

Reviewed by: _____

COMMISSIONER BOARD MINUTES
January 31, 2007

Those present at the public meeting of the Venango County Commissioners held in Room 103 of the Courthouse Annex:

Commissioner Sue Smith
Commissioner Larry Horn
Denise Jones, Chief Clerk
Dave Schwille, Human Services
Tom Sherman, EMA
Judy Downs, Planning
Ellen Rettinger, Admin. Assistant
Paul McGuinness, Tax Payer

Diona Brick, Fiscal
Connie Hazelton, HR
Judy Downs, Planning
O. C. Bell, Airport
Steve Rembold, 911
Judy Etzel, Venango Newspaper
Michael Vender, Tax Payer

Pastor Paul Baker gave the invocation, and then Commissioner Smith led the group in the Pledge of Allegiance.

COMMISSIONER BOARD

Commissioner Smith called the meeting to order at 2:03 p.m. A motion was made by Commissioner Horn to approve the minutes from the January 3, 2007 meeting, seconded by Commissioner Smith, aye all.

No public comment. No business to come before the Board from the Row Officers or the Planning Commission.

COURT ADMINISTRATION:

Chief Clerk, Denise Jones stated that Domestic Relations will be adding a cell phone for Officer Foy to a current Verizon Wireless sub account. There is no difference in cost from the previous cell phone which was with Cell One. Commissioner Smith made a motion to approve the cell phone addition, seconded by Commissioner Horn, aye all.

PRISON:

Chief Clerk, Denise Jones presented for the jail Amendment No. 5 to the Management Operating Agreement executed on behalf of Aramark Correctional Services, Inc. The agreement is for the price per meal that the County will be charged by Aramark which is based on prison population. Prices will be in effect from January 15, 2007 until January 14, 2008. Commissioner Horn made a motion to approve the amendment, seconded by Commissioner Smith, aye all.

Next presented by Chief Clerk, Denise Jones for the jail was a Planned Equipment Maintenance Agreement with Cummins Bridgeway. This agreement in the amount of \$700.00 covers maintenance service, parts, travel and labor for the Emergency Power Generation System, Serial Number J930522806. Commissioner Horn made a motion to approve the agreement, seconded by Commissioner Smith, aye all.

COMMUNITY SERVICES ADMINISTRATION:

Steve Rembold, 911 Director presented a contract with L. Robert Kimball & Associates for approval. The contract is to provide services to develop an RFP for an Uninterruptible Power Supply to all essential emergency systems. The cost is \$19,250.00 and will be covered under the Wireless Act Funding. Commissioner Horn made a motion to approve the contract pending final solicitor negotiations, seconded by Commissioner Smith, aye all.

O. C. Bell, Airport Manager presented for approval a Proposed Change Order No. 5 for the Airport Project Improve Runway 3-21 Safety Area. Lee-Simpson Associates, Inc. are the Consulting Engineers and the cost is \$3,951.20. Commissioner Horn made a motion to approve the Change Order, seconded by Commissioner Smith, aye all.

Tom Sherman, EMA Director presented an EMPG Grant for approval. The grant covers in part salaries and benefits for the EMA Director and clerical staff positions.. Commissioner Horn made a motion to approve the grant, seconded by Commissioner Smith, aye all.

HUMAN SERVICES

Dave Schwille presented the following agenda items for approval:

OEO/Transportation

Adjustments to the garage lease with Yellow Rose Transportation. These adjustments/changes have been approved by the solicitor.

1. Terms of the lease are 07-01-2006 to 06-30-2007.
2. Credit to the lease for working on the Go Buses is \$9,000. The calculation is 30 hours per month @ \$25 per month for 12 months.
3. After consulting with two local realtors, the garage rental figure was set at \$6.60 a square foot including utilities and parking in the amount of \$1,489.40.

Commissioner Horn made a motion to approve the above item for OEO, seconded by Commissioner Smith, aye all.

Children and Youth Services

Renewal of the contract for Doula Care Program through Erie Homes for Children and Adults. Doula works with pregnant women pre and post partum to assure a healthy birth. Currently Venango County has 8 people in the program. Cost is approximately \$25,000 and the contract runs from 7-1-06 thru 6-30-07.

Addendum to the contract with Mars Home for Youth in the amount of \$75,000 for the After Care/Community monitoring program with Juvenile Probation. Additionally, this addendum acknowledges the Medical Assistance rate being charged for eligible youth participating in the Multi Systemic Therapy Program which has been set at \$20.42 per hour.

Area Agency on Aging/RSVP

Approval of the 2006 Progress and Financial Report for the RSVP program. In summation 564 volunteers have contributed 62,795 hours of service. Signature by the Board accepts the report and authorizes Gary Dittman to electronically submit the report on behalf of the County. Commissioner Horn expressed appreciation to all the volunteers who donate their time and services.

Addendum with Community Resources for Independence, Inc for attendant care services and adjusts the rate to that approved by the Department of Public Welfare

Amendment for the Tobacco/Bridge Grant to reflect the maximum commonwealth Travel Rates. The rate per mile is 44.5 cents.

Commissioner Horn made a motion to approve the above items for CY5 and AAA/RSVP, seconded by Commissioner Smith, aye all.

FINANCE ADMINISTRATION

The following warrants were submitted by Diona Brick for approval:

Warrant	HS010407	1,229.07	Human Services Expenditures
Warrant	011207	230,988.70	Non-Human Services Expenditures
Warrant	HS011207	95,439.25	Human Services Expenditures
Warrant	SP011107	18,486.59	Non-Human Services Expenditures
Warrant	011907	512,028.20	Non-Human Services Expenditures
Warrant	HS011907	439,652.42	Human Services Expenditures
Warrant	SP011907	2,683.00	Non-Human Services Expenditures
Warrant	012607	140,494.13	Non-Human Services Expenditures
Warrant	HS012607	189,925.44	Human Services Expenditures
Warrant	02020	92,047.50	Non-Human Services Expenditures

Total Estimated Cost \$ 2,122,974.30

Commissioner Horn made a motion to approve the warrants, seconded by Commissioner Smith, aye all.

HUMAN RESOURCES

The following Human Resource Agenda was presented for approval by Connie Hazelton:

APPOINTMENT – In Department #260 (District Attorney) of William Martin, Jr., Assistant District Attorney, Full-Time, Exempt Pay Grade L2 (\$48,000/yr.), effective 01/08/07; Special Conditions: Filling existing vacancy.

PROBATIONARY NEW HIRE – In Department #305 (Prison) of Matthew Culver, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.15/hr.), effective 01/09/07; Special Conditions: Filling newly created position ratified at 12/06/06 Salary Board; successfully completed C.O. training on 11/17/06; to be ratified at 02/06/07 Prison Board. In Department #509 (Human Services Fiscal) of Teresa Smathers, Fiscal Technician, SEIU position, Full-Time, 75 hours/pay, SEIU Pay Grade 10 Step 1 (\$10.54/hr.), effective 01/29/07; Special Conditions: Filling existing vacancy.

NEW HIRE – ON-CALL – In Department #310 (Court Supervision Services) of Lucas Carothers, Alcohol Highway Safety School Instructor, Part-Time, 7 hours/pay, Per Diem (\$400/school), effective 01/21/07; Special Conditions: Filling position to be ratified at 02/14/07 Salary Board; must successfully complete pre-employment drug screening; of Clara Lackey, Alcohol Highway Safety School Instructor/CRN Evaluator, Part-Time, 7 hours/pay, Per Diem (\$400/school; \$25/CRN), effective 01/21/07; Special Conditions: Filling position to be ratified at 02/14/07 Salary Board; of Marie Plumer, Alcohol Highway Safety School Instructor/CRN Evaluator, Part-Time, 7 hours/pay, Per Diem (\$400/school; \$25/CRN), effective 01/21/07; Special Conditions: Filling position to be ratified at 02/14/07 Salary Board; must successfully complete pre-employment drug screening.

REINSTATEMENT – In Department #510 (AAA) of Catherine Carver, Aging Care Manager II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 8 (\$14.03/hr.), effective 01/29/07; Special Conditions: Filling existing vacancy; prior service to be credited to County probationary period; benefits effective immediately.

EXTENSION OF TEMPORARY EMPLOYMENT – In Department #520 (Children and Youth Services) of Amy Klein, Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step X (\$7.57/hr.), effective 12/23/06; Special Conditions: Extend temporary assignment through 01/26/07.

CHANGE IN STATUS – In Department #305 (Prison) of Chris Cleland, Corrections Officer, AFSCME position, AFSCME Pay Grade 11 Step 4 (\$11.47/hr.) from Regular Part-Time, 64 hours/pay, to Regular Full-Time, 80 hours/pay, effective 01/28/07; Special Conditions: Filling existing vacancy; part-time service credited towards probationary period; benefits effective immediately; to be ratified at 02/06/07 Prison Board; of Michael Dolan, Corrections Officer, AFSCME position, AFSCME Pay Grade 11 Step 3 (\$11.35/hr.) from Regular Part-Time, 64 hours/pay, to Regular Full-Time, 80 hours/pay, effective 01/28/07; Special Conditions: Filling existing vacancy; part-time service credited towards probationary period; benefits effective immediately; to be ratified at 02/06/07 Prison Board.

END OF PROBATION – In Department #270 (Sheriff) of Edward Krol, Deputy Sheriff, Teamsters position, Full-Time, 80 hours/pay, effective 01/22/07; Special Conditions: No change in pay grade or step. In Department #325 (911) of Elizabeth Jordan, Telecommunicator I, Part-Time, 40 hours/pay, effective 01/05/07; Special Conditions: No change in pay grade or step.

RATE ADJUSTMENT – In Department #270 (Sheriff) of Merle Giese, Deputy Sheriff, Teamsters position, Full-Time, 80 hours/pay, from Teamsters Pay Grade 11 Step 1 (\$11.29/hr.) to Teamsters Pay Grade 11 Step 2 (\$11.40/hr.), effective 01/20/07; Special Conditions: Step increase per Teamsters contract.

PROMOTION – In Department #310 (Court Supervision Services) of Julie Bullard, from School Based Probation Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 5 (\$13.62/hr.) to Community Based Juvenile Probation Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 3 (\$14.73/hr.), effective 01/15/07; Special Conditions: Filling existing vacancy. In Department #540 (MH/MR) of Kimberly Woods, from Program Specialist II, Full-Time, Exempt Pay Grade 3 (\$44,381/yr.) to MH Program Director, Full-Time, Exempt Pay Grade 4 (\$47,931/yr.), effective 01/01/07; Special Conditions: Filling newly created position to be ratified at 02/14/07 Salary Board.

SEPARATION OF EMPLOYMENT – In Department #125 (Public Defender) of Paula Capela, Paralegal/Investigator, effective 02/02/07. In Department #260 (District Attorney) of Laurie Mikielski, Assistant District Attorney, effective 01/17/07.

Commissioner Horn made a motion to approve the above agenda items, seconded by Commissioner Smith, aye all.

Next presented by Connie Hazelton was the Civil Service Merit System Standards for EMA. This system was established to ensure the maintenance of a fair and just system to recruit, employ, promote and retain qualified persons for Venango County. Commissioner Smith made a motion to approve the adoption of the Merit System for EMA, seconded by Commissioner Horn, aye all.

Presented last by Connie was the Managed Vision Care Contract Renewal. The monthly renewal administrative fee is remaining the same at 11% and is guaranteed for two years running from 1-1-07 through 12-31-08. Commissioner Smith made a motion to approve the renewal contract, seconded by Commissioner Horn, aye all.

COUNTY ADMINISTRATION:

Chief Clerk Denise Jones presented the Housing and Redevelopment Assistance Contract #C000022720 for approval. The contract is between the Commonwealth of Pennsylvania acting through DCED and Venango County. The amount is \$50,000 and Commissioner Smith as Chairperson of the Board of Commissioners is authorized to sign the agreement with the Commonwealth. The funds will be used for administration costs associated with administering the Keystone Opportunity Expansion Zone (KOEZ) Program in the Northwest Region by the NW Regional Planning and Development Commission. Commissioner Horn made a motion to approve the contract, seconded by Commissioner Smith, aye all.

The appointment of Dennis Peden to the Venango County Transportation Committee was submitted for approval. Mr. Peden will be replacing Carol Sopher and his term is from 1-1-07 through 12-31-08. Commissioner Horn made a motion to approve the appointment, seconded by Commissioner Smith, aye all.

The next appointment for approval was Andrew Restauri to the VCRPC Affordable Housing Trust Fund Board. He will be filling the vacancy of Ray Swacha. Term to be determined. Commissioner Horn made a motion to approve the appointment, seconded by Commissioner Smith, aye all.

Chief Clerk, Denise Jones announced that the election process is starting and that petition packets are ready for pick up by prospective candidates.

Commissioner Horn made a motion to adjourn at 2:31 p.m., seconded by Commissioner Smith, aye all.

Respectfully submitted,

Ellen Rettinger