

Reviewed by: TBJ
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COMMISSIONER BOARD MINUTES
October 11, 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
OC Bell, Airport
Tim Dunkle, Public Safety
Jayne Romero, Human Services
Deborah Sharpe, Treasurer
Sally Bell, News Media

Commissioner Vince Witherup
Shelly Hartle, Chief Clerk
Abby Flockerzi, Administrative Assistant
Diona Brick, Fiscal
Rich Mihalic, Two Mile Run County Park
Jason Ruggiero, Planning
Jillian Stephens, Human Resources
Marissa Dechant, Explore Venango

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 6:07 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

There were no changes to the agenda.

APPROVAL OF MINUTES FROM THE SEPTEMBER 13, 2016 MEETING:

Commissioner Abramovic made a motion to approve the minutes from the September 13, 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:

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

Approval of Operating Agreement with Quick Flight – Quick Flight is a sub-contractor for Southern Airways Express. The personnel who actually work for the airline at the Airport work for Quick Flight for ground handling services. This agreement expires on September 30, 2017.

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

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

Approval of Letter of Agreement between Northwestern Pennsylvania Emergency Response Group and Venango County – This is the final step in Venango County being moved from Region 2 to Region 13. This agreement is for the equipment the County received when we were with Region 2. The Mobil Communication Unit and the vehicle used to pull the unit will remain with Region 2 and they have taken ownership of these. All other equipment will stay with Venango County. If Region 2 requests the equipment, Venango County will assist.

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

Approval of Emergency Management Performance Grant Agreement with the Commonwealth of Pennsylvania Emergency Management Agency Federal Fiscal Year 2016 – This grant helps to off-set administrative costs for the Emergency Management area, such as salaries for the Director and the Department Clerk. This year the grant was in the amount of \$43,149.

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 2016-2017

Item 1: WAGNER BEHAVIORAL HEALTH SERVICES, LLC (CYS)

Synopsis: Request Commissioner approval to contract with Wagner Behavior Health Services, LLC to provide sex offender assessments, polygraphs, and counseling for individuals as authorized by the Venango County Child Welfare System. The provider will be reimbursed as follows: 1) Evaluations, \$350 to \$800 based upon level of care; 2) Intake/Diagnostic interview, \$125; 3) Outpatient therapy, \$60 to \$200 based upon therapy type; 4) Counseling sessions, \$40 to \$100 based upon session type; 5) Court appearance, \$800 per full day. The local match will come from the existing match allocation.

CONTRACT ADDENDUMS 2016-2017

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 2016-2017 to reimburse the provider to the maximum of \$8,569 to carry out disease prevention and health promotion activities as outlined in the PA Department of Aging program directive 16-04-01 for Title IIID Health and Wellness funds. There is no local match requirement.

Item 2: Community Services of Venango County, Inc. (EHS)

Synopsis: Request Commissioner approval to amend the Early Head Start contract with Community Services of Venango County, Inc. for fiscal year 2016-2017 to reimburse the provider the maximum of \$56,569 for actual costs associated with the construction of a playground and the purchase of mobile vision and hearing screening equipment. The required match is the responsibility of the provider.

CONTINUATION AGREEMENTS 2016-2017

Item 1: Outside In School of Experiential Education, Inc. (CYS/JPO)

Synopsis: Request Commissioner approval to continue to contract with Outside in School of Experiential Education, Inc. for the period July 1, 2016 through June 30, 2017 to provide residential care to Venango County children in the juvenile justice system at the daily rate ranging from \$239 to \$290 for non-MA eligible youth based on level of care and the MA state set rate for MA eligible youth as authorized by the County. The required match will come from the existing match allocation.

Item 2: Bethesda Children's Home (CYS/JPO)

Synopsis: Request Commissioner approval to continue to contract with Bethesda Children's Home for the period of July 1, 2016 through June 30, 2017 to provide residential care to Venango County children in the child welfare system and juvenile justice system at the daily rate ranging from \$60.28 to \$258.58 for foster care based on level of care as authorized by the County. The required match will come from the existing match allocation.

Item 3: Craig Psychological Associates, Inc. (HS)

Synopsis: Request Commissioner approval to continue to contract with Craig Psychological Associates for the period July 1, 2016 through June 30, 2017 to provide psychological testing and consultation to individuals referred by Venango County Mental Health and Developmental Services Unit at the hourly rate of \$55.60 and \$64.35, respectively for individuals with no third party means of reimbursement. The Provider will also provide foster parent evaluations (\$135.00 per parent) and court ordered evaluations (\$55 per hour), to individuals referred by the Child Welfare System. The local match requirement will come from the existing match allocation.

Item 4: Oil City YMCA (CYS)

Synopsis: Request Commissioner approval to continue to contract with the Oil City YMCA in fiscal year 2016-2017 for the operation of the NYPUM mini-bike program for at risk youth. The County will reimburse the Provider \$75 per day per participant to the maximum of \$26,800. The required match will come from the existing match allocation.

Item 5: Crawford County Mental Health Awareness Program CSS

Synopsis: Request Commissioner approval to continue to contract with Crawford County Mental Health Awareness Program (CHAPS) from October 1, 2016 to September 30, 2017 to provide the Work Ready program to income eligible Crawford county participants. The maximum to be reimbursed to the provider for actual costs incurred is \$71,175. There is no match required for this contract.

CONTRACT ADDENDUMS 2015-2016

Item 1: Regional Counseling Center, Inc. (MH)

Synopsis: Request Commissioner approval to amend the contract with the Regional Counseling Center, Inc. for fiscal year 2015-2016 to allow for retained revenue as follows: 1) Outpatient Services, \$14,332; 2) Forensic Services, \$460; 3) Mobile Medication Program, \$1,497; and 4) the Representative Payee program, \$323. The total retained revenue to be allowed is \$16,612. The local match will come from the existing match allocation.

Item 2: The Pointe (MH)

Synopsis: Request Commissioner approval to amend the contract with the Pointe for fiscal year 2015-2016 to allow for retained revenue in the amount of \$3,071. The local match will come from the existing match allocation.

Item 3: Venango Training and Development Center (MH)

Synopsis: Request Commissioner approval to amend the contract with Venango Training and Development Center for fiscal year 2015-2016 to increase the contract maximum for the Fair Weather Lodge Program to \$50,668. The county will reimburse the provider for actual costs incurred. The local 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 three Resource Family Agreements for the Foster/Kinship Care Program.

Item 2: Value Behavioral Health of Pennsylvania (MH)

Request Commissioner approval to amend the existing Agreement between Value Behavior Health of PA and Venango County HMHDS to reflect the addition of Alternative Payment Arrangement (APA) for Blended Case Management.

Item 3: Department of Human Services Data Release Agreement

Request Commissioner approval to enter into an agreement with DHS for the sharing of information to assure children in foster care are getting appropriate coordinated physical health and behavioral health care.

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

FINANCE ADMINISTRATION:

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

091616	450,988.70	Non-Human Service Warrant	
SP091416	2,368.50	Non-Human Service Warrant	
HS091416	116.00	Human Service Warrant	
HS091616	440,020.75	Human Service Warrant	
HS091616	36.88	Human Service Warrant	
092316	389,350.14	Non-Human Service Warrant	
SP092016	1,313.00	Non-Human Service Warrant	
HS092316	269,254.50	Human Service Warrant	
HS092616	224.79	Human Service Warrant	
093016	340,748.51	Non-Human Service Warrant	
HS093016	145,674.91	Human Service Warrant	
HS092816	97,352.00	Human Service Warrant	
HS092916	347.50	Human Service Warrant	
HS100316	209.79	Human Service Warrant	
HS100416	6,602.50	Human Service Warrant	
100716	222,088.94	Non-Human Service Warrant	
HS100716	154,052.36	Human Service Warrant	
SP100617	665.02	Non-Human Service Warrant	
	Total \$ 2,521,414.79		

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

Approval of Acceptance of Venango County's Audited Financial Statement for December 31, 2015 – All statements needed to be filed with the respective entities prior to September 30, 2016 and that has been completed.

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

Ratification of Agreement with Keystone Initiative for Network Based Education and Research dba KINBER – This is a twelve (12) month agreement at a cost of \$33,749. The purpose of this agreement is connectivity.

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

Ratification of Agreement to Provide Professional Consulting Services with MAXIMUS – This agreement is for the preparation of our Indirect Cost Report which is completed annually. This is required by the federal funding streams. The agreement begins on October 15, 2016 and remains in effect until May 31, 2019. The total cost of this agreement is \$24,250.

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

Fiscal Agent for Northwest Workforce Development Board (NWWDB)

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

Approval of Contract with Connecto – This contract is provide wiring and a wall in the Erie CareerLink®.

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

Ratification of Contract with Durst – This contract is to store excess furniture from the Erie CareerLink® that will not be moving from the CareerLink® to the new location. The furniture will remain in storage until a decision can be made if the furniture can be used at another location in the region or it should be sold.

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

HUMAN RESOURCES:

The following Human Resources Agenda was presented for approval by Ms. Stephens:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #160 (Maintenance) of **Micah DeWoody**, Maintenance Worker II, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective**

09/26/16; Special Conditions: Filling existing vacancy. In Department #305 (Prison) of Kimberly Myers, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 09/20/16; Special Conditions:** Filling existing vacancy; Action ratified at the October Prison Board meeting; of Eric Nikolaison, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 08/28/16; Special Conditions:** Filling existing vacancy; Action ratified at the October Prison Board meeting. In Department #535 (Substance Abuse) of Susan Huffman, Senior Program Specialist, Full-Time, 80 hours/pay, Non-Exempt Pay Grade 9, **effective 10/11/16; Special Conditions:** Filling existing vacancy.

RE-INSTATEMENT – In Department #145 (Assessment) of Chad Cochran, Field Assessor, Regular Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7, **effective 10/11/16; Special Conditions:** Filling existing vacancy.

RE-HIRE – In Department #305 (Prison) of Richard Schaeffer, Corrections Officer, AFSCME Position, Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 09/25/16; Special Conditions:** Filling existing vacancy; Action ratified at the October Prison Board meeting.

SEPARATION OF EMPLOYMENT – In Department #325 (911 Center) of Kenneth Barron, Telecommunicator I, **effective 09/23/16**. In Department #531 (Human Service Clerical) of Jamie Renwick, Department Clerk III, SEIU Position, **effective 10/19/16**. In Department #540 (MH/DS) of Joni Baker, Caseworker II, **effective 09/21/16**; of Abigaile Rosen, Caseworker II, **effective 09/23/16**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROBATIONARY NEW HIRE – In Department #520 (Children & Youth) of Sara Hite, Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly pay Grade 5, **effective 10/24/16; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting.

RE-INSTATEMENT – In Department #520 (Children & Youth) of Jessica Anthony, Casework Supervisor, Regular Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 9, **effective 10/11/16; Special Conditions:** Filling newly created position ratified at the September Salary Board meeting.

LATERAL TRANSFER – In Department #531 (Human Service Clerical) of Rachael McCall from Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 to Department #509 (Human Service Fiscal), Department Clerk III, SEIU Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8, **effective 10/09/16; Special Conditions:** Filling newly created position ratified at the October Salary Board meeting.

CORRECTION TO 08/09/16 COMMISSIONER BOARD AGENDA:

PROMOTION / TRANSFER – In Department #590 (Housing) of Willard Buchna from Housing Manager, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 4 to Department #405

(Airport), Airport Director, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 6, **effective 08/29/16; Special Conditions:** Filling existing vacancy.

NOTE: Special Conditions should reflect that Willard is filling a newly created temporary position ratified at the August Salary Board meeting for training purposes through 10/22/16. At the conclusion of the training period, Willard will fill the existing vacancy.

CORRECTION TO 09/13/16 COMMISSIONER BOARD AGENDA:

LATERAL TRANSFER – In Department #520 (Children & Youth) of **Lindsay Curran**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 to Department #540 (MH/DS), Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 10/03/16; Special Conditions:** Filling existing vacancy.

NOTE: Effective date changed to 09/26/16.

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:

PROBATIONARY NEW HIRE – In Department #270 (Sheriff's Office) of **Jared Hollidge**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 10/03/16; Special Conditions:** Filling existing vacancy; of **Zachary Fischer**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 09/19/16; Special Conditions:** Filling existing vacancy.

OUT OF CLASS COMPENSATION – In Department #205 (Courts) of **Christy McCann**, Legal Secretary II, Probationary Full-Time, 75 hours/pay **from** Non-Union Hourly Pay Grade 3 (\$10.60/hr.) **to** Non-Union Hourly Pay Grade 3 (\$11.52/hr.), **effective 09/12/16; Special Conditions:** Salary increase for a period of up to three weeks while performing Central Court Coordinator duties.

END OF PROBATION – In Department #205 (Courts) of **Christy McCann**, Legal Secretary II, **effective 10/04/16.** In Department #310 (Court Supervision) of **Isaac Hastings**, Community Based Juvenile Probation Officer, **effective 10/01/2016.**

SEPARATION OF EMPLOYMENT – In Department #205 (Courts) of **Christopher Schreyer**, Law Clerk, **effective 10/07/16.** In Department #265 (Prothonotary) of **Ashley Crawford**, Department Clerk II, **effective 09/30/16.** In Department #270 (Sheriff's Office) of **Justin Alt**, Deputy Sheriff, **effective 09/28/16;** of **Mitchell Womeldorf**, Deputy Sheriff, **effective 09/02/16.**

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

RE-HIRE – In Department #205 (Courts) of **Michael Butler**, Law Clerk, Probationary Exempt Full-Time, 80 hours/pay, Legal Exempt Pay Grade 1, **effective 10/03/16; Special Conditions:** Filling newly created position ratified at the October Salary Board meeting; Filling temporary position for the purposes of training through 10/07/16. At the completion of the training period, individual will fill the existing vacancy.

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

Approval of Contact with UPMC for Life – Health Coverage for Retired Employees – This contract is for the 2017 year. There are no rate changes. The retirees pay 100% out of their pension.

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

PLANNING COMMISSION:

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

Approval of Modification to the FFY 2015 CDBG Contract – The following entities are requesting their 2015 CDBG monies be modified and are requesting Commissioner approval to advertise for a Public Hearing to modify their original activity submissions.

Rouseville Borough – Would like to modify their 2015 activity in a funding amount of \$98,316 from four (4) sewer line extensions (a multi-year activity with total cost \$300,000) to a Sewer Main Line repair along Main Street in the Borough. This Sewer Main Line repair will utilize both 2015 and 2016 monies (additional \$44,874) to perform line replacement from Cherry Run to the end of the Borough limits at 5th Avenue. This project is anticipated to cost \$120,586 plus additional cost for engineering/bid advertisements.

Cranberry Township – Would like to modify their monies received for Code Enforcement in the amount of \$15,440 to Demolition on the spot basis instead. The Township feels this may be beneficial in the area of Upper Sage Run which has some vacant structures that pose safety and health concerns for neighboring residents.

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

Approval of ESRI and LEICA Mobile Government Grant Submission – This grant is to get local governments to increase the use of GIS/GPS technology by offering equipment, hardware, software and training. Ten (10) communities nationwide will be awarded this grant on their proposed demonstration project. Demonstration projects should include ways to incorporate mobile applications and daily workflow problems. Venango County's proposed demonstrated project is Mapping Lead Hazard in Venango County.

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

Approval of PennDOT DotGrants Resolution – Resolution 2016-20 – Resolution Authorizing the Authorized Official to Assign Roles Within DotGrants - Request adoption of Resolution 2016-20, as required by PennDOT, to allow Jason Ruggiero to be the authorized official and directed to assign roles within the DotGrants system for the multimodal transportation hub project.

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

TWO MILE RUN COUNTY PARK:

Mr. Mihalic presented the Park Activities Report:

The campground will remain open until we have consecutive nights below freezing.

Hunting season has begun. Be sure to wear orange when visiting the Park.

Saturday will be Junior Small Game Day.

The Dam inspection will take place next week.

The Rocky Grove Invitational took place on Saturday with 31 schools participating.

The Pennsylvania Game Commission will be offering a Hunter Safety course at the Park on October 23.

The work on the small barn is going well.

COUNTY ADMINISTRATION:

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

Approval of Contract with Svetz Consulting – This contract is for a Small Business Entrepreneur Program that will be inclusive for veterans looking to start their own business in Venango County. This is an eight (8) week course at a cost of \$3,725.

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

Approval of Appointments to Safety Committee

- Pat Owoc
- Ryan Williams

Mr. Owoc is being appointed as a “core member” and Mr. Williams is filling the remainder of the term left when Mr. Ruditis left the County. Mr. Williams’ term will expire on June 30, 2017.

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

Ratification of Temporary Roll-Off Agreement with Tri-County Industries, Inc. – This agreement is for temporary roll-off for trash removal at the Sugar Valley Lodge facility (the old Manor). The size of the roll-off is 40 yards and the cost is \$600 per load.

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

The following item was presented by Commissioner Brooks:

Commendation – Venango County Planning Commission Members – Dawn Jankovich, Secretary/Treasurer of Sandycreek Township sent a letter to the Commissioners to formally and publicly commend the employees of the Venango County Planning Commission for their assistance to both the Township and to Dawn over the past eighteen months. Dawn is learning the role of Secretary/Treasurer and expressed that “the assistance she has received from the Planning Commission and the financial savings they have provided for Sandycreek Township with their knowledge and skill goes far beyond our expectations.”

OTHER BUSINESS

There was no other business conducted.

PUBLIC COMMENT

There was no public comment offered.

ADJOURNMENT

The meeting adjourned at 6:27 p.m. upon a motion by Commissioner Witherup and a second by Commissioner Abramovic, aye all.

Respectfully submitted,



Abby R. Flockerzi, Administrative Assistant