

Reviewed by: _____

COMMISSIONER BOARD MINUTES
September 8, 2009

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

Commissioner Tim Brooks
Commissioner Troy Wood
Rich Winkler, Solicitor
Deborah Sharpe, Treasurer
Diona Brick, Fiscal
Dave Schwille, Human Services
Rich Mihalic, Park Director
Vance Mays, Taxpayer
Mark Heim, WKQW

Commissioner Jan Beichner
Denise Jones, Chief Clerk
Lisa Mumford, Admin. Asst.
Connie Hazelton, Human Resources
Peggy Miller, Prothonotary
Bill Kresinski, MIS
O. C. Bell, Airport
Jim Fryman, 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 6:07 p.m. A motion was made by Commissioner Beichner to approve the minutes from the August 25, 2009 meeting, seconded by Commissioner Wood, aye all.

No public comment on the agenda. There was no business to come before the Board from Court Administration, Row Offices, the Prison, or the Planning Commission.

COMMUNITY SERVICES ADMINISTRATION:

O. C. Bell, Airport Director presented a Hanger Lease Agreement between Donald Vaughn and the County of Venango. Mr. Vaughn will be renting Hangar #12-07 for the storage of a Mooney Aircraft. The amount of rent will be \$124 plus 6% sales tax per month. The lease will be on a month to month basis. Commissioner Wood made a motion to approve the lease, seconded by Commissioner Beichner, aye all.

HUMAN SERVICES:

The following items were presented for approval by Dave Schwille:

Substance Abuse Services

New contract with Outside In/Pathways to Recovery for adolescent co-occurring male treatment at \$248.00 per diem. Commissioner Wood made a motion to approve the contract, pending solicitor's review, seconded by Commissioner Beichner, aye all.

OEO

Contract addendum to the Program Management Agreement for the Emergency Food Assistance Program adding reporting requirements to comply with the ARRA. Commissioner Wood made a motion to approve the addendum, seconded by Commissioner Beichner, aye all.

MH/MR

New contract with Derrick Roemer, PhD to provide psychological testing, evaluation and consultation at the rate of \$64.35 per hour for testing/consultation and \$55.60 per hour for evaluation on any service not covered through medical assistance. Commissioner Wood made a motion to approve the contract, pending solicitor's review, seconded by Commissioner Beichner, aye all.

Renewal agreement with the VNA to provide Home and Community level three habilitation services at \$4.27 per 15 minute unit, level three enhanced at \$5.01 per 15 minute unit and LPN nursing services at \$9.78 per 15 minute unit.

Renewal agreement with the ARC of Crawford County to provide Agency with Choice fiscal management on behalf of MR consumers and will receive rates as approved by the Office of Developmental Programs, which are attached to the contract.

Renewal agreement with Baker's Transportation to MH and MR consumers with group transportation at \$11.83 per one-way trip inclusive. Taxi services will be reimbursed at the metered rate.

Addendum to the contract with Community Services of Venango County to add requirements under the ARRA as pertaining to the Early Head Start grant.

Commissioner Wood made a motion to approve the above agreements, seconded by Commissioner Beichner, aye all.

FINANCE ADMINISTRATION:

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

Warrant	HS082809	\$	208,778.62	Human Services Expenditures
Warrant	SP082509		4,208.00	Non-Human Services Expenditures
Warrant	090409		569,901.05	Non-Human Services Expenditures
Warrant	HS090409		196,410.54	Human Services Expenditures
Warrant	091109		<u>195,007.69</u>	Non-Human Services Expenditures
Total		\$	1,174,305.90	

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

The next item Diona presented was a request for a 2009 Budget Transfer from the Contingency Fund in the amount of \$4,000 to the Prothonotary's budget to cover additional costs for staffing

in that office. Commissioner Wood made a motion to approve the transfer, seconded by Commissioner Beichner, aye all.

The last item Diona presented for approval was the renewal of the Presstek maintenance agreement. The Presstek is a folder/sealer machine. The cost of the agreement is \$97 per month for a total of \$1,164 per year which runs from September 1, 2009 thru August 31, 2010. Commissioner Wood made a motion to approve the agreement, 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 #305 (Prison) of **Janet Baker**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 09/01/09; Special Conditions:** Filling existing vacancy; action to be ratified at October Prison Board meeting; of **Ronald White**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 09/01/09; Special Conditions:** Filling existing vacancy; action to be ratified at October Prison Board meeting; of **Michelle Wray**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 09/06/09; Special Conditions:** Filling existing vacancy; action to be ratified at October Prison Board meeting.

TEMPORARY NEW HIRE – In Department #130 (Human Resources) of **Barbara Miller**, Department Clerk Intern, Temporary Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 08/31/09; Special Conditions:** Filling existing vacancy; assignment ends 12/31/09. In Department #305 (Prison) of **Heather Winters**, Corrections Officer, AFSCME position, Temporary Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 09/01/09; Special Conditions:** Filling existing full-time vacancy; assignment ends 02/28/10; action to be ratified at October Prison Board meeting.

REHIRE – In Department #515 (RSVP) of **Karen Cramer**, Aging Case Aide II, SEIU position, Part-Time, 36 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **effective 09/07/09; Special Conditions:** Filling existing vacancy.

EXTENSION OF TEMPORARY EMPLOYMENT – In Department #190 (Planning) of **Chad Cochran**, Planning Intern, Temporary Part-Time, 64 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 07/26/09; Special Conditions:** Extension of temporary assignment through October 2009. In Department #605 (County Park) of **Danny Norris**, Grounds & Facilities Worker, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2 Step 1 (\$9.18/hr.), **effective 08/31/09; Special Conditions:** Extension of temporary assignment through 10/17/09; of **Erick Speer**, Maintenance Worker Intern, Temporary Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 08/31/09; Special Conditions:** Extension of temporary assignment through 09/26/09.

EXTENSION OF TEMPORARY EMPLOYMENT/DECREASE IN WORK HOURS – In Department #520 (Children and Youth Services) of **Amanda Sheffer**, Social Casework Intern, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **from** Temporary Full-Time, 80 hours/pay, **to** Temporary Part-Time, 60 hours/pay, **effective 09/01/09; Special Conditions:** Extension of temporary assignment for an additional 1,040 hours.

INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS – In Department #305 (Prison) of **Audrey Beach**, Corrections Officer, AFSCME position, AFSCME Pay Grade 11

Step 1 (\$11.41/hr.), **from** Part-Time, 64 hours/pay **to** Full-Time, 80 hours/pay, **effective 08/30/09; Special Conditions:** Filling existing vacancy; action to be ratified at October Prison Board meeting; benefits effective immediately; of **Dawn Botts**, Corrections Officer, AFSCME position, AFSCME Pay Grade 11 Step 1 (\$11.41/hr.), **from** Part-Time, 64 hours/pay **to** Full-Time, 80 hours/pay, **effective 08/30/09; Special Conditions:** Filling existing vacancy; action to be ratified at October Prison Board meeting; benefits effective immediately. In Department #325 (911) of **Victoria Lallemand**, Telecommunicator I, Non-Union Hourly Pay Grade 3 Step 1 (\$10.19/hr.), **from** Probationary Part-Time, 40 hours/pay **to** Probationary Full-Time, 80 hours/pay, **effective 09/06/09; Special Conditions:** Filling existing vacancy.

DECREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS – In Department #325 (911) of **Billie Hoover**, Telecommunicator I, Non-Union Hourly Pay Grade 3 Step 6 (\$10.72/hr.), **from** Full-Time, 80 hours/pay, **to** Part-Time, 40 hours/pay, **effective 09/06/09; Special Conditions:** Filling existing vacancy; benefits discontinued immediately.

RECLASSIFICATION/INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS – In Department #540 (MH/MR) of **Kathleen Karg**, **from** Caseworker II, Part-Time, 38 hours/pay, Non-Union Hourly Pay Grade 6 Step 30 (\$17.92/hr.), **to** Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 28 (\$19.37/hr.) **effective 09/15/09; Special Conditions:** Filling newly created position ratified at 09/08/09 Salary Board meeting; benefits effective immediately.

PROMOTION – In Department #509 (Human Services Fiscal) of **Pamela Weaver**, **from** Fiscal Operations Officer I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 8 Step 30 (\$21.21/hr.) **to** Fiscal Officer II, Exempt, Exempt Pay Grade 6 (\$49,968/yr.), **effective 09/07/09; Special Conditions:** Filling existing vacancy.

TRANSFER – Of **Pamela Morris**, Fiscal Operations Officer I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 8 Step 7 (\$16.87/hr.), **from** Department #535 (Substance Abuse) **to** Department #509 (Human Services Fiscal), **effective 09/01/09**. Of **Jennifer Schoonover**, Department Clerk II, SEIU position, Full-Time, 75 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **from** Department #535 (Substance Abuse) **to** Department #520 (Children and Youth Services), **effective 08/31/09**.

TRANSFER/REDUCTION IN WORK HOURS – In Department #509 (Human Services Fiscal) of **Kelly Holden**, Fiscal Technician, SEIU position, Full-Time, 75 hours/pay, SEIU Pay Grade 10 Step 3 (\$11.02/hr.), **to** Department #210 (Domestic Relations), Caseworker (DR), Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 4 Step 1 (\$11.07/hr.), **effective 09/14/09; Special Conditions:** Filling existing vacancy.

OUT OF CLASS COMPENSATION DISCONTINUANCE – In Department #520 (Children and Youth Services) of **David Schwille**, Human Services Administrator/CYS Director, Full-Time Exempt, **from** Exempt Pay Grade 7 (\$65,316/yr.) **to** Exempt Pay Grade 7 (\$60,478/yr.), **effective 09/19/09**.

SEPARATION OF EMPLOYMENT – In Department #265 (Prothonotary) of **Regina Deloe**, Department Clerk Intern, **effective 07/28/09**. In Department #305 (Prison) of **Joshua Covert**, Corrections Officer, **effective 08/30/09; Special Conditions:** Action to be ratified at October Prison Board meeting; of **Daniel Goldsmith**, Corrections Officer, **effective 09/05/09; Special Conditions:** Action to be ratified at October Prison Board meeting. In Department #520 (Children and Youth Services) of **M. JoAnn Weckerly**, Social Services Aide III, **effective 09/04/09**.

CORRECTION TO 08/25/09 HR AGENDA

*In Department #520 (Children and Youth Services) of **Rachael Hornberger**, Caseworker II, effective 09/10/09.*

Note: Resignation date changed to 09/24/09.

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

The last item Connie presented was the ratification of the AFSCME Contract. The County of Venango and the Union had reached an agreement on February 10, 2009, but the wording of the contract was being reviewed since then. Commissioner Wood made a motion to approve the signing of the contract, seconded by Commissioner Beichner, aye all.

TWO MILE COUNTY PARK:

The Jason D. Miller Concrete Contract in the amount of \$7,000 and an amendment to that contract in the amount of \$300 was presented by Rich Mihalic, Park Director. The work to be done by Jason Miller is to complete the handicap accessibility renovations required at the Nature Lodge facility which includes an accessible ramp and sidewalk at a cost of \$7,000. Jason Miller will also construct another short sidewalk leading to the steps of the Nature Lodge for a cost of \$300 opposed to \$1,500 since his equipment is already at the park. Commissioner Beichner made a motion to approve the contract and amendment, seconded by Commissioner Wood, aye all.

COUNTY ADMINISTRATION:

Denise Jones, Chief Clerk had several items to present for approval. The first item was a quote from Shingledecker's Welding to repair one of the truss bearings at Dotter Road Bridge. Frank Taylor Engineering inspected the bridge and advised the truss bearing was very loose. The quote is in the amount of \$3,891.10. Commissioner Wood made a motion to approve the quote, seconded by Commissioner Beichner, aye all.

The next item presented by Denise was an Extension of Completion Date, Part 1 – Preliminary Design for Dotter Road Bridge from Frank B. Taylor Engineering. Frank Taylor advised that PennDOT and their sub consultant, Christine Davis Consultants, Inc., are not finished with the archaeological and historic bridge mitigation tasks. Taylor Engineering cannot complete the remaining tasks in this preliminary phase until the archaeological and historic bridge mitigation tasks are complete. In order to complete the remaining tasks for this phase, Taylor Engineering is requesting an extension for this phase of the agreement until March 26, 2010. The completion date was originally scheduled for September 29, 2009. Commissioner Beichner made a motion to approve the extension date, seconded by Commissioner Wood, aye all.

The last item presented by Denise was a lease agreement between the County of Venango and the Venango County Conservation District. The Conservation District will lease the Pritchard House which is located within Two Mile County Park to be used as the Conservation District's office. The lease commences on September 1, 2009 and shall continue through August 31, 2014. The amount of the lease is \$1.00. Commissioner Wood made a motion to approve the lease, seconded by Commissioner Beichner, aye all.

Commissioner Brooks announced the 2010 Census Partner Proclamation - "It's In Our Hands." Commissioner Brooks advised that Venango County is committed to partnering with the U.S.

Census Bureau to help ensure a full and accurate count in 2010. Commissioner Brooks also encouraged people in Venango County to place an emphasis on the 2010 Census and participate in events and initiatives that will raise overall awareness of the 2010 Census. Commissioner Beichner made a motion to approve the proclamation, seconded by Commissioner Wood, aye all.

Mr. Jim Kronmiller, a local photographer, presented a framed photograph of Justus Lake that he had taken himself in which he is donating to the park. This picture will be placed in the Nature Lodge at Two Mile County Park.

PUBLIC COMMENT:

Jim Fryman, Chairman of the Libertarian Party, requested if the result tapes from the elections could be printed out at each individual polling location for each party. Denise Jones advised that the printers probably wouldn't have enough tape to print out that many results, but Jim can come to the Courthouse Annex and we can make a copy of the results for him.

Commissioner Wood made a motion to adjourn the meeting at 6:21 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.