

Reviewed by:





COMMISSIONER BOARD MINUTES
March 8, 2016

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

Commissioner Timothy Brooks	Commissioner Vince Witherup
Commissioner Albert Abramovic	Denise Jones, Chief Clerk/County Administrator
Shelly Hartle, Chief Clerk	Rich Winkler, Solicitor
Abby Flockerzi, Administrative Assistant	Diona Brick, Fiscal
Bill Kresinski, MIS	Gerry McGuinness, Voter Registration
Rich Mihalic, Park	Jayne Romero, Human Services
Jillian Stephens, Human Resources	Monica Vanderhoff, RSVP
Kenneth Dittman, RSVP	Lisa Moritz, RSVP
Major Smith, RSVP	Veronica Ditty, Keystone SMILES
Molly Gavin, Keystone SMILES / AmeriCorps	
Sherry Kulinski, Keystone SMILES / AmeriCorps	
Daniel O'Brien, Keystone SMILES / AmeriCorps – OCHS	
Michelle Sanchez, Keystone SMILES	
Kenzi Vanderhoff, Keystone SMILES	
Kristen Vanderhoff, Keystone SMILES / AmeriCorps	
Rachel Watson, Keystone SMILES / AmeriCorps	
Sheila Boughner, News Media	
Pastor David Foote, Baptist Temple	

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 6:08 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

The following changes were made to the agenda: addition of Approval of Child Welfare Information Solution (CWIS) Data Sharing Agreement under Human Services; Approval of Agreement with Erie County Coroner's Office for Use of Forensic Pathologist under County Administration; Approval of Resolution #16-05 - CCAP Resolution on Budget Impasse under County Administration; Approval of Proclamation Designating April 2016 as "Pennsylvania 811 Safe Digging Month" under County Administration.

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

APPROVAL OF MINUTES FROM THE FEBRUARY 9, 2016 MEETING:

Commissioner Abramovic made a motion to approve the minutes from the February 9, 2016 meeting, seconded by Commissioner Witherup, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

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

COURT ADMINISTRATION:

There was no business to be conducted.

ROW OFFICES:

There was no business to be conducted.

PRISION:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

There was no business to be conducted.

HUMAN SERVICES:

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

CONTINUATION CONTRACTS 2016

Item 1: Franklin School District CSS

Synopsis: Request Commissioner approval to enter into a contract with Franklin School District for the period January 1, 2016 through December 31, 2016 to provide parents living in Arbor Circle and Dale Avenue Housing Projects, whose children are of preschool or elementary school age, training in ways to work with their children during the summer. These families must be current residents of one of the two housing projects listed previously. The activities will be designed to increase the children's opportunities for success in school. The County will reimburse the provider for actual costs incurred to the maximum of \$3,850. There is no local match requirement.

Item 1: Titusville YWCA CSS

Synopsis: Request Commissioner approval to enter into a contract with Titusville YWCA for the period January 1, 2016 through December 31, 2016 to provide housing supports services and emergency shelter nights at the St. James House. Supportive services can include counseling, budgeting, information and referral, advocacy, etc. The County will reimburse the provider for actual costs incurred to the maximum of \$7,500. There is no local match requirement.

CONTRACT ADDENDUMS 2015-16

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

Synopsis: Request Commissioner approval to amend the contract with Community Services of Venango County, Inc. for fiscal year 15/16 for the purpose of increasing the contract maximum for senior center renovations and start up training to \$90,000. There is no match associated with this funding.

Item 2: Pressley Ridge CYS

Synopsis: Request Commissioner approval to amend the contract with Pressley Ridge for the fiscal year 15-16 for the purpose of adding the additional service of Treatment Foster Care at the daily rate of \$94.50, as authorized by the County. Local match will come from the existing match allocation.

Item 3: Julie Carothers, Registered Dietian OAS

Synopsis: Request Commissioner approval to amend the contract with Julie Carothers for the fiscal year 15-16 for the purpose of adding monitoring of meals provided by Mom's Meals, twice a year at the rate of \$180.00 per occurrence, as authorized by the County. There is no local match requirement.

OTHER ITEMS:

Item 1: Appointments to Advisory Boards

Request Commissioner approval to appoint Lee Bunyak to the Venango County Mental Health and Developmental Services, Substance Abuse Executive Commission, and Children, youth and Family Services Advisory Boards for a three year term effective March 1, 2016.

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

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

Item 3: Agreement with Lawrence County Community Action Partnership

Request Commissioner approval to enter into an agreement with Lawrence County Community Action Partnership to identify any lead-based paint hazards and/or minimum standards/codes and other health related hazards within low income family homes that reside in Venango County.

Item 4: Property Transfer

Request Commissioner approval to accept the transfer of property located at the corner of Fox Lane and Elm Street in the village of Rocky Grove from the Northwest Behavioral Health Partnership. There are no costs associated with this property transfer.

Item 5: Emergency Solutions Grant Program Contract

Request Commissioner approval to enter into a contract with the PA Department of Community & Economic Development (DCED) to carry out the objectives of the Emergency Solutions Grant Program. This grant, in the amount of \$53,850 will assist low income individuals in the prevention of

homelessness, providing emergency shelter, or for rapid rehousing for homeless individuals. The local in-kind match required will be met through other housing programs provided by the Human Services Housing Department.

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

Approval of Child Welfare Information Solutions (CWIS) Data Sharing Agreement – Request Commissioner approval to enter into an agreement with the Pennsylvania Department of Human Services for the Child Welfare Information Solution (CWIS) Data Sharing Agreement. This is an electronic data exchange with sixty-seven (67) County Children and Youth Agencies using seven (7) diverse county systems. The Department of Human Services uses data collected from the county systems for state level data sharing and program coordination for child welfare services.

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

The following item was presented for approval by Commissioner Brooks:

Approval of Proclamation – National Service Recognition Day – April 5, 2016 – This proclamation recognizes the 465 Senior Corps and AmeriCorps participants serve in forty-one (41) locations in Venango County, bolstering the civic, neighborhood and faith-based organizations that are vital to our county’s social and economic well-being. This proclaims April 5, 2016 as National Service Recognition Day.

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

FINANCE ADMINISTRATION:

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

021216	153,485.58	Non-Human Service Warrant
HS021216	200,525.18	Human Service Warrant
021916	665,457.57	Non-Human Service Warrant
HS021916	259,059.59	Human Service Warrant
SP021816	1342.00	Non-Human Service Warrant
HS021816	3351.83	Human Service Warrant
022616	214,477.41	Non-Human Service Warrant
HS022616	132,053.25	Human Service Warrant
SP022216	250.00	Non-Human Service Warrant
SP022516	13,212.83	Non-Human Service Warrant
HS022516	17,492.00	Human Service Warrant
030416	371,561.16	Non-Human Service Warrant

SP022916	21,579.11	Non-Human Service Warrant
HS030416	165,341.47	Human Service Warrant
HS030216	600.00	Human Service Warrant
SP030316	10,524.59	Non-Human Service Warrant
	Total: \$ 2,230,313.57	

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

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

Approval of Cost Allocation Plan – This plan allows us to assess costs for the County’s service departments such as the Commissioners’ Office, Fiscal, the Treasurers’ Office, etc. This plan is in compliance with OMB887 (Office of Management and Budgets Circulars).

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

Fiscal Agent for NW Workforce Development Board (NWWDB)

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

Approval of Service Agreement with Greater Erie Community Action Committee (GECAC) - \$25,000 – This is for Rapid Response money which is Federal money coming through the Department of Labor.

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

Approval of Agreement with Cranberry Mall for Job Fair – This agreement is with the Cranberry Mall for a career fair that the Oil Region CareerLink® will be conducting on April 9, 2016.

Commissioner Abramovic 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 **Theresa McDowell**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 03/06/16**; **Special Conditions:** Filling existing vacancy. In Department #520 (Children & Youth) of **Dale Ishman**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 02/29/16**; **Special Conditions:** Filling existing vacancy. In Department #540 (MH/DS) of **Dawn Michelle**

Klein, Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5, **effective 02/16/16**;
Special Conditions: Filling existing vacancy.

PROMOTION – In Department #520 (Children & Youth) of **Amie Wood-Wessell** from Senior Program Specialist, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 3 to Program Manager, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 4, **effective 03/27/16**; **Special Conditions:** Filling existing vacancy.

RATE ADJUSTMENT – In Department #130 (Human Resources) of **Jillian Stephens**, Human Resource Director, Exempt Full-Time, 80 hours/pay **from** Exempt Pay Grade 6 (\$54,884.55/yr.) to Exempt Pay Grade 6 (\$56,500.00/yr.), **effective 02/15/16**.

TRANSFER / DEMOTION – In Department #160 (Maintenance) of **Alan Roemer** from Maintenance Worker II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 to Department #405 (Airport), Custodial Worker III, SEIU Position, Full-Time, 80 hours/pay, SEIU pay Grade 4, **effective 02/25/16**; **Special Conditions:** Return to former position in accordance with bargaining agreement.

END OF PROBATION – In Department #325 (911 Center) of **Caleb Wilson**, Telecommunicator I, **effective 03/28/16**; of **Devin Zagar**, Telecommunicator I, **effective 03/28/16**. In Department #520 (Children & Youth) of **Lindsay Curran**, Caseworker II, **effective 02/11/16**. In Department #580 (Transportation) of **Amanda Barber**, Transportation Aide, SEIU Position, **effective 02/24/16**; of **James Hovis**, Bus/Van Driver, SEIU Position, **effective 02/11/16**.

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #580 (Transportation) of **Willie Owens**, Bus/Van Driver, **effective 02/02/16**.

SEPARATION OF EMPLOYMENT – In Department #520 (Children & Youth) of **Kyle Straub**, Caseworker II, **effective 02/12/16**. In Department #580 (Transportation) of **Maurizio Dragotta**, Bus/Van Driver, **effective 02/17/16**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROBATIONARY NEW HIRE – In Department #110 (Commissioners') of **Shelly Hartle**, Chief Clerk, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 8, **effective 02/29/16**; **Special Conditions:** Filling newly created position ratified at the March Salary Board meeting; Temporary assignment to last through May 31st to account for training period. Upon completion of training period, employee will fill existing Chief Clerk vacancy.

POSITION REALLOCATION – In Department #325 (911 Center) of **Mark Seigworth** from 911 Center Monitor, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 to Deputy Director of Public Safety, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 8, **effective 02/29/16**; **Special Conditions:** Filling newly created position ratified at the March Salary Board meeting.

POSITION REALLOCATION / RATE ADJUSTMENT – In Department #530 (PIC Unit) of **Michael Carothers**, from Casework Supervisor, Full-Time Exempt, 80 hours/pay, Exempt Pay Grade 3 (\$41,100.00/yr.) to Senior Casework Supervisor, Full-Time Exempt, 80 hours/pay, Exempt Pay

Grade 4 (\$43,012.00/yr.), **effective 03/28/16; Special Conditions:** Successful completion of 6 month performance requirement as Casework Supervisor; filling newly created position ratified at the March Salary Board meeting.

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

ROW OFFICES

Human Resource Items for Informational Purposes

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

RE-HIRE – In Department #310 (Court Supervision Services) of **Shannon Burrelli**, Collections Coordinator, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 4, **effective 03/01/16; Special Conditions:** Filling existing vacancy.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

None.

PLANNING COMMISSION:

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

Approval of 2015 Annual Report – This annual report is required by the Municipal Planning Code.

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

Approval of Review Fee Reimbursement Agreement for Tower King Communications Tower Site (Professional Tower Services) – This agreement states that both the landowner and the County acknowledge that the County will incur costs and fees relating to the review of the landowner's plan by its professional consultants, and the landowner agrees to pay and/or reimburse the County for such costs. This agreement calls for the landowner to deposit \$2,500 in an escrow account as security for the payment of all costs, expenses, charges and fees.

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

TWO MILE RUN COUNTY PARK:

Mr. Mihalic presented the Park Activities Report:

Outside activities are beginning at the Park and include the restrooms at Pioneer Flats getting a new roof. The Franklin Eagles Club made a donation of \$1,500 to make this possible.

Donations from others continue to come into the Park and other projects for this year include new grills.

Advertising has increased this year. Sheila Boughner included the Park in the recent issue of the Business Review and Forecast and Titusville Herald will be featuring the Park in the Business Spotlight. Mr. Mihalic has arranged for two (2) advertisements to run for the kick-off for the first day of trout season and another article will run in the Tionesta newspaper. A lady from Ohio who works with the National Equine Magazine recently contacted Mr. Mihalic. This resulted in a map of the Park being added to the magazine. The Oil Region Alliance is featuring the Park in the "Welcome to the Oil Region" magazine.

The campground will open May 13.

COUNTY ADMINISTRATION:

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

Approval of Auction Agreement with Baker & Bellis Auctioneers – This agreement is for the annual County auction that is held each year. This year the auction is scheduled to be held on April 14, 2016 at 1530 Pittsburgh Road, Franklin, Pennsylvania. Baker and Bellis will serve as auctioneers at a cost of 10% of the personal property sold. There is a fee of \$11 per person per hour for labor pre-auction set-up and auction day and a \$100 fee for a port-a-john (if needed).

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

Approval of Relocation of Polling Place – Oil City 3 – This request is to move the polling place of Oil City District 3 from the Creekside Senior Center located at 228 Seneca Street, Oil City to the Center Town Café located at 250 Elm Street, Oil City. There is no cost to use this facility

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

Ratification of License for Use of Facilities with Clarion University – Venango Campus – Oil City 7 – This agreement is with Clarion University – Venango Campus to use a room in Rhoades Center for the Oil City District 7 polling place. There is no cost to use this facility.

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

Approval of Agreement with Erie County Coroner's Office for Use of Forensic Pathologist – The County of Erie has an independent pathologist on retainer and Erie County makes his services available to other counties, including Venango County, as needed, for autopsies and other post mortem exams. The cost of a normal autopsy is \$950 with an additional \$35 if photographs / video tape are requested. Any autopsy that goes beyond normal procedures would result in additional charges. A \$5,000 retainer is required, which would be applied to the cost of autopsies; of this \$5,000, \$3,500 comes from the Coroner's budget and \$1,500 comes from the District Attorney's budget. This is a one year agreement, beginning on January 1, 2016 and ending on December 31, 2016. In the past years, the retainer has been exhausted.

Commissioner Abramovic made a motion to approve the above agreement, seconded by Commissioner

Witherup, aye all.

Approval of Resolution #16-05 - CCAP Resolution on Budget Impasse – This resolution urges state officials to restore funding for human services programs and to put mechanisms in place to ensure any future budget impasse or delay does not become a burden on the county and its constituents. The document notes that counties provide crucial human services including child welfare and protective services, mental health services, substance abuse treatment, services for those with intellectual disabilities, homeless assistance, meal programs and lottery-funded transportation. The ability of counties to meet critical service needs has been compromised, by a steady decline in state funding over the past decade including a 10-percent aggregate cut to seven (7) human services line items in 2012 – 13. This resolution pledges the County’s support to the County Commissioners Association of Pennsylvania (CCAP) in its efforts to encourage a budget solution that includes adequate human services funding.

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

Approval of Proclamation Designating April 2016 as “Pennsylvania 811 Safe Digging Month” – This proclamation declares April as safe digging month in the County and encourages all excavators and residents to call 811 or 1-800-242-1776 before digging in order to “Know What’s Below”, avoid injury, protect the environment and prevent millions of dollars in damages.

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

OTHER BUSINESS

Ms. Jones reminded everyone that March 28, 2016 is the last day to register to vote or to make changes to your voter registration for the 2016 Primary Election.

PUBLIC COMMENT

There was no public comment offered.

ADJOURNMENT

The meeting adjourned at 6:28 p.m. upon a motion by Commissioner Witherup and a second by Commissioner Abramovic, aye all.

Respectfully submitted,



Abby R. Flockerzi, Administrative Assistant