

Reviewed by: _____

COMMISSIONER BOARD MINUTES
July 14, 2009

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

Commissioner Tim Brooks
Denise Jones, Chief Clerk
Lisa Mumford, Admin. Asst.
Connie Hazelton, Human Resources
Sheila Boughner, News Herald
Dave Schwille, Human Services
Rich Mihalic, Park Director
Tom Sherman, EMA
Major Smith, Warden
O.C. Bell, Airport
Mark Heim, WKQW

Commissioner Jan Beichner
Rich Winkler, Solicitor
Bob Daugherty, CSS
Karen Wenner, Planning
Diona Brick, Fiscal
Bill Kresinski, MIS
Lance Bowes, Conservation District
Heather Mohnkern, Auditor
Willis Thomas, Planning
B. J. Brooks, Taxpayer

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 6:08 p.m. A motion was made by Commissioner Brooks to approve the minutes from the June 23, 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.

COURT ADMINISTRATION:

Court Supervision Director, Bob Daugherty presented a Retail Theft License Agreement between the National Association For Shoplifting Prevention and Venango County Court Supervision Services. The NASP licenses use of its proprietary shoplifting prevention programs to certain qualifying agencies and wishes to preserve the integrity of its programs. Commissioner Brooks made a motion to approve the agreement, seconded by Commissioner Beichner, aye all.

The next item Bob presented for approval was an addendum to the Capital Recovery to include Court of Common Pleas. Commissioner Brooks made a motion to approve the addendum, seconded by Commissioner Beichner, aye all.

PRISON:

Warden Major Smith had two items to present. The first item was the Cummins Bridgeway Planned Equipment Maintenance Agreement. Cummins Bridgeway will provide preventative maintenance service to the generator equipment at the Prison twice a year at a cost of \$1,140.75 for one year commencing on August 1, 2009 and will run thru August 1, 2010. Commissioner Brooks made a motion to approve the agreement, seconded by Commissioner Beichner, aye all.

The second item presented by Major was a renewal contract with Johnson Controls for Preventative Maintenance Service. Johnson Controls will provide four preventative maintenance inspections per year on the Powers Control System at the Prison. The contract will run from October 1, 2009 thru September 20, 2010 in the amount of \$6,542. Commissioner Brooks made a motion to approve the contract, seconded by Commissioner Beichner, aye all.

COMMUNITY SERVICES ADMINISTRATION:

Tom Sherman, EMA Director presented a Signature for Emergency Management Performance Grant Agreement. This Grant Agreement is in the amount of \$40,344.00 which covers state reimbursement wages for EMA employees. The two approved staffing positions are for an Emergency Management Coordinator and a Clerk Typist 2. The Grant Period is from October 1, 2008 thru to September 30, 2009. Commissioner Brooks made a motion to approve the grant, seconded by Commissioner Beichner, aye all.

HUMAN SERVICES:

The following items were presented for approval by Dave Schwillie:

Children, Youth and Families

A new contract with Carie Forden, PhD to provide evaluation of two grant-funded programs at a total cost of \$7,250 over the next three years. Request a waiver of the liability insurance amount due to the size and nature of the contract. Commissioner Brooks made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

Addendum to the 2008-2009 Children and Youth Contract and Mars Home for Youth, with its offices at 521 Rt 228, Mars, PA 16046. This addendum is to include the revised contract for additional units of Intensive Aftercare Services. Intensive Aftercare Services an additional 143 units @ \$27.00 per unit = \$3,861.00 All provisions of the original contract remain in force.

Renewal agreement for 2009-10 with Mars Home for Youth for the in-home portion of the contract only. The total amount of the contract is \$324,475 and covers Multisystemic Therapy and Intensive Aftercare, both special grant with a greatly reduced local match requirement.

Renewal Agreement with New Directions Psychiatry in the amount of \$8,160 for psychiatric services for youth in the Multidimensional Treatment Foster Care program.

Renewal agreement with the Oil City YMCA in the amount of \$24,168 to continue funding of the NYPUM program for dependent and delinquent youth.

Renewal agreement with Family Services of Northwestern PA in the amount of \$142,067 to provide Trauma Focused Cognitive Behavioral Therapy, Family Behavioral Health In-home Counseling and Family Based Mental Health services. These funds are only to be expended on

children in need of these services that otherwise do not meet the medical necessity criteria for Health Choices reimbursement.

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

Substance Abuse Services

Renewal Agreement with Greenfield Counseling for methadone services not otherwise eligible for HealthChoices reimbursement at the rate of \$50 per intake and \$95 per week for outpatient.

Renewal agreement with Abstinent Living at the Turning Point of Washington for halfway house services at the rate of \$79.00 per day.

Renewal agreement with Clem-Mar House for half way house for females and males at \$93.00 per day.

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

FINANCE ADMINISTRATION:

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

Warrant	HS062609	\$	226,146.39	Human Services Expenditures
Warrant	HS062909		5,000.00	Human Services Expenditures
Warrant	070609		150,725.31	Non-Human Services Expenditures
Warrant	HS070609		354,509.26	Human Services Expenditures
Warrant	SP070209		15,299.68	Non-Human Services Expenditures
Warrant	071009		249,923.21	Non-Human Services Expenditures
Warrant	071009		389,611.28	Human Services Expenditures
Warrant	071709		335,459.88	Non-Human Services Expenditures
Warrant	HS071709		<u>535,350.71</u>	Human Services Expenditures
Total		\$	2,262,025.72	

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

The last item presented by Diona was a Budget Transfer to transfer \$6,200 from the Prison's capital budget to the Courthouse Annex capital budget for purchase of a monitoring and recording device for security purposes. Commissioner Beichner made a motion to approve the transfer, seconded by Commissioner Brooks, aye all.

HUMAN RESOURCES:

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

APPOINTMENT – In Department #210 (Domestic Relations) of **Timothy Johnson**, Domestic Relations Director, Full-Time, Exempt Pay Grade 4 (\$45,000.00/yr.) **effective 07/06/09; Special Conditions:** Filling existing vacancy.

PROBATIONARY NEW HIRE – In Department #160 (Maintenance) of **Lacey McClintock**, Department Clerk I, SEIU position, Part-Time, 60 hours/pay, SEIU Pay Grade 4 Step 1 (\$7.81/hr.), **effective 07/06/09**; **Special Conditions:** Filling newly created position ratified at the 06/09/09 Salary Board meeting. In Department #245 (Jury Commissioners) of **Sandra Kellner**, Department Clerk I, Part-Time, 30 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 07/20/09**; **Special Conditions:** Filling existing vacancy. In Department #520 (Children and Youth Services) of **Jay Poindexter**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.), **effective 07/01/09**; **Special Conditions:** Filling existing vacancy. In Department #530 (Integrated Crisis Services) of **Michaela Sibley**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.), **effective 07/16/09**; **Special Conditions:** Filling existing vacancy.

TEMPORARY NEW HIRE – In Department #180 (Treasurer) of **Jennifer Kennedy**, Department Clerk Intern, Temporary Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 07/13/09**; **Special Conditions:** Filling newly created position ratified at July Salary Board meeting; assignment ends 07/24/09; must successfully complete pre-employment drug screening.

REALLOCATION – In Department #570 (OEO) of **William Shipwash**, Full-Time, Exempt from Housing Services Advisor, Exempt Pay Grade 1 (\$36,927/yr.), to OEO Specialist, Exempt Pay Grade 3 (\$37,444/yr.), **effective 06/01/09**; of **Kit Woods**, from Caseworker II (OEO), Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 30 (\$17.92/hr.), to OEO Program Advisor, Full-Time, Exempt, Exempt Pay Grade 1 (\$37,274/yr.), **effective 06/01/09**.

LEAVE OF ABSENCE – In Department #520 (Children and Youth Services) of **Laine McCullon**, Caseworker II, Full-Time, 80 hours/pay, Pay Grade 6 Step 2 (\$13.55/hr.), **effective 08/28/09**; **Special Conditions:** Educational leave through the CWEL program until no later than 05/13/11. During this period, Laine will be paid at 95% of her current salary and will not be eligible for any salary increases that the Board of Commissioners may grant during this period. Fringe benefits are not to exceed the amount permitted by the PA Dept. of Public Welfare. Children & Youth will invoice the University of Pittsburgh on a monthly basis for the amount of salary and benefits.

SEPARATION OF EMPLOYMENT – In Department #245 (Jury Commissioners) of **Felicia Dolecki**, Department Clerk I, **effective 07/30/09**. In Department #305 (Prison) of **Amanda Hogue**, Corrections Officer, **effective 07/06/09**; **Special Conditions:** To be ratified at the August Prison Board meeting.

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

PLANNING:

The Planning Commission had several items to present. The first item presented by Willis Thomas was the 2009 Cornplanter Illegal Dump Clean Up Grant Application. This agreement is between PADEP and Venango County. This grant will provide up to \$13,276 in reimbursable funding to aid in the clean up of two illegal dump sites in Cornplanter Township. Commissioner Brooks made a motion to approve the application, seconded by Commissioner Beichner, aye all.

Next presented by Karen Wenner was Resolution #2009-16 – Approval of NSP-2 Application. This resolution is for the purpose of assisting the redevelopment of abandoned and foreclosed

homes under the Emergency Assistance for Redevelopment of Abandoned and Foreclosed Homes heading; and Venango County's expected NSP-2 budget is \$9,503,500. Commissioner Brooks made a motion to approve the resolution, seconded by Commissioner Beichner, aye all.

Karen also presented the approval of new rules and procedures for the Affordable Housing Down Payment & Assistance Program. Commissioner Brooks made a motion to approve the new rules and procedures, seconded by Commissioner Beichner, aye all.

The last item presented by Karen Wenner was Resolution #2009-17. The Board of County Commissioners and the County of Venango are re-adopting and adopting a policy on the prohibition of the Use of Excessive Force, a policy regarding Compliance with Title VI of the Civil Rights Acts of 1964, The Fair Housing Act, and all implementing regulations, and an Anti-Displacement and Relocation Plan. Commissioner Brooks made a motion to approve the resolution, seconded by Commissioner Beichner, aye all.

TWO MILE COUNTY PARK:

Rich Mihalic, Park Director advised the Park is twice as busy as last year and park rentals have at least doubled compared to this time last year.

COUNTY ADMINISTRATION:

Commissioner Beichner presented for approval a natural gas sales agreement between the County of Venango and Open Flow Energy of Dubois, Pa. The gas rate will be at \$6.050/Dt. Effective October 1, 2009 and will run thru September 30, 2010. The rate is \$4.49 less than the County's current rate of \$10.54, secured last August. Commissioner Beichner made a motion to approve the agreement, seconded by Commissioner Brooks, aye all.

Chief Clerk, Denise Jones presented the award for the Staircase Renovation Project bid. One bid was received and reviewed by Denise and Joe Griswold, Property Director. The bid was awarded to Tom Rectenwald Construction in the amount of \$134, 200. Commissioner Brooks made a motion to approve the bid award, seconded by Commissioner Beichner, aye all.

Lance Bowes with the Conservation District presented a Landowner Letter of Commitment for the County Commissioners signatures. The Venango County Commissioners authorize and agree to permit Venango Conservation District to apply for a Growing Greener application for improvement at the Airport. This would be for the Chub Run watershed/stormwater management project. Commissioner Brooks made a motion to approve the Letter of Commitment, seconded by Commissioner Beichner, aye all.

The last item presented by Commissioner Beichner was the Trolley Rental Agreement between Baker's Transportation Services and Commissioner Jan Beichner. Commissioner Beichner agreed to rent the trolley on Friday, July 10, 2009, for the amount of \$90 per hour for a minimum of two (2) hours for the purpose of touring neighborhoods in the Oil City area in regards to the NSP2 Grant. The total time for the trolley tour was 3.5 hrs for a total of \$315. Commissioner Brooks made a motion to approve the agreement, seconded by Commissioner Beichner, aye all.

Commissioner Brooks made a motion to adjourn the meeting at 6:26 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.