

Reviewed by: _____

COMMISSIONER BOARD MINUTES
March 10, 2009

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

Commissioner Tim Brooks
Denise Jones, Chief Clerk
Lisa Mumford, Admin. Asst.
Sheila Boughner, News Herald
Bob Daugherty, Court Supervision
Bill Kresinski, MIS
Major Smith, Warden
Mark Heim, WKQW

Commissioner Jan Beichner
Rich Winkler, Solicitor
Connie Hazelton, Human Resources
Diona Brick, Fiscal
Dave Schwille, Human Services
Rich Mihalic, Park Director
Pat Bajorek, Tax Claim

The meeting began with a moment of silent prayer and then Commissioner Brooks led the group in the Pledge of Allegiance.

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

COMMISSIONER BOARD:

Commissioner Brooks called the meeting to order at 6:07 p.m. A motion was made by Commissioner Brooks to approve the minutes from the February 24, 2009 meeting, seconded by Commissioner Beichner, aye all.

No public comment on the agenda. There was no business to come before the Board from the Row Offices or Community Services Administration.

COURT ADMINISTRATION:

Bob Daugherty, Director of Court Supervision presented a State Punishment Grant Application for submission. This grant would help to fund the County's house arrest program, known as the Restrictive Intermediate Justice Project. The program helps to relieve jail crowding and would save the County \$45 a day on prisoners who are put on house arrest rather than in jail. The state grant would pay \$53,263 over three (3) years which is 51% of the total project cost. Commissioner Brooks made a motion to approve the grant application, seconded by Commissioner Beichner, aye all.

Next presented by Bob Daugherty was a Memorandum of Understanding between CCAP and Venango County for CJIEP Data Exchange Service and Support. The MOU provides guidelines for the County to work with CCAP to design and implement additional internet/web services for the exchange of criminal justice information. CCAP is the program manager for the CJIEP and the program manager for the continuation of the CJIEP system to additional counties under the National Institute of Justice (NIJ) grant. There is a cost of \$2,000 for the year 2009 payable to CCAP for CJIEP on-going maintenance and support. Commissioner Beichner made a motion to approve the MOU, seconded by Commissioner Brooks, aye all.

PRISON:

Major Smith, Prison Warden presented a new contract with Ikon for the lease of two (2) new copiers. One color copier would be for Administration and one copier would be black and white for Booking. The lease for the copiers would be for 60 months which would be from March 2, 2009 thru to March 2, 2014 at a cost of \$523.50 per month. Commissioner Brooks made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

HUMAN SERVICES:

The following items were presented for approval by Dave Schwille:

OEO

Amendment to the contract with Baker Transportation moving the dialysis trips from shared ride to exclusive services. Commissioner Beichner made a motion to approve the amendment, seconded by Commissioner Brooks, aye all.

CYS

Contract with NHS Youth Services for residential services with per diem rates between \$147.00 and \$275.00. Commissioner Beichner made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Brooks, aye all.

Contract with Penz Run Youth Services for residential services with per diem rate of \$137.89. Commissioner Beichner made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Brooks, aye all.

Contract with Perseus House for residential services with per diem rates between \$187.06 and \$254.39. Commissioner Beichner made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Brooks, aye all.

Contract with Crawford County Human Services to purchase foster care placement from Venango County. Commissioner Beichner made a motion to approve the contract, seconded by Commissioner Brooks, aye all.

Addendum to the contract with White Deer Run to increase the per diem at Cove Prep, from \$209.04 to \$258.60. Commissioner Beichner made a motion to approve the addendum, seconded by Commissioner Brooks, aye all.

Contract with Family Care for Children and Youth for foster care services with per diems rates between \$56.42 and \$96.14. Commissioner Beichner made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Brooks, aye all.

MH/MR

Addendum to the contract with Training Towards Self Reliance to adjust the half month rate from \$6,391.07 to \$5,654.61 due to a service adjustment now billed separately.

Addendum to the contract with the Regional Counseling Center to reimburse for costs incurred to sponsor the annual Focus on our Future Forum. The maximum reimbursement is \$7,000.

Addendum to the contract with Community Services of Venango County in the amount of \$5,869 to add a service to the Early Head Start grant.

Addendum to the contract with Bakers Transportation to add taxi service for one MR consumer at the rate of \$.75 per mile. This is a prior authorized service.

Addendum to the contract with Diversified Family Services to add residential and Home and Community Level 3 services for one MR consumer. The combined waiver eligible and waiver ineligible ½ month residential rate is \$3,560.31 and the Home and Community Habilitation Level 3 rate is \$6.90 per 15 minute unit.

Renewal of the contract with Community Services of Venango County to provide Early Head Start services. This is a federal pass through grant in the amount of \$794,093 which includes a \$198,523 in-kind match requirement, secured by CSVC.

Renewal of the contract with the ARC of Crawford County to act as the Agency of Choice Intermediate Services Organization for certain MR consumers having consumer directed services. In this capacity, the ARC acts as an “employment agency” for these persons the consumer wishes to hire as caretakers. The fee is \$125 per month per consumer.

Commissioner Beichner made a motion to approve the above contracts, seconded by Commissioner Brooks, aye all.

FINANCE ADMINISTRATION:

The following warrants were presented for approval by Diona Brick, Fiscal Director:

Warrant	HS022709	\$	166,161.57	Human Services Expenditures
Warrant	HS022309		2,030.00	Human Services Expenditures
Warrant	SP022609		500.00	Non-Human Services Expenditures
Warrant	SP022709		18,616.50	Non-Human Services Expenditures
Warrant	030609		159,060.06	Non-Human Services Expenditures
Warrant	HS030609		320,591.94	Human Services Expenditures
Warrant	HS030309		177.62	Human Services Expenditures
Warrant	031309		<u>105,598.86</u>	Non-Human Services Expenditures

Total Estimated Cost \$ 772,736.55

Commissioner Brooks made a motion to approve the above warrants, seconded by Commissioner Beichner, aye all.

Pat Bajorek, Director of the Tax Claim Department presented a renewal contract for approval between the County of Venango and John Dumbleton. Mr. Dumbleton posts properties for Tax Claim. Mr. Dumbleton will be paid as follows: \$5.00 for each vacant property posted and \$5.00 for each proof of personal service signed by the property owner for properties located in municipalities other than Franklin and Oil City. For properties located within Franklin and Oil City, Dumbleton shall be reimburses \$3.00 for each vacant property posted and \$3.00 for each personal service signed by the property owner. This agreement shall continue from month to month. Commissioner Brooks made a motion to approve the contract, pending solicitor’s approval, seconded by Commissioner Beichner, aye all.

HUMAN RESOURCES:

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

PROBATIONARY NEW HIRE – In Department #265 (Prothonotary) of **Martha Wagner**, Department Clerk II, Part-Time, 68 hours/pay, Non-Union Hourly Pay Grade 2 Step 1 (\$9.18/hr.), **effective 03/10/09**; **Special Conditions:** Filling newly created position ratified at February Salary Board meeting; must successfully complete pre-employment drug screening. In Department #305 (Prison) of **David Myers**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 02/28/09**; **Special Conditions:** Filling existing vacancy; to be ratified at April Prison Board meeting; of **Michael Roos**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 03/01/09**; **Special Conditions:** Filling existing vacancy; to be ratified at April Prison Board meeting.

REINSTATEMENT – In Department #520 (Children and Youth Services) of **Roxanne Black**, Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.92/hr.), **effective 03/09/09**; **Special Conditions:** Filling existing vacancy; probationary period waived due to recent temporary full-time service; benefits effective immediately.

END OF PROBATION – In Department #205 (Courts) of **Gwen Doyle**, Administrative Assistant II, Full-Time, 75 hours/pay, **effective 03/02/09**; **Special Conditions:** No change in pay grade or step. In Department #535 (Substance Abuse) of **Jennifer Schoonover**, Department Clerk II, Full-Time, 75 hours/pay, **effective 03/09/09**; **Special Conditions:** No change in pay grade or step.

INCREASE IN HOURS – In Department #265 (Prothonotary) of **Penny Knupp**, Second Deputy Prothonotary, Full-Time, **from 70 hours/pay to 75 hours/pay, effective 02/02/09**; of **Paula Palmer**, First Deputy Prothonotary, Full-Time, **from 70 hours/pay to 75 hours/pay, effective 02/02/09**.

TRANSFER/RATE ADJUSTMENT – In Department #520 of **Sharon Wise**, Caseworker III, Full-Time, 80 hours/pay, **from Non-Union Hourly Pay Grade 7 Step 11 (\$16.35/hr.) to Department #530 (Integrated Crisis Services), Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 13 (\$16.69/hr.), effective 03/23/09**; **Special Conditions:** Filling existing vacancy.

SEPARATION OF EMPLOYMENT – In Department #509 (Human Services Fiscal) of **David Andrews**, Fiscal Operations Officer I, **effective 02/26/09**. In Department #510 (AAA) of **Valerie Gonzalez**, Aging Care Manager II, **effective 03/27/09**.

CORRECTION TO 01/27/09 HR AGENDA

OUT OF CLASS COMPENSATION – In Department #509 (HS Fiscal) of **Kelly Holden**, Fiscal Technician, SEIU position, Full-Time, 75 hours/pay, **from SEIU Pay Grade 10 Step 3 (\$11.02/hr.) to SEIU Pay Grade 10 Step 11 (\$11.93/hr.), effective 12/29/08**; **Special Conditions:** Temporary assignment involving increased responsibilities for no longer than 90 days.

Note: Effective date is retroactive to 10/01/08 and the duration for out of class compensation runs through 03/31/09.

CORRECTION TO 02/10/09 HR AGENDA

PROMOTION – In Department #540 (MH/MR) of **Lisa Lamberton**, **from Caseworker II, Full-**

Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 6 (\$14.10/hr.), to Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 4 (\$15.24/hr.), effective 02/09/09; Special Conditions: Filling existing vacancy.

Note: Effective date should reflect 02/23/09 based on civil service approval.

CORRECTION TO 02/24/09 HR AGENDA

INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS – *In Department #580 (Transportation) of **Kenneth Best**, Vehicle Driver, SEIU position, SEIU Pay Grade 4 Step 3 (\$7.98/hr.), from On Call Part-Time, 7 hours/pay to Regular Part-Time, 38 hours/pay, effective 02/23/09; Special Conditions: Filling newly created position ratified at February Salary Board meeting; on-call service to be credited toward probationary period; of **Theodore Heckathorne**, Vehicle Driver, SEIU position, SEIU Pay Grade 4 Step 1 (\$7.81/hr.), from On Call Part-Time, 7 hours/pay to Regular Part-Time, 38 hours/pay, effective 02/23/09; Special Conditions: Filling newly created position ratified at February Salary Board meeting; on-call service to be credited toward probationary period.*

Note: These two newly created positions were ratified at March's Salary Board meeting.

Commissioner Beichner made a motion to approve the above items, seconded by Commissioner Brooks, aye all.

PLANNING:

Denise Jones presented on behalf of the Planning Commission a contract amendment for Consulting Services with czbLLC. The scope of services will be expanded to include the Township of Cornplanter and the Borough of Rouseville. The cost for the additional services will increase the original contract by \$6,200. Commissioner Beichner made a motion to approve the contract amendment, seconded by Commissioner Brooks, aye all.

The next item Denise presented was a DCED Grant Application for submission on behalf of the Sugarcreek Borough. Sugarcreek Borough is requesting \$20,000 toward the purchase of a new police cruiser. The total cost for the cruiser is listed at \$21,157.86. Commissioner Brooks made a motion to approve the application, seconded by Commissioner Beichner, aye all.

The last item presented by Denise was a DCED Grant Application for the Venango County Historical Society's "Venango 2000: The Changing Scene". The Historical Society is seeking \$29,500 for printing costs. The Society has raised \$120,000 for the total project cost of \$149,500. Commissioner Beichner made a motion to approve the application, seconded by Commissioner Brooks, aye all.

TWO MILE COUNTY PARK:

Rich Mihalic, Park Director advised the County Park will be open for camping during the first two days of trout season, Friday and Saturday, April 17 and 18. Camping will be permitted only in the area in front of the Nature Lodge. The fees will be \$10 per night for tents, \$15 per night for sites with electric hook-ups, and \$20 per night for pavilions.

COUNTY ADMINISTRATION:

Denise Jones, Chief Clerk presented for approval a Sales Order Agreement for Maintenance with ES&S. Denise requested to purchase four (4) additional electronic voting terminals at a cost of \$1,925 each. The cost of the new machines will be covered by a HAVA grant.

Commissioner Beichner made a motion to approve this purchase, seconded by Commissioner Brooks, aye all.

Diona Brick, Fiscal Director requested approval of the Closing of Bond Documents between Venango County and PNC Capital Markets, LLC. The new bond will be for \$9,615,000 at an interest rate of 2.89%. Refinancing at the lower interest rate will save the County \$261,605. Commissioner Beichner made a motion to approve the closing of the bond documents, seconded by Commissioner Brooks, aye all.

Commissioner Brooks announced a Proclamation recognizing Eric Dye from Boy Scout Troop #41 for his attainment of Eagle Scout. Commissioner Brooks made a motion to approve the proclamation, seconded by Commissioner Beichner, aye all.

Commissioner Brooks announced a Proclamation declaring March 2009 as American Red Cross Month. Commissioner Beichner made a motion to approve the proclamation, seconded by Commissioner Brooks aye all.

A motion to adjourn the meeting was made by Commissioner Beichner at 6:29 p.m., seconded by Commissioner Brooks, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.