:** Filling existing vacancy; Action ratified at the January Prison Board meeting. In Department #530 (PIC Unit) of **Marci Harkless**, Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7, **effective 01/14/16; Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of **Makayla King**, Transportation Aide, SEIU Position, Part-Time, 50 hours/pay, SEIU Pay Grade 4, **effective 01/11/16; Special Conditions:** Filling existing vacancy.

RE-HIRE – In Department #305 (Prison) of **Maria Mook**, Corrections Monitor, AFSCME Position, Probationary Part-Time On-Call, 7 hours/pay, AFSCME Pay Grade 11, **effective 01/11/16; Special Conditions:** Filling existing vacancy.

TEMPORARY NEW HIRE – In Department #130 (Human Resources) of **Amanda Carbaugh**, Department Clerk II, Temporary Part-Time, 50 hours/pay, Non-Union Hourly Pay Grade 2, **effective 01/04/16; Special Conditions:** Filling existing vacancy; temporary assignment through February 2016.

PROMOTION – In Department #530 (PIC Unit) of **Jason McVay** from Caseworker III, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 to PIC Program Director, Probationary Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 5, **effective 12/14/15; Special Conditions:** Filling existing vacancy.

PROMOTION / TRANSFER – In Department #520 (Children and Youth) of **Sherry McCauley** from Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 to Department #530 (PIC Unit), Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7, **effective 02/22/16; Special Conditions:** Filling existing vacancy.

LATERAL TRANSFER – In Department #531 (Human Service Clerical) of **Melissa Confer** from Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 to Department #510 (Older Adult Services), Aging Case Aide, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective 01/04/16; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #305 (Prison) of **Bobbi Seigworth**, Corrections Officer, **effective 12/07/15; Special Conditions:** Action ratified at the January Prison Board meeting. In Department #325 (911 Center) of **Kenneth Barron**, Telecommunicator I, **effective 01/07/16**. In Department #520 (Children and Youth) of **Tyler Blandin**, Caseworker II, **effective 12/15/15**; of **Heather Campbell**, Caseworker II, **effective 12/29/15**; of **Kyle Straub**, Caseworker II, **effective 12/10/15**; of **Delena Thomas**, Caseworker II, **effective 12/29/15**. In Department #530 (PIC Unit) of **Jason McVay**, PIC Program Director, **effective 12/22/15**. In Department #531 (Human Service Clerical) of **Tammy Reitz**, Department Clerk II, SEIU Position, **effective 12/15/15**.

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #580 (Transportation) of **Kathy Garin**, Transportation Aide, SEIU Position, **effective 12/21/15**; of **Ronald Shaneen**, Bus/Van Driver, SEIU Position, **effective 12/18/15**.

SEPARATION OF EMPLOYMENT – In Department #130 (Human Resources) of **Caitlyn Colarte**, Department Clerk II, **effective 12/22/15**. In Department #305 (Prison) of **Austin Morrison**, Corrections Officer, AFSCME Position, **effective 12/18/15; Special Conditions:** Action ratified at the January Prison Board meeting. In Department #540 (MH/DS) of **Kim Buser**, Caseworker II, **effective 12/29/15**. In Department #580 (Transportation) of **Valerie McNany**, Bus/Van Driver, SEIU Position, **effective 01/02/16**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

TEMPORARY NEW HIRE – In Department #520 (Children and Youth) of **Shelbie Kiser**, Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1, **effective 02/01/16; Special Conditions:** Filling newly created position ratified at the October 2015 Salary Board meeting; Temporary assignment to last no longer than 04/29/16; of **Emily Lewis**, Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1, **effective 02/01/16; Special Conditions:** Filling newly created position ratified at the October 2015 Salary Board meeting; Temporary assignment to last no longer than 04/29/16. In Department #540 (MH/DS) of **Tyler Cranmer**, Casework Intern, Temporary Full-Time, 72 hours/pay, Non-Union Hourly Pay Grade 1, **effective 02/01/16; Special Conditions:** Filling newly created position ratified at the October 2015 Salary Board meeting; Temporary assignment to last no longer than 04/29/16; of **Brandon Tetreault-Cohen**, Casework Intern, Temporary Full-Time, 72 hours/pay, Non-Union Hourly Pay Grade 1, **effective 02/01/16; Special Conditions:** Filling newly created position ratified at the October 2015 Salary Board meeting; Temporary assignment to last no longer than 04/29/16; of **Hope Taneyhill**, Casework Intern, Temporary Full-Time, 72 hours/pay, Non-Union Hourly Pay Grade 1, **effective**

02/01/16; Special Conditions: Filling newly created position ratified at the October 2015 Salary Board meeting; Temporary assignment to last no longer than 04/29/16.

LATERAL TRANSFER – In Department #520 (Children and Youth) of **Shannon Sumoske** from Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 to Department #570 (Community Support Services), Case Manager, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 02/01/16; Special Conditions:** Filling newly created position ratified at the October 2015 Salary Board meeting.

POSITION REALLOCATION / RATE ADJUSTMENT – In Department #140 (Tax Claim) of **Billy Pippin** from Department Clerk II, SEIU Position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 (\$10.0120/hr.) to Department Clerk III, SEIU Position, Full-Time, 70 hours/pay, SEIU Pay Grade 8 (\$10.4125/hr.), **effective 12/07/15; Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; of **Cathy Young** from Department Clerk II, SEIU Position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 (\$9.0420/hr.) to Department Clerk III, SEIU Position, Full-Time, 70 hours/pay, SEIU Pay Grade 8 (\$9.6000/hr.), **effective 12/07/15; Special Conditions:** Filling newly created position ratified at the January Salary Board meeting. In Department #510 (Older Adult Services) of **Theresa York** from Aging Case Aide, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$9.7204/hr.) to Aging Case Aide, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 (\$10.1092/hr.), **effective 12/07/15; Special Conditions:** Filling newly created position ratified at the January Salary Board meeting. In Department #531 (Human Service Clerical) of **Gloria Harry** from Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$8.8000/hr.) to Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 (\$9.6000/hr.), **effective 12/07/15; Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; of **Patricia Henderson** from Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$10.0120/hr.) to Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 (\$10.1800/hr.), **effective 12/07/15; Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; of **Wendy Hoover** from Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$9.3359/hr.) to Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 (\$9.6000/hr.), **effective 12/07/15; Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; of **Gail Stewart** from Department Clerk II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$9.0420/hr.) to Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 (\$9.6000/hr.), **effective 12/07/15; Special Conditions:** Filling newly created position ratified at the January Salary Board meeting.

CORRECTION TO 12/08/15 HR COMMISSIONER BOARD AGENDA

END OF PROBATION – In Department #305 (Prison) of **Daniel Hovis**, Corrections Officer, AFSCME Position from Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.) to Regular Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$11.25/hr.), **effective 11/11/15; Special Conditions:** Action ratified at the December Prison Board meeting.

Note: Effective date should reflect 11/28/15.

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

ROW OFFICES
Human Resource Items for Informational Purposes

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROMOTION / TRANSFER / DECREASE IN HOURS – In Department #265 (Prothonotary) of **Holly Watson** from Department Clerk II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2 to Department #225 (DJ 3-1), Legal Secretary II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 3, **effective 12/31/15; Special Conditions:** Filling existing vacancy.

EXTENSION OF TEMPORARY ASSIGNMENT – In Department #205 (Courts) of **I. Christine Ralston**, Legal Secretary II, Temporary Part-Time, 24 hours/pay, Non-Union Hourly Pay Grade 3, **effective 01/01/16; Special Conditions:** Assignment extended through 06/03/16.

RATE ADJUSTMENT – In Department #205 (Courts) of **Barbara VanEpps**, Administrative Assistant II, Full-Time, 75 hours/pay **from** Non-Union Hourly Pay Grade 5 (\$13.5169/hr.) **to** Non-Union Hourly Pay Grade 5 (\$14.5983/hr.), **effective 01/04/16; Special Conditions:** Rate adjustment due to significant increase in duties.

SEPARATION OF EMPLOYMENT – In Department #310 (Court Supervision Services) of **Kathleen Massey**, Victim Community Awareness Facilitator, **effective 12/09/15.**

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

POSITION REALLOCATION – In Department #180 (Treasurer's Office) of **Nichole Kellar** from Department Clerk II, SEIU Position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 **to** Tax Clerk, SEIU Position, Full-Time, 70 hours/pay, SEIU Pay Grade 9, **effective 12/07/15; Special Conditions:** Reallocation due to Department restructuring; of **Bobbi Seigworth** from Department Clerk II, SEIU Position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 **to** Department Clerk III, SEIU Position, Full-Time, 70 hours/pay, SEIU Pay Grade 8, **effective 12/07/15; Special Conditions:** Reallocation due to Department restructuring.

CORRECTION to 09/15/15 HR COMMISSIONER BOARD AGENDA

TRANSFER / VOLUNTARY DEMOTION – In Department #509 (Human Service Fiscal) of **Denise Curtis** from Fiscal Technician, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 10 **to** Department #210 (Domestic Relations), Department Clerk III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3, **effective 09/14/15; Special Conditions:** Filling newly created position ratified at the August Salary Board meeting.

Note: Special conditions should have included: Temporary assignment through 12/31/15 for training purposes. Upon completion of the temporary assignment Denise will fill the existing vacancy.

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

Approval of Policy #16-01 – 911 Hearing Standards Policy – Any candidate for employment shall pass a hearing test that meets or exceeds the NENA (National Emergency Number Association) Hearing

Standards for Public Safety Telecommunicators. All current employees shall pass a hearing test every three (3) years in order to determine continued fitness to perform job tasks.

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

Approval of Revisions to Policy #06-01 – Tuition Assistance Policy – This is a benefit the County offers to employees to assist with the cost of higher education. The revision was to include job specific certifications.

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

PLANNING COMMISSION:

There was no business to be conducted.

TWO MILE RUN COUNTY PARK:

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

Approval of Reappointment of Sandy Hovis and Debra Frawley to the Park Advisory Board – The reappointments of Ms. Hovis and Ms. Frawley will be for four (4) year terms and will begin on January 1, 2016 and end on December 31, 2019. This will be Ms. Hovis' third term and Ms. Frawley's first full term.

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

Mr. Mihalic presented the Park Activities Report:

The annual Venango County Fatherhood Winter-Fest will be held at the Park on January 23. This will also be the free learn to ski day. The alternate date is January 30.

The United Way has committed to once again holding the Color Us United Run on September 18, 2016 at the Park.

COUNTY ADMINISTRATION:

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

Approval of NBIS Agreement – This agreement is for the bridge inspection program. Every four (4) years the County hires an engineer for this program. STV Inc. submitted a proposal that was acceptable for the County and approved by PennDot. The cost of this agreement is \$767,402.74 for four (4) years. The Federal government will reimburse 80 percent of this cost and 20 percent will be the County's responsibility. However this 20 percent will be divided between all of the municipalities the County represents since the County does bridge inspection for all bridges in the County over twenty (20) feet in length.

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

Ratification of Housing and Redevelopment Insurance Exchange (HARIE) to Provide Workers Compensation and Employers Liability Insurance – This is for the County’s Workers Compensation and Employers Liability Insurance to provide Workers Compensation coverage for all employees of the County. The cost of this insurance is \$159,951.00.

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

Approval of Encumbrance of 2014 Liquid Fuels Money for Plum Township – Plum Township submitted a request asking to carry over the balance of their grant in the amount of \$1,891.61. McCormick Taylor was selected by the township for engineering work on the Williams Road Bridge project. This project is approximately 75 percent complete. Plum Township is asking to carry over this money until the remainder of the project can be completed.

Commissioner Abramovic made a motion to approve the above encumbrance seconded by Commissioner Witherup, aye all.

Approval of Revised MS339 – Liquid Fuels Money for Oil City – In 2015, a grant was awarded to Oil City in the amount of \$20,410.00 for the installation of a device at the West First Street and Central Avenue intersection crosswalk to aid visually impaired persons using this crosswalk. This project ended up being less than the grant amount. The actual cost was \$14,454.13. Therefore, the amount of \$5,955.87 needs to be unencumbered.

Commissioner Witherup made a motion to approve the above revision, seconded by Commissioner Abramovic, aye all.

The following item was presented for approval by Commissioner Brooks:

Approval of Proclamation for Venango County School Choice Week – January 24 – 30, 2016 – This proclamation shows that Venango County recognizes the important role that an effective education plays in preparing all students in Venango County to be successful adults and that Venango County has many high-quality teaching professionals in traditional public schools, public charters schools and non-public schools who are committed to educating our children. In observing School Choice Week the week of January 24 – 30, 2016, the Venango County Board of Commissioners call this observance to the attention of all of our citizens

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

The following item was presented for approval by Commissioner Witherup:

Approval of Proclamation for Eagle Scout Recognition for Andrew J. Hines – This proclamation recognizes Andrew J. Hines for his attainment of Eagle Scout. The actual Eagle Scout ceremony for

Mr. Hines will be held on January 30, 2016.

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

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

Approval of NBIS Reimbursement Agreement – This agreement is between the Commonwealth of Pennsylvania, Department of Transportation and the County of Venango. This is the funding to pay for the NBIS bridge inspections over four (4) years. The total amount is \$767, 402.74. The federal share of 80 percent is \$613,922.19 and the local share that all municipalities will be responsible for is \$153,480.55.

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

OTHER BUSINESS

There was no other business conducted.

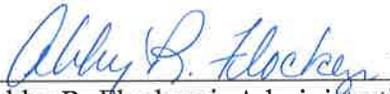
PUBLIC COMMENT

Helen and Julie Parquette expressed their displeasure about the Venango County Jail employees standing at the back of the Jail on Otter Street to smoke. They stated that the employees congregate in a group of six (6) or seven (7) before their shift and this looks bad. Both Helen and Julie Parquette asked why the employees could not be sent back to Elk Street to smoke. Commissioner Brooks responded that the County is looking for a solution to this problem.

ADJOURNMENT

The meeting adjourned at 6:38 p.m. upon a motion by Commissioner Witherup and a second by Commissioner Abramovic, aye all.

Respectfully submitted,


Abby R. Flockerzi, Administrative Assistant