

Reviewed by: _____

COMMISSIONER BOARD MINUTES
February 28, 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
Connie Hazelton, HRD
O. C. Bell, Airport
Robin Lutz, Election Board
Mark Heim, WKQW
Ellen Rettinger, Admin. Assistant

Diona Brick, Fiscal
Bob Daugherty, Court Supervision
Judy Downs, Planning
Deborah Sharpe, Treasurer
Bill Kresinski, MIS
Malcolm Sullivan, Property Owner
Judy Etzel, Venango Newspaper
Michael Venter, Property Owner

Associate Pastor Julie Sutton with the First Church of God in Oil City gave the invocation, and then Commissioner Smith led the group in the Pledge of Allegiance.

The Salary Board, Retirement Board and the Election Board were convened and adjourned prior to the beginning of the Commissioner Board.

COMMISSIONER BOARD

Commissioner Smith called the meeting to order at 2:18 p.m. A motion was made by Commissioner Horn to approve the minutes from the January 31, 2007 meeting, seconded by Commissioner Smith, aye all.

No public comment. No business to come before the Board from the Prison.

COURT ADMINISTRATION:

Bob Daugherty presented for approval a Memorandum of Understanding between CCAP and Venango County for the County Justice Information Exchange Project. The MOU provides the guidelines for the County to work with CCAP to design and implement additional internet/web services for the exchange of criminal justice information. Venango County was selected along with four other counties to participate in the evaluation of the CJIEP installation process. Commissioner Horn made a motion to approve the MOU, seconded by Commissioner Smith, aye all.

Denise Jones, Chief Clerk presented a renewal lease agreement with Citizens Bank of Pennsylvania for Magisterial District Judge Doug Dinberg's office space. The agreement is for three (3) years and is in the amount of \$1,067.00. This is an increase of \$122.00 which had been in effect for the past six (6) years. Commissioner Horn made a motion to approve the lease agreement, seconded by Commissioner Smith, aye all.

ROW OFFICES: Next presented by Chief Clerk, Denise Jones was a retainer for services of Forensic Pathologist per contact with the County of Erie. The retainer runs from January 1, 2007 through December 31, 2007 and amounts are \$3,500 for the Coroner and \$1,500 for the District Attorney. Commissioner Horn made a motion to approve the retainer, seconded by Commissioner Smith, aye all.

COMMUNITY SERVICES: O. C. Bell, Airport Director presented a renewal residential lease for 1550 Pittsburgh Road, Franklin, PA 16323 between Venango County and the following tenants: Charlotte R. Evans, James E. Evans and James D. Evans. The lease starts on January 1, 2007 and ends December 31, 2007 in the amount of \$550.00. Commissioner Smith made a motion to approve the lease, seconded by Commissioner Horn, aye all.

HUMAN SERVICES

The following items were presented for approval by Denise Jones, Chief Clerk.

AAA

Cooperative Grant Agreement between PA Department of Aging and Venango County Aging.

Contract Agreement with VTDC in the amount of \$365.32 monthly until June 30, 2007 for janitorial services at Creekside Senior Center; then \$409.12 monthly starting July 1, 2007 through June 30, 2008.

SAP

Amendment to Family Services and Children's Aid Society contract to include shelter services at \$50.00 per day for a maximum of 30 days.

Renewal of a contract with the Oil City School District in the amount of \$500.00 programming related to tobacco use.

MH/MR

Renewal contract with Community Services of Venango County to provide home-based Early Head Start services in FY 2007/08. The contract maximum is \$781.69. A non-federal match of \$195,442.00 is required which will be provided by Community Services in the form of in-kind match.

Contract amendment with Creative Concepts to add 500 hours at \$26.50 per hour. Additional hours are needed to carry out activities associated with MR payee services. MH/MR recently brought this service in-house, which has led to significant cost savings. There is a 10% match.

Contract amendment with Diversified to add Home and Community Habilitation Level 3 services at a rate of \$6.31 per 15 minute unit, and Level 3 Enhanced at a rate of \$6.71 per 15 minute unit. This is a fee for service.

Contract amendment with Easter Seals of Western PA to reflect the conversion from a 3-bed home to a 2-bed home and adjust the rate of one MR consumer to absorb the costs of increased services that remain. The new rate for this individual is \$10,331.47 per half month of service. There is no county match on this contract.

CYS

New contract with TFC Consultants, Inc. in amount of \$750.00 for Multidimensional Treatment Foster Care.

Renewal contract with Craig Psychological Associates for psychological services for prospective foster parents.

OEO

Culligan contract for garage in amount of \$39.17 monthly

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

MH/MR

New contract with North Star Behavioral Health Services, Inc. to provide Home and Community Level 3 to MR individuals. The rate is \$12.25 per 15 minute unit. This is a fee for service contract which includes a 10% match.

Commissioner Horn made a motion to approve the above contract pending further solicitor review, seconded by Commissioner Smith, aye all.

FINANCE ADMINISTRATION

The following warrants were submitted by Diona Brick for approval:

Warrant	HS020207	\$ 85,352.72	Human Services Expenditures
Warrant	020907	284,290.55	Non-Human Services Expenditures
Warrant	HS020907	266,863.65	Human Services Expenditures
Warrant	021607	179,480.53	Non-Human Services Expenditures
Warrant	HS021607	769,453.41	Human Services Expenditures
Warrant	022307	46,629.22	Non-Human Services Expenditures
Warrant	HS022307	245,622.38	Human Services Expenditures
Warrant	SP022007	2,070.00	Non-Human Services Expenditures
Warrant	SP022307	11,312.00	Non-Human Services Expenditures
Warrant	030207	216,229.29	Non-Human Services Expenditures
Warrant	HS030207	64,580.66	Human Services Expenditures

Total Estimated Cost \$ 2,171,884.41

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

Next presented by Diona was an Ikon Master Maintenance and Sale Agreement. The quarterly cost is \$115.80 and the new machine is to be shared by fiscal and the tax claim office. Commissioner Horn made a motion to approve the agreement, seconded by Commissioner Smith, aye all.

Diona also presented a consulting contract with Maximus, Inc. The consultant develops cost allocation plans that identify the various costs incurred by Venango County to

support and administer federal programs. The fee for 2006, 2007 and 2008 is \$7,200.00 for a total cost of \$21,600.00. Commissioner Horn made a motion to approve the contract, seconded by Commissioner Smith, aye all.

Last presented by Diona was the Office Supply Bid Award. Two bids were received and Staples Business Advantage was awarded the two year contract as they had the lowest prices plus a yearly incentive program. Commissioner Horn made a motion to approve the bid award, seconded by Commissioner Smith, aye all.

HUMAN RESOURCES

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

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **Thomas Goodrich**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.15/hr.), **effective 02/19/07; Special Conditions:** Filling existing vacancy; successfully completed C.O. testing on 11/17/06; to be ratified at 03/06/07 Prison Board. In Department #310 (Court Supervision Services) of **Justin Heffernan**, School-Based Probation Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.09/hr.), **effective 02/20/07; Special Conditions:** Filling existing vacancy; of **Steven Kahle**, Adult House Arrest Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 1 (\$14.44/hr.), **effective 02/20/07; Special Conditions:** Filling existing vacancy.

NEW HIRE – ON-CALL – In Department #510 (AAA) of **A. Michelle Mehlburger**, On Call Aging Care Manager II, Part-Time, 7 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.09/hr.), **effective 02/05/07; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #270 (Sheriff) of **B. Vickie DeMarco**, Department Clerk II, Teamsters position, Full-Time, 70 hours/pay, **effective 01/30/07; Special Conditions:** No change in pay grade or step. In Department #305 (Prison) of **Kellyann Morrison**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, **from** AFSCME Pay Grade 11 Step X (\$9.15/hr.) **to** AFSCME Pay Grade 11 Step 1 (\$11.13/hr.), **effective 01/24/07; Special Conditions:** To be ratified at 03/06/07 Prison Board. In Department #540 (MH/MR) of **David Taylor**, Caseworker II, Full-Time, 80 hours/pay, **effective 01/26/07; Special Conditions:** No change in pay grade or step; of **Susanna Wile**, Department Clerk II, SEIU position, Full-Time, 75 hours/pay, **effective 02/09/07; Special Conditions:** No change in pay grade or step.

RATE ADJUSTMENT – In Department #265 (Prothonotary) of **Karen Wolfgang**, Bookkeeper II, Teamsters position, Full-Time, 70 hours/pay, **from** Teamsters Pay Grade 7 Step 2 (\$9.00/hr.) **to** Teamsters Pay Grade 7 Step 3 (\$9.10/hr.), **effective 02/14/07; Special Conditions:** Step increase per Teamsters contract.

RATE ADJUSTMENT/JOB TITLE CHANGE – In Department #305 (Prison) of **Michael Dolan**, Full-Time, 80 hours/pay, **from** Corrections Officer, AFSCME position, AFSCME Pay Grade 11 Step 3 (\$11.35/hr.) **to** Corrections Officer OIC, AFSCME position, AFSCME Pay Grade 11 Step 3 (\$11.35/hr.), **effective 03/01/07; Special Conditions:** An additional \$1.00/hr. is paid for OIC responsibilities; to be ratified at 03/06/07 Prison Board; of **Shelly Taylor**, Full-Time, 80 hours/pay, **from** Corrections

Officer, AFSCME position, AFSCME Pay Grade 11 Step 9 (\$12.05/hr.) to Corrections Officer OIC, AFSCME position, AFSCME Pay Grade 11 Step 9 (\$12.05/hr.), **effective 02/11/07**; **Special Conditions:** An additional \$1.00/hr. is paid for OIC responsibilities; to be ratified at 03/06/07 Prison Board.

PROMOTION – In Department #125 (Public Defender) of **Kelli Porter**, from Legal Secretary II, Teamsters position, Full-Time, 80 hours/pay, Teamsters Pay Grade 9 Step 4 (\$10.43/hr.) to Paralegal/Investigator, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.63/hr.), **effective 02/05/07**; **Special Conditions:** Filling existing vacancy.

SEPARATION OF EMPLOYMENT – In Department #145 (Assessment) of **David Hale**, Field Assessor Trainee, **effective 02/15/07**. In Department #250 (Register & Recorder) of **Jenni Poston**, Department Clerk II, **effective 02/13/07**. In Department #305 (Prison) of **Matthew Mason**, Corrections Officer, **effective 02/23/07**; of **John Prichard**, Corrections Officer, **effective 02/06/07**. In Department #310 (Court Supervision Services) of **Christopher Simms**, Adult House Arrest Officer, **effective 02/16/07**.

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

Next presented by Connie was the adoption of Resolution #2007-01, the Heart and Lung Policy that provides benefits to the Sheriff and Deputy Sheriff for injuries they sustain that are deemed to be temporary. The Commissioners shall act as the Board of Appeals for any claimant denied benefits by the Director of Human Resources. Commissioner Horn made a motion to approve the Resolution, seconded by Commissioner Smith, aye all.

The renewal Delta Dental Contract was also presented by Connie. The contract is in effect from January 1, 2007 to December 31, 2007 and has no increase in cost of coverages. Commissioner Horn made a motion to approve the contract, seconded by Commissioner Smith, aye all.

Last presented by Connie was the UPMC Health Network Group Agreement which is in effect from January 1, 2007 through January 1, 2008. The group contract provides coverage for health benefits and also provides a larger prescription service area. Commissioner Horn made a motion to approve the agreement, seconded by Commissioner Smith, aye all.

PLANNING COMMISSION:

Judy Downs presented the re-appointments terms for members on the Affordable Housing Trust Board. The following individuals were appointed for one year terms beginning January 1, 2007 and ending December 31, 2007. These terms will change again once the by-laws are amended. This is being done so that the 9 member Board's terms do not expire in the same year. Commissioner Horn made a motion to approve the above re-appointments, seconded by Commissioner Smith, aye all.

COUNTY ADMINISTRATION:

Chief Clerk, Denise Jones presented the HAVA Grant Agreement for approval. The agreement is for a two year extension between Venango County and the Commonwealth of Pennsylvania, Department of State which gives the County additional time to expend funds awarded under HAVA. The term now expires on June 30, 2009. Commissioner Horn made a motion to approve the agreement, seconded by Commissioner Smith, aye all.

Gary Dittman, Administrator of the Venango County Area Agency on Aging recommended the appointment of Judith Villasenor to the Aging Advisory Council. Ms. Villasenor was interviewed by Commissioner Smith and Commissioner Horn. Commissioner Horn made a motion to approve the recommendation, seconded by Commissioner Smith, aye all.

OTHER BUSINESS:

A Proclamation was read by Commissioner Smith declaring March as Red Cross Month. Commissioner Horn made a motion to approve the Proclamation, seconded by Commissioner Smith, aye all.

Commissioner Horn made a motion to adjourn at 2:50 p.m., seconded by Commissioner Smith, aye all.

Respectfully submitted,

Ellen Rettinger