

Reviewed by: _____

COMMISSIONER BOARD MINUTES
February 19, 2008

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

Commissioner Tim Brooks
Commissioner Jan Beichner
Rich Winkler, Solicitor
Deborah Sharpe, Treasurer
Judy Downs, Planning
O. C. Bell, Airport
Mark Heim, WKQW
Debra Frawling, Planning
Sheila Boughner, News Herald
Gene Pendolino, Taxpayer
Imy Post, Taxpayer
Pamela Kelch, Taxpayer
Suzan Senko, Taxpayer
Bob Carter, Taxpayer
Ruth Culbertson, Taxpayer
Sally Dechant, Taxpayer
Ray Hagstrom, Taxpayer
Francis J. Judy, Taxpayer
Karen Whitten, Taxpayer
Eric Foy, Taxpayer
Joyce Plumer, Taxpayer
Cale McClintock, Taxpayer
Jennifer Butchart, Citizen
Al Fiscus, Taxpayer
John Astorino, Taxpayer

Commissioner Troy Wood
Denise Jones, Chief Clerk
Diona Brick, Fiscal
Lisa Mumford, Admin. Assist
Dave Schwille, Human Services
Connie Hazelton, Human Resources
Judy Downs, Planning
Frank Toothman, Taxpayer
Dee Dee Pendolino, Taxpayer
Marianne Warner, Taxpayer
Marie Fiscus, Taxpayer
Ray Kelch, Taxpayer
Ann Carter, Taxpayer
Norris Carter, Taxpayer
Mary M. Astorino, Taxpayer
Stan Grzasko, Taxpayer
Ray Beichner, Taxpayer
Cathy McBride, Taxpayer
Teresa McLeod, Taxpayer
Don Plumer, Taxpayer
Danielle Yeager, Taxpayer
Karen Spuck, Taxpayer
Alexis McCool, Citizen
Den Albinini, Taxpayer

The meeting began with a moment of silence and then Commissioner Brooks 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 Brooks called the meeting to order at 6:02 p.m. A motion was made by Commissioner Beichner to approve the minutes from the January 22, 2008 meeting, seconded by Commissioner Wood, aye all.

No public comment on the agenda.

COURT ADMINISTRATION:

Chief Clerk, Denise Jones presented for approval the agreement between the County of Venango and David L. Fish, for weekly cleaning of the District Court office located at P.O. Box 343, Pleasantville, PA 16341 which is Magisterial District Judge Andrew Fish's office. David Fish will be paid \$65.00 per month for his services. Also, David will be trimming the shrubs around the office during the spring and fall at a fee of \$55.00 each time. Commissioner Wood made a motion to approve this agreement, seconded by Commissioner Beichner, aye all.

ROW OFFICERS:

Next presented by Chief Clerk, Denise Jones was a retainer for services of Forensic Pathologist per contract with the County of Erie. The retainer runs from January 1, 2008 through December 31, 2008 and amounts are \$3,500 for the Coroner and \$1,500 for the District Attorney. Commissioner Beichner made a motion to approve the retainer, seconded by Commissioner Wood, aye all.

PRISON:

Presented by Chief Clerk, Denise Jones was a re-bid on the Prison Door Locking System. Converteam's bid was received in the amount of \$47,779.00 which is within budget. The first bid was received from Montgomery Technology Systems, LLC in the amount of \$75,650 which was over budget. Commissioner Wood made a motion to approve the bid from Converteam, seconded by Commissioner Beichner, aye all.

COMMUNITY SERVICES ADMINISTRATION:

Presented by O. C. Bell, Airport Manager was Resolution #2008-02 which allows Commissioner Timothy S. Brooks of Venango County authorization to sign any and all agreements entered into with the Commonwealth of Pennsylvania, Department of Transportation. Commissioner Wood made a motion to adopt this resolution, seconded by Commissioner Beichner, aye all.

HUMAN SERVICES:

Dave Schwille presented the following items for approval:

CONTINUATION CONTRACTS:

Item 1: McGuire Memorial (FY 2007/08)

Synopsis: Request approval to continue to contract with McGuire Memorial to provide respite services for one MR consumer. The rate is \$160.00 for the first 30 days, and then \$187.00 per day thereafter (the increase is due to regulatory programmatic expectations that must be adhered to when an individual is in respite for longer than 30 days). There is no county match on this contract. This is a fee for service contract so there is no contract maximum. Utilization is managed via service authorization.

CONTRACT ADDENDUMS:

Item 1: Family Services & Children's Aid Society

Synopsis: Request approval to amend the contract with FSCAS to add language that requires the agency to directly reimburse the Philadelphia Child & Family Guidance Training Center for their respective share of training costs. There are no costs associated with this language change.

Item 2: Regional Counseling Center

Synopsis: Request approval to amend the contract with RCC to program fund the following: 1) consultation and training related to the Justice/Mental Health Collaboration initiative up to a maximum of \$4,000, 2) training costs associated with getting two consumers certified as peer specialists up to a maximum of \$2,500, 3) The purchase of a replacement vehicle used in the Mobile Psychiatric Rehabilitation Program and Peer Support Program up to a maximum of \$20,000 (RCC will offer their old vehicle as a trade in), 3) costs associated with taking a contingent of consumers, professionals, and other stakeholders to either the National Recovery Conference or the PA Recovery conference up to a maximum of \$18,000. The agency will be reimbursed for actual costs incurred. The contract maximum is \$44,500. There is a 10% county match on these items, which will come from the existing MH/MR match allocation.

Item 3: Easter Seal Society of Western Pennsylvania

Synopsis: Request approval to amend the contract with Easter Seals to change the rates for allowable Early Intervention Services to reflect the slight rate increases allowed by the State. New rates include In-home Special Instruction @ \$27.71 per 15 minute unit; and In-home Occupation Therapy, Speech Therapy, and Physical therapy at \$31.45 per 15 minute unit. There is a 10% county match on base funded children (which will come from the existing MH/MR match allocation), but no match on waiver funded children. This is a fee for service contract so there is no contract maximum. Utilization is managed via service authorization.

Item 4: Sugar Valley Lodge

Synopsis: Request approval to amend the contract with SVL to provide 24 hour Respite services for MR consumers at a rate of \$39.34 per day. There is a 10% county match on this service which will come from the existing match allocation. Utilization is managed via service authorization.

Item 5: Venango Training and Development Center, Inc.

Synopsis: Request approval to amend the contract with VTDC to provide a certified incident management investigator to the County MH/MR department, upon request of the agency administrator. VTDC will be compensated at a rate of \$50.00 per hour for each hour of time provided to the County by the investigator. This rate is inclusive of all travel and any other costs. There is no County match on this contract. The contract maximum is set at \$2,500.00.

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

Next Dave Schwille presented for approval of Amendment #2 to the Lease Agreement with the County of Venango and Baker's Transportation Services to add one additional vehicle to this lease agreement. The vehicle will be one (1) new 2007 Ford Raised-Roof Van as identified, equipped, and described on Schedule "L", also included in this amendment. Rental payment for this 2007 Ford Raised-Roof Van shall be at \$0.28 per mile. Commissioner Beichner made a motion to approve this amendment, seconded by Commissioner Wood, aye all.

Dave Schwille also requested the approval of the 2007 Progress and Financial Report for the RSVP program. Signature by the Board accepts the report and authorizes Gary Dittman, Administrator of the Venango County Area Agency on Aging, to electronically submit the report on behalf of the County. Commissioner Wood made a motion to approve the AAA/RSVP, seconded by Commissioner Beichner, aye all.

FINANCE ADMINISTRATION:

Diona Brick presented the following warrants for approval:

Warrant	HS012508	\$ 162,577.83	Human Services Expenditures
Warrant	HS012408	4,739.38	Human Services Expenditures
Warrant	SP012508	3,398.00	Non- Human Services Expenditures
Warrant	020108	119,876.95	Non-Human Services Expenditures
Warrant	HS020108	59,443.13	Human Services Expenditures
Warrant	SP012908	4,850.00	Non-Human Services Expenditures
Warrant	020808	270,017.77	Non-Human Services Expenditures
Warrant	HS020808	206,034.92	Human Services Expenditures
Warrant	021508	106,008.11	Non-Human Services Expenditures
Warrant	HS021508	759,192.60	Human Services Expenditures
Warrant	022208	<u>106,460.32</u>	Non-Human Services Expenditures

Total Estimated Cost \$ 1,802,599.01

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

Diona submitted for approval the below budget transfers:

2007 Budget Transfer – Transfer \$2,200 from the Contingency Account to the Sheriff's Budget to cover operating expenses of the Sheriff's Office.

2008 Budget Transfer – Transfer \$1,600 from the Contingency Account to the Sheriff's Budget to cover the cost associated with extraditing a prisoner to be in compliance with The State Parole Board's request.

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

Next Diona requested approval for Travel Policy #TRV-01. The title of this policy is Travel and Other Reimbursement Expenses. The purpose of this policy is to provide a travel and other reimbursement policy that provides consistent procedure application throughout the County. This policy applies to all county employees, elected officials, and department heads.

Commissioner Wood made a motion to approve this Travel Policy, seconded by Commissioner Beichner, aye all.

Diona requested for approval the Verizon Service Agreement. The total monthly rate for this Agreement will be \$1,672.74 which will include a three (3) Primary Rate Interface (PRI) Access System and PRI optional features which includes three (3) Calling Line Identification with Name. If the County feels they need an additional line in the future, one can be added in the PRI. The Service Agreement is for a period of sixty (60) consecutive months following the execution of this Agreement.

Commissioner Beichner made a motion to approve this Verizon Service Agreement, seconded by Commissioner Wood, aye all.

Diona presented two Job Change Orders to the purchase agreement previously executed by the County and STC. Job Change Order #1 is to add the following Material Items: (1) Alcatel 4068 IP Touch phone at a cost of \$386.75, (1) OmniSwitch 6850Lnon-PoE Chassis Bundles at a cost of \$1,647.00, and (1) 1000Base-SX Gigabit optical Transceiver at a cost of \$189.75. Also one Labor Item which is for installation to include synchronization with Bluetooth Headset for a total of \$285. The total of this Job Change #1 will be \$2,508.50.

Job Change Order #2 includes Material Items as follows: (1) NDDI2-2 Board at a cost of \$1,200.00, (1) Bogen TAMB at a cost of \$195.00, and (1) Bogen 48V Power Supply at a cost of \$75. The Labor Rate for these additions would be \$190. The total of this Job Change #2 will be \$1,660. The original STC Contract price was \$246,433.23, but with the two Job Change Orders the total contract price will be \$250,601.73

Commissioner Wood made a motion to approve the Job Change Orders, seconded by Commissioner Beichner, aye all.

HUMAN RESOURCES:

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

TEMPORARY NEW HIRE – In Department #250 (Register & Recorder) of **Toochukwu (Tony) Nwokedi**, Department Clerk Intern, Temporary Part-Time, 25 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 02/19/08; Special Conditions:** Filling position ratified at 12/12/07 Salary Board meeting; employment will be in effect for 700 hours in 2008.

PROBATIONARY NEW HIRE – In Department #580 (Transportation) of **Donna Staudt**, Intake Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **effective 02/11/08; Special Conditions:** Filling newly created position ratified at 10/03/07 Salary Board meeting.

END OF PROBATION – In Department #235 (District Judge 3-3) of **Cathiejo Carter**, District Judge Secretary, Full-Time, 70 hours/pay, **effective 01/24/08; Special Conditions:** No change in pay grade or step. In Department #270 (Sheriff) of **James Harrah, Jr.**, Deputy Sheriff, Teamsters position, Full-Time, 80 hours/pay, **effective 01/11/08; Special Conditions:** No change in pay grade or step. In Department #540 (MH/MR) of **April Grube**, Caseworker I, Full-Time, 80 hours/pay, **effective 01/17/08; Special Conditions:** No change in pay grade or step; of **Kristina Hoepfl**, Caseworker II, Full-Time, 80 hours/pay, **effective 01/28/08; Special Conditions:** No change in pay grade or step.

INCREASE IN HOURS – In Department #265 (Prothonotary) of **Sarah Lind**, Department Clerk II, Teamsters position, Teamsters Pay Grade 6 Step 2 (\$8.70/hr.), **from 70 hours/pay to 80 hours/pay, effective 02/04/08; Special Conditions:** Will be accountable to Court Supervision Services for 5 hours/week to assist with the collection of juvenile fines, cost and restitution.

SEPARATION OF EMPLOYMENT – In Department #270 (Sheriff) of **Charles Shuffstall**, Deputy Sheriff, **effective 02/12/08**. In Department #305 (Jail) of **Joseph Baker, Jr.**, Corrections Officer, **effective 02/01/08; Special Conditions:** Action ratified at February Prison Board meeting.

CORRECTION TO HUMAN RESOURCE AGENDA 01/22/08

OUT OF CLASS COMPENSATION/DECREASE IN HOURS – In Department #240 (District Justice 3-4) of **Charlene Schrecengost**, District Justice Secretary, Part-Time, **from 70 hours/pay, Non-Union Hourly Pay Grade 2 Step 27 (\$11.89/hr.) to 42 hours/pay, Non-Union Hourly Pay Grade 2 Step 27 (\$11.60/hr.), effective 01/15/08; Special Conditions:** Temporary assignment for increased responsibilities not to exceed six weeks to cover for leave of absence.

NOTE: For accurate payroll processing, transaction should read as follows:

OUT OF CLASS COMPENSATION DECREASE IN HOURS – In Department #240 (District Justice 3-4) of **Charlene Schrecengost**, District Justice Secretary, Part-Time, Non-Union Hourly Pay Grade 2 Step 27 (\$11.89/hr.) **from 70 out of class hours/pay to 42 out of class hours/pay, effective 01/15/08; Special Conditions:** Temporary out of class assignment reduced to 3 days per week for increased responsibilities not to exceed six weeks to cover for leave of absence.

RATE ADJUSTMENT – In Department #240 (District Justice 3-4) of **Charlene Schrecengost**, District Justice Secretary, Part-Time, 42 hours/pay **from Non-Union Hourly Pay Grade 2 Step 27 (\$11.89/hr.) to Non-Union Hourly Pay Grade 2 Step 20 (\$11.08/hr.), effective 01/15/08; Special Conditions:** Reflects pay status while performing regular job duties.

PROBATIONARY NEW HIRE – In Department #520 (Children and Youth Services) of **Joyce Slocum**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 02/04/08; Special Conditions:** Filling existing vacancy.

NOTE: Effective date has changed to 02/05/08.

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

PLANNING:

Judy Down, Executive Director of Planning presented the 2008 CDBG Program which would be the Second Public Hearing. The County received 5 requests for this funding totaling \$573,766. Funding requests included the Emlenton Area Municipal Authority (sewage collection system), Emlenton Borough (architectural barrier removal), Polk Borough (sewer slip lining), Cornplanter Township (municipal sewerage system) and the Oil City Civic Center (elevator modernization). The following 2 projects were selected for funding:

1. Emlenton Borough architectural barrier removal (\$50,000) – the 2nd floor of the Crawford Center will become handicapped accessible through renovations involving the installation of a 1-story vertical platform lift (closet elevator) between the first and second floor, along with rehabilitation of the men's and women's restrooms on the 2nd floor.
2. Cornplanter Sewer (\$161,120) – installation of sewage facilities in conjunction with \$2.5 million project for sewage facilities to service McClintockville, Clapp Farm and the Route 8 Industrial corridor.

\$211,120 of the \$257,463 allocation will be used for the above 2 projects all of which benefit a 51% or greater low/mod income person. \$46,343 will be used for administration over the 5-year period of the grant.

A draft copy of the 2008 CDGB application will be available in the Commissioner's office for review and comment after March 15, 2008, during normal working hours on weekdays.

COUNTY ADMINISTRATION:

Commissioner Brooks read an Eagle Scout Proclamation which was earned by Tyler Lewis of Seneca. Commissioner Beichner made a motion to approve the Proclamation, seconded by Commissioner Wood, aye all.

Next Commissioner Beichner appointed Eric Funk to serve on the Northwest Pennsylvania Workforce Investment Board. His term would be from February, 2008 thru August, 2009. Commissioner Wood made a motion to approve the new appointee, seconded by Commissioner Beichner, aye all.

PUBLIC COMMENT:

Commissioner Brooks announced there would be a meeting to discuss the lease with the Astronomy Club immediately after the Commissioners' Public Meeting.

A motion to adjourn was made by Commissioner Brooks at 6:28 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.