

Reviewed by: _____

COMMISSIONER BOARD MINUTES
March 11, 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
Lisa Mumford, Admin. Assist
Dave Schwille, Human Services
Connie Hazelton, Human Resources
Judy Downs, Planning
Sheila Boughner, News Herald
Jane Richey, Taxpayer
Phyllis Toothman, Taxpayer
Stan Grzasko, Taxpayer
Ray Beichner, Taxpayer
Herb Crawford, Taxpayer
Karen Whitten, Taxpayer
Robert C. Walter, Chief Assessor

Commissioner Troy Wood
Denise Jones, Chief Clerk
Diona Brick, Fiscal
Judy Downs, Planning
O. C. Bell, Airport
Mark Heim, WKQW
Frank Toothman, Taxpayer
Dee Dee Pendolino, Taxpayer
R. Dean Sherman, Taxpayer
Dave Hampton, Taxpayer
Ray Hagstrom, Taxpayer
Glenn Weaver, Taxpayer
Robert Murphy, Taxpayer
Melissa Whitten, Taxpayer

The meeting began with a moment of silence 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 6:02 p.m. A motion was made by Commissioner Wood to approve the minutes from the February 19, 2008 meeting, seconded by Commissioner Beichner, aye all.

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

COMMUNITY SERVICES ADMINISTRATION:

Presented by O. C. Bell, Airport Manager was a Hangar Use Agreement between the County of Venango and David Lynn in the amount of \$124 plus sales tax per month. Commissioner Wood made a motion to approve the Agreement, seconded by Commissioner Beichner, aye all.

HUMAN SERVICES:

Dave Schwille presented the following items for approval:

Children and Youth Services

Addendum to the contract with Family Services of Northwestern Pennsylvania to add a rate for Family Based Mental Health Services. The service is usually reimbursable through HealthChoices, although there are times when families are ineligible and payment has to be made through base funds. The unit rate is \$26.93 per 15 minute unit. This contract is for a maximum of 768 units with a maximum reimbursement of \$20,682.24

Addendum to the contract with Pathways Adolescent Center to add the new service of Female Independent Living at a per diem rate of \$135.

Addendum to the contract with Keystone Adolescent Center to add the new services of Female residential and shelter services at the per diem rate of \$159 and female transitional living services at the per diem rate of \$140.

Addendum to the contract with Heart to Heart Parent Support Network to adjust the billing method for Adult forums from a per diem to an hourly rate, which is a cost savings for the County agency, to increase the number of Youth in Transition groups and reimburse at an hourly rate and ad funds to support an upcoming Attachment and Trauma Conference being hosted by this agency. The total amount of this addendum is \$5,363.

Giving permission to submit a Pennsylvania Commission on Crime and Delinquency Grant application through Egrants. This is a four year grant for a total of \$850,000 to fund a Multidimensional Treatment Foster Care program. If successful, this grant will save the county money through being match-free for the first two years and significantly reducing the county match obligation in the final two years of the grant. This grant will be used to fund an existing program that is currently in its start-up phase. This request also includes the County's endorsing a letter of support for the project.

Area Agency on Aging

Request the approval, pending solicitor review of a new contract with County Homemakers, Inc for attendant care services to those consumers who have transitioned from the under 60 program. This assures continuity of care by keeping the same provider. The rates are set by the Department of Public Welfare and are subject to annual review. Current rates are \$12.52-\$15.08 per hour plus an administrative fee.

Mental Health and Mental Retardation

Amendment to the contract with Venango Training and Development Center to provide a training on Lifesharing and Community Employment at a cost not to exceed \$4,566.

Commissioner Wood made a motion to approve the above items with the condition that the County Homemakers, Inc. contract be approved pending solicitor review and recommendations, seconded by Commissioner Beichner, aye all.

FINANCE ADMINISTRATION:

Diona Brick presented the following warrants for approval:

Warrant	HS022608	\$ 1,972.50	Human Services Expenditures
Warrant	HS022908	119,777.90	Human Services Expenditures
Warrant	SP022908	17,944.06	Non-Human Services Expenditures
Warrant	HS030308	398.98	Human Services Expenditures
Warrant	030708	49,078.28	Non-Human Services Expenditures
Warrant	HS030708	169,266.74	Human Services Expenditures
Warrant	HS030508	431.22	Human Services Expenditures
Warrant	031408	181,204.91	Non-Human Services Expenditures

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Total Estimated Cost \$ 540,074.59

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

Next presented by Diona was Job Change Order #4 to the purchase agreement previously executed by the County and STC. Job Change Order #4 is to add one (1) 100W Amplifier at a price of \$549.99 plus labor which is \$95. The total of this Change Order is \$644.99. The total price of the Agreement will now be \$256,261.62.

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

HUMAN RESOURCES:

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

APPOINTMENT – In Department #145 (Assessment) of **Robert Walter**, Chief Assessor, Full-Time, Exempt Pay Grade 5 (\$55,000/yr.), **effective 07/14/08; Special Conditions:** Filling position ratified at 09/06/06 Salary Board meeting; must successfully complete pre-employment drug screening.

PROBATIONARY NEW HIRE – In Department #510 (AAA) of **William Nalepa**, Vehicle Driver, SEIU position, Part-Time, 55 hours/pay, SEIU Pay Grade 4 Step 1 (\$7.81/hr.), **effective 03/03/08; Special Conditions:** Filling existing vacancy.

REINSTATEMENT – In Department #205 (Courts) of **Duane Simpson**, Court Crier/Tipstaff, Part-Time, 32 hours/pay, Non-Union Hourly Pay Grade 1 Step 4 (\$8.21/hr.), **effective 03/11/08; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #270 (Sheriff) of **Daniel Lauer**, Deputy Sheriff, Teamsters position, Full-Time, 80 hours/pay, **effective 02/18/08; Special Conditions:** No change in pay grade or step.

CHANGE IN EMPLOYMENT STATUS – In Department #205 (Courts) of **John Breene**, Court Crier/Tipstaff, **from** Part-Time Per Diem, \$65.42/day **to** Regular Part-Time, 32 hours/pay, Non-Union Hourly Pay Grade 1 Step 4 (\$8.21/hr.), **effective 03/09/08; Special Conditions:** Compensation will increase to \$9.21/hr. after 8 work hours per day; of **Ron Fletcher**, Court Crier/Tipstaff, **from** Part-Time Per Diem, \$65.42/day **to** Regular Part-Time, 32 hours/pay, Non-Union Hourly Pay Grade 1 Step 4 (\$8.21/hr.), **effective 03/09/08; Special Conditions:** Compensation will increase to \$9.21/hr. after 8 work hours per day; of **Penny Hawthorne**, Court Crier/Tipstaff, **from** Part-Time Per Diem, \$65.42/day **to** Regular Part-Time, 32 hours/pay, Non-Union Hourly Pay Grade 1 Step 4 (\$8.21/hr.), **effective 03/09/08; Special Conditions:** Compensation will increase to \$9.21/hr. after 8 work hours per day; of **Russell Jones**, Court Crier/Tipstaff, **from** Part-Time Per Diem, \$65.42/day **to** Regular Part-Time, 32 hours/pay, Non-Union Hourly Pay Grade 1 Step 4 (\$8.21/hr.), **effective 03/09/08; Special Conditions:** Compensation will increase to \$9.21/hr. after 8 work hours per day; of **Kaycee Reib**, Court Crier/Tipstaff, **from** On Call Per Diem, \$65.42/day **to** On Call Part-Time, 7 hours/pay, Non-Union Hourly Pay Grade 1 Step 4 (\$8.21/hr.), **effective 03/09/08; Special Conditions:** Compensation will increase to \$9.21/hr. after 8 work hours per day; of **Clinton Richey**, Court Crier/Tipstaff, **from** Full-Time Per Diem, \$65.42/day **to** Regular Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 4 (\$8.21/hr.), **effective 03/09/08; Special Conditions:** Compensation will increase to \$9.21/hr. after 8 work hours per day; benefits effective immediately; of **Brian Thomas**, Court Crier/Tipstaff, **from** On Call Per Diem, \$65.42/day **to** On Call Part-Time, 7 hours/pay, Non-Union Hourly Pay Grade 1 Step 4 (\$8.21/hr.), **effective 03/09/08; Special Conditions:** Compensation will increase to \$9.21/hr. after 8 work hours per day.

OUT OF CLASS COMPENSATION – In Department #520 (Children and Youth Services) of **Roberta Davis**, Casework Supervisor, Full-Time, **from** Exempt Pay Grade 3 (\$39,319/yr.) **to** Exempt Pay Grade 3 (\$42,465/yr.), **effective 02/25/08; Special Conditions:** Temporary assignment involving increased responsibilities not to exceed three months to cover for leave of absence.

SEPARATION OF EMPLOYMENT – In Department #270 (Sheriff) of **Kyle Collingwood**, Deputy Sheriff, **effective 02/22/08;** of **James Harrah, Jr.**, Deputy Sheriff, **effective 03/05/08.** In Department #305 (Jail) of **Raymond Swem**, Corrections Officer, **effective 03/06/08; Special Conditions:** Action to be ratified at April Prison Board meeting.

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

PLANNING:

Judy Downs, Executive Director of Planning presented a Minority Business Enterprise Plan which needs to be included with the CDBG Application. This plan states that the Venango County Regional Planning Commission will comply with all contracts for public works, site clearance and demolition, supplies and services a target of \$10,362 of its project budget or 5% (less administrative funds) for the 2008 CDBG Program. Additionally, a goal of \$6,217 or 3% of its budget (less administrative funds) has been established for Women's Business Involvement in 2008 activities.

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

Resolution #2008-04, approval of Community Development Block Grant Application (CDBG) was also presented by Judy Downs. Venango County's 2008 CDBG allocation of \$257,727 (less program administration) is available for eligible projects to assist municipalities with a number of community development needs for low and moderate income citizens.

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

COUNTY ADMINISTRATION:

Chief Clerk, Denise Jones presented for approval that Amy Johnston be allowed to have "data" capabilities added on her cell phone. Amy did outline in a letter to Denise explaining how "data" capabilities would help her do her job much more effectively such as doing legal research at the critical moment. The additional cost for this service would be approximately \$30 - \$45 per month for which Amy is requesting she be reimbursed.

Commissioner Beichner approved the above request, seconded by Commissioner Wood, aye all.

Next presented by Denise was the Amendment to Ordinance #03-01 – Venango Park and Natural Resource Authority Board. The Amendment is to decrease the board membership from a 15-member board to a 9-member board effective March 11, 2008.

Commissioner Wood made a motion to approve the Amendment to the Ordinance, seconded by Commissioner Brooks, aye all. Commissioner Beichner abstained from the motion.

The last item presented by Denise was the Contract Agreement between Venango County Election Board (Client) and Terry L. Williams (Contractor) to perform election services required by the Board of Elections such as Primary Election 2008 coding, logic and accuracy testing, user training, machine set-up, Election Day support, results reporting and other tasks. The cost of Mr. Williams services would be \$250 per day for services performed during the week(s) prior to Election Day and \$300 per day for services performed during the week in which Election Day falls, plus Election Day mileage at the current IRS rate for personal vehicle use.

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

OTHER BUSINESS:

Commissioner Beichner read a letter from the Commonwealth of Pennsylvania, Department of Public Welfare which recognized Pennsylvania as a national leader for its child support enforcement efforts. Pennsylvania ranks number one among all fifty states in the nation for the percentage of support collected as well as the percentage of arrears collected. Commissioner Beichner commended Sharon Lutz, Director of Domestic Relations and her staff for a job well done.

PUBLIC COMMENT:

Herb Crawford asked if there were any published Minutes pertaining to the selling of the County Exchange Building. Denise Jones advised there was a Resolution giving the County Solicitor the authority to process the transaction on behalf of the County. The Venango Industrial Development Authority is in charge of marketing the building. It was suggested that Darlene Eaton with ORA may have paperwork pertaining to this transaction.

Frank Toothman asked the new Chief Assessor, Robert Walter, how he will be assessing property. Mr. Toothman was advised that Robert Walter will not be starting in his new position until July 14, 2008.

A motion to adjourn was made by Commissioner Wood at 6:25 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.