

Reviewed by: _____

COMMISSIONER BOARD MINUTES
May 9, 2007

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

Commissioner Sue Smith	Diona Brick, Fiscal
Commissioner Gary Hutchison	Commissioner Larry Horn
Denise Jones, Chief Clerk	Ellen Rettinger, Admin. Assistant
Deborah Sharpe, Treasurer	Alisha Brown, CSS
Dave Schwille, Human Services	Judy Etzel, Venango Newspaper
O. C. Bell, Airport	George Thompson, Solicitor
Major Smith, Jail	Sharon Seely, Assessment
Steve Henry, Pastor	Troy Wood, Commissioner Candidate
Rodney Bedow, Taxpayer	Frank Toothman, Taxpayer
Don Plumer, Taxpayer	B. J. Brooks, Taxpayer

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

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

COMMISSIONER BOARD

Commissioner Smith called the meeting to order at 2:06 p.m. A motion was made by Commissioner Hutchison to approve the minutes from the April 25, 2007 meeting, seconded by Commissioner Horn, aye all.

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

COURT ADMINISTRATION:

Alisha Brown presented two contracts for Court Supervision Services. The first was a Mutual Cooperation and Coordination Agreement between Court Supervision Adult/Juvenile Services and the Northwest Behavioral Health Partnership HealthChoices Program. This mandatory managed care program was implemented by the PA Department of Public Welfare and outlines procedures for referrals, liaison relationships,

release of records and procedures to assure continuity of behavioral health care for children. There is no cost associated with this MOU.

Next presented was the Agreement for Demonstration of Exacutract between BI Incorporated and Court Supervision Services. The agreement provides monitoring equipment and tracking units plus use of the computer system and software for a 30 day trial term. There is no cost involved. Commissioner Horn made a motion to approve the above two items, seconded by Commissioner Hutchison, aye all.

ROW OFFICES:

Chief Clerk Denise Jones presented for the Register and Recorder's Office a Photostat re-creation pricing quote in the amount of \$52,000.00. This process called "Digital Magic" replaces deeds, mortgages and will books by enhancing photostat records. The amount is in the records improvement account designed specifically for the Register and Recorder's office. Commissioner Horn made a motion to approve the quote, seconded by Commissioner Hutchison, aye all.

COMMUNITY SERVICES ADMINISTRATION:

Chief Clerk, Denise Jones also presented an Ikon copier upgrade for EMA. The cost would be \$230.00 a month for 49 months coterminous to the County's main contract. The amount was budgeted for. Commissioner Hutchison made a motion to approve the contract, seconded by Commissioner Horn, aye all.

HUMAN SERVICES

Dave Schwille presented the following items for approval.

Substance Abuse Services

Contract addendum with Family Services and Children's Aid Society in the amount of \$6,032 to provide prevention services under the Tobacco Settlement.

Contract addendum with UPMC Northwest in the amount of \$3,500 to provide Cessation and Nicotine Replacement Therapy under the Tobacco Settlement.

Contact addendum with Family Services and Children's Aid Society's fee for service contract to provide Substance Abuse Treatment Services as well as SAS prevention services. This addendum adjusts the rates for the remainder of the year. Funds for these services are a mixture of state and federal funds.

Contract addendum with Family Services and Children's Aid Society to increase the shelter rate \$50 per day to a maximum reimbursement of \$1,500. Funds are a combination of state and Federal revenue.

HUMAN RESOURCES

The following Human Resource Agenda was presented for approval by Denise Jones.

PROBATIONARY NEW HIRE – In Department #145 (Assessment) of **Lisa Pierce**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.49/hr.), **effective 05/21/07**; **Special Conditions:** Filling existing vacancy; must successfully complete pre-employment drug screening. In Department #265 (Prothonotary) of **Penny Knupp**, Bookkeeper II, Teamsters position, Full-Time, 70 hours/pay, Teamsters Pay Grade 7 Step 1 (\$8.91/hr.), **effective 05/21/07**; **Special Conditions:** Filling existing vacancy. In Department #540 (MH/MR) of **Steven Campbell**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.09/hr.), **effective 05/16/07**; **Special Conditions:** Filling existing vacancy.

TEMPORARY NEW HIRE – In Department #520 (Children & Youth Services) of **Jennifer Berry**, Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.76/hr.), **effective 05/31/07**; **Special Conditions:** Filling newly created position ratified at 05/09/07 Salary Board; 600-hour internship; must successfully complete pre-employment drug screening; of **Yvonne Hale**, Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.76/hr.), **effective 05/14/07**; **Special Conditions:** Filling newly created position ratified at 05/09/07 Salary Board; 600-hour internship; of **Cindy Stevens**, Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.76/hr.), **effective 05/14/07**; **Special Conditions:** Filling newly created position ratified at 05/09/07 Salary Board; 600-hour internship.

NEW HIRE – In Department #255 (Coroner) of **Scott Gross**, Deputy Coroner, Part-Time On Call, Per Diem (\$75.00), **effective 05/01/07**; **Special Conditions:** Filling existing vacancy; of **Tim Matthews**, Deputy Coroner, Part-Time On Call, Per Diem (\$75.00), **effective 05/01/07**; **Special Conditions:** Filling existing vacancy.

REHIRE – In Department #190 (Planning) of **Sarah Mellring**, GIS Intern, Temporary Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.76/hr.), **effective 05/14/07**; **Special Conditions:** Filling newly created position ratified at 02/28/07 Salary Board; temporary assignment through September 2007. In Department #510 (AAA) of **Julianna Beichner**, Aging Care Manager II, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.09/hr.), **effective 05/21/07**; **Special Conditions:** Filling existing vacancy. In Department #520 (Children & Youth Services) of **Amy Klein**, Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.76/hr.), **effective 05/01/07**; **Special Conditions:** Filling newly created position ratified at 05/09/07 Salary Board; temporary assignment for a period not to exceed 60 days; must successfully complete pre-employment drug screening.

END OF PROBATION – In Department #145 (Assessment) of **Ronald Wolbert, Jr.**, Field Assessor, Full-Time, 80 hours/pay, **effective 05/01/07**; **Special Conditions:** No change in pay grade or step.

LATERAL TRANSFER – Of **B. Vickie DeMarco**, Department Clerk II, Teamsters position, Full-Time, 70 hours/pay, Teamsters Pay Grade 6 Step 1 (\$8.61/hr.), **from** Department #270 (Sheriff) **to** Department #265 (Prothonotary), **effective 05/08/07**; **Special Conditions:** Filling existing vacancy.

PROMOTION/TRANSFER – In Department #250 (Register & Recorder) of **Kimberly Conway** **from** Department Clerk Intern, Temporary Part-Time, 42 hours/pay, Non-Union Hourly Pay Grade 1 Step 2 (\$7.84/hr.) **to** Department #310 (Court Supervision Services), Department Clerk II, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2 Step 1 (\$8.96/hr.), **effective 05/14/07**; **Special Conditions:** Filling existing vacancy; credit temporary service toward probationary period for benefit entitlements only.

INCREASE IN HOURS/CHANGE IN STATUS – In Department #155 (MIS) of **Robert Wilson**, GIS Analyst, **from** Temporary Part-Time, 20 hours/pay, Non-Union Hourly Pay Grade 9 Step X (\$35.00/hr.) **to** Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 9 Step 3 (\$17.30/hr.), **effective 05/07/07**; **Special Conditions:** Rescinded resignation; benefits effective immediately.

RATE ADJUSTMENT – In Department #265 (Prothonotary) of **Carol Brown**, Department Clerk II, Teamsters position, Full-Time, 70 hours/pay, **from** Teamsters Pay Grade 6 Step 1 (\$8.61/hr.) **to** Teamsters Pay Grade 6 Step 2 (\$8.70/hr.), **effective 05/22/07**; **Special Conditions:** Step increase per the Teamsters contract. In Department #270 (Sheriff) of **Robert O’Polka**, 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 05/15/07**; **Special Conditions:** Step increase per the Teamsters contract; of **Brian Pierce**, 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 05/30/07**; **Special Conditions:** Step increase per the Teamsters contract; of **Charles Shuffstall**, 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 05/08/07**; **Special Conditions:** Step increase per the Teamsters contract.

OUT OF CLASS COMPENSATION – In Department #540 (MH/MR) of **Staci Shawgo**, Caseworker II, Full-Time, 80 hours/pay, **from** Non-Union Hourly Pay Grade 6 Step 3 (\$13.36/hr.) **to** Non-Union Hourly Pay Grade 6 Step 11 (\$14.46/hr.), **effective 04/30/07**; **Special Conditions:** Temporary assignment with increased responsibilities for up to six months.

SEPARATION OF EMPLOYMENT - RETIREMENT – In Department #210 (Domestic Relations) of **Rose Sanner**, Caseworker (DR), **effective 05/18/07**.

CORRECTION TO HUMAN RESOURCE AGENDA 04/25/07

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Kelvann Morrison**, Corrections Officer, **effective 04/26/07; Special Conditions:** To be ratified at 05/01/07 Prison Board.

Note: Effective date changes from 04/26/07 to 04/24/07.

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

COUNTY ADMINISTRATION:

Commissioner Sue Smith, presented two proclamations. The first was Older Americans Month, May 2007 which urges all citizens to honor older adults and those who care for them. The second was Corrections Employee Week from May 6, 2007 through May 12th, 2007. Along with Governor Ed Rendell the Commissioners encourage all Pennsylvanians to recognize the vital role these dedicated professionals play in ensuring the effective operation of our correctional system in the interest of public safety. Commissioner Horn made a motion to approve the above proclamations, seconded by Commissioner Smith, aye all.

Presented by Chief Clerk Denise Jones was the bid for the painting project at the Courthouse. Two bids were received and also reviewed by the Property Manager, Joe Griswold. The bid was awarded to Gravatt Painting in the amount of \$54,005.00 with the project starting in July. Commissioner Horn made a motion to approve the bid, seconded by Commissioner Hutchison, aye all.

Next presented by Denise was a contract between Venango County and Frank B. Taylor Engineering. The contract is for fifty-one (51) months and is in the amount of \$409,270.18. This cost covers the inspection all the bridges in Venango County for a two cycle period. Commissioner Horn made a motion to approve the contract, seconded by Commissioner Hutchison, aye all.

Chief Clerk, Denise Jones announced that the award of the Wireless Duress System to Stop Tech has to be rescinded as there was a second bid received that was lower in cost. Commissioner Horn made a motion to rescind the award to Stop Tech, seconded by Commissioner Hutchison, aye all.

Denise Jones next presented the award of the Wireless Duress System Bid to Wacor Electronic Systems, Inc. in the amount of \$10,094.09. Wacor did meet all the bid specifications as reviewed by Chief Deputy Dave Morris. Commissioner Hutchison made a motion to approve the awarding of the bid, seconded by Commissioner Horn, aye all.

Commissioner Hutchison discussed the Association Human Services Legislative Work Day. Commissioner Larry Horn and Commissioner Gary Hutchison will be traveling

with Dave Schwille and Cindy McBride on May 21st to Harrisburg to lobby for improved funding for various Children and Youth projects.

OTHER BUSINESS:

O. C. Bell presented a Change Order No. 6 on the Runway Project #3-21 with Lee Simpson Associates, Inc. in the amount of \$132,260.00. This change covers high intensity sign conversion, runway repair and South Taxiway lights. Commissioner Horn made a motion to approve the change, seconded by Commissioner Hutchison, aye all.

O. C. Bell also announced that the Venango Regional Airport passed with flying colors their annual FAA inspection which is not a scheduled event. He also discussed the Essential Air Service which is critical to Venango County.

PUBLIC COMMENT:

Rod Bedow again brought up the Park issue discussing revenue spent. Fiscal manager, Diona Brick gave the figure of \$188,000 to Mr. Bedow as an approximate cost to hire 5 people to work at the park which includes no operating costs or security.

Troy Wood, who is a candidate for Commissioner, asked if the County is an equal opportunity employer which was answered by the Commissioners as yes. He also asked if both the Courthouse and the Courthouse Annex were handicap accessible which again was answered yes.

A motion to adjourn was made by Commissioner Horn at 2:53 p.m. seconded by Commissioner Hutchison, aye all.

Respectfully submitted,

Ellen Rettinger