

Reviewed by: _____

COMMISSIONER BOARD MINUTES
July 8, 2008

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
Commissioner Jan Beichner	Denise Jones, Chief Clerk
Rich Winkler, Solicitor	Diona Brick, Fiscal
Lisa Mumford, Admin. Assist	Sandy Sutch, Human Resources
Jim Sandok, Human Services	Sheila Boughner, News Herald
Ray Beichner, Taxpayer	Frank Toothman, Taxpayer
Jane Richey, Taxpayer	Judy Downs, Planning
Bob Daugherty, Court Supervision	Rod Bedow, Taxpayer
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 6:04 p.m. A motion was made by Commissioner Wood to approve the minutes from the June 24, 2008 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 the Prison.

COURT ADMINISTRATION:

Director of Court Supervision, Robert Daugherty, presented several items for consideration. The first was the JCJC Grant-in-Aid Application for the fiscal year '08 – '09 which is used to offset the cost associated with administrating the juvenile probation department. The second was a Letter of Equity advising that the compensation provided to Venango County's Juvenile Probation personnel is equitable with the compensation provided to other county and court employees. Third was the JCJC Grant-in-Aid award notification invoice which is for the period of July 1, 2008 through June 30, 2009 and is in the amount of \$128,295.00. Last were two financial statements for the period July 1, 2008 to June 30, 2009 showing how the money is spent. Commissioner Beichner made a motion to approve the above items, seconded by Commissioner Wood, aye all.

COMMUNITY SERVICES ADMINISTRATION:

Chief Clerk, Denise Jones presented a couple of items on behalf of 9-1-1. The first was a Change Order to the ComPros contract pertaining to work being done at the Center on the generator and the UPS system. The additional work involved the installation of a propane tank, supplying the gas line from the propane tank to the generator and installation of additional panels and disconnects for the UPS that were not specified in the original bid. The additional work is for a total of \$16,214. The original contract was in the amount of \$123,075.00, but with the additional cost involved, the total amount of the contract would be \$139,289. The additional cost is over the 10% allotment that is allowed to increase a contract. A motion to table this change order was made by Commissioner Beichner, seconded by Commissioner Wood, aye all.

The next item Denise presented was a renewal maintenance contract between 9-1-1 and Interact Safety Systems for the second year maintenance in the amount of \$24,176. The maintenance contract covers 9-1-1's computerized dispatch system and is funded thru the Wireless Fund. Commissioner Wood made a motion to approve the contract, seconded by Commissioner Beichner, aye all.

HUMAN SERVICES:

The following items were presented for approval by Jim Sandok:

Children and Youth Services

Approval of two contracts with the Commonwealth of Pennsylvania to accept grants under the Promoting Responsible Fatherhood Initiative and Time Limited Family Reunification. These contracts have been reviewed by the solicitor.

Signing of the acceptance letter for a four year grant under the Pennsylvania Commission for Crime and Delinquency to fund Multidimensional Treatment Foster Care.

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

Mental Health/ Mental Retardation

Contract with the Northwest Behavioral Health Partnership in the amount of \$5,000 to provide consultation service for the development of the Warren State Hospital Service Area Plan. Commissioner Wood made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

Contract with Keystone Educational Council in the amount of \$25,650 to provide training scholarships for 38 individuals to participate in an evaluation training certificate program. Commissioner Wood made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Beichner.

Renewal contract with the Franklin Police Department to provide compensation for police officers having to transport persons needing emergency psychiatric evaluation to UPMC-Northwest. Compensation will be at the rate of 1.5 times the officers current salary.

Renewal contract with Venango Training and Development Center to provide various vocational services to MH and MR consumers at varying rates from \$1.00 to \$8.50 per 15 minute unit. Additionally, this contract funds Morning Haus, a consumer drop in center to a maximum of \$89,831 and the Fairweather Lodge program, a housing program for MH consumers at a cost of \$60,000.

Renewal contract with Valley Community Services to provide residential services to one MR consumer at the rate of \$3,135.62 per half month.

Renewal of a contract with Community Services of Venango County in the amount of \$28,536 to provide monitoring services under the IM4Q (independent monitoring for quality) and up to \$10,000 for management of housing for persons with mental illness.

Amendment to the contract with Sugar Valley Lodge for emergency housing for MH, MR or SAP consumers at the rate of \$48.00 per day.

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

OEO

Amendment for our Weatherization program. This document amends the original contract to a total of \$189,234.00. This enables the Agency to weatherize approximately a total of 75 low incomes homes within Venango County.

Breakdown:

Overall Average: $\$174,000 / 75 \text{ units} = \$2,320/\text{unit}$

DOE break out: $\$56,210 / 26 \text{ units} = \$2,161.92/\text{unit}$

LIHEAP break out: $\$125,899 / 49 \text{ units} = \$2,569.37^*$

*23 "CRISIS" units at \$2,719 average/unit

26 Standard weatherization units at \$2,097.12 average/unit

Amendment to our current contract with Firstenergy to provide the Customer Assistance program (CAPS) to low income clients within Venango County. This amendment extends the current contract through 6/30/09.

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

Chief Clerk, Denise Jones presented on behalf of Bonnie Summers of Substance Abuse the renewal contract with BPC Management Group/Turning Point Chemical Treatment Center. The contract is for fees for the following: Outpatient at \$60/hr; Intensive Outpatient at \$25/hr; Partial Hospitalization at \$105/day; Inpatient Non-Hospital Short Term at \$147/day; Inpatient Non-Hospitalization Long Term at \$126/day; and Inpatient Non-Hospital Detoxification at

\$210/day. This contract commences July 1, 2008 and ends June 30, 2008. Commissioner Wood made a motion to approve the contract, seconded by Commissioner Beichner, aye all.

Jim Sandok also presented the Purchase of Service Agreement between the Venango County Human Service Agencies and the Rocky Grove Volunteer Fire Department. This agreement is allowing for parking of County vehicles at the fire hall lot. This agreement is on a month-to-month basis at a cost of \$10 per vehicle per month. Jim advised the need for additional parking should be temporary and that more parking will likely be added at the Venango Human Services Complex. Commissioner Wood made a motion to approve the agreement, seconded by Commissioner Beichner, aye all.

FINANCE ADMINISTRATION:

Diona Brick presented the following warrants for approval:

Warrant	HS062308	\$	812.17	Human Services Expenditure
Warrant	HS062708		169,746.80	Human Services Expenditure
Warrant	SP062708		741.66	Non-Human Services Expenditure
Warrant	HS062608		20,962.49	Human Services Expenditure
Warrant	SP063008		460.00	Non-Human Services Expenditure
Warrant	070708		170,157.48	Non-Human Services Expenditure
Warrant	HS070708		105,545.37	Human Services Expenditure
Warrant	SP070308		13,580.28	Non-Human Services Expenditure
Warrant	071108		253,569.30	Non-Human Services Expenditure
Warrant	HS071108		<u>476,438.50</u>	Human Services Expenditure

Total Estimated Cost \$ **1,212,014.05**

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

HUMAN RESOURCES:

The following Human Resource Agenda was presented for approval by Sandy Sutch:

PROBATIONARY NEW HIRE – In Department #260 (District Attorney) of **Jennifer Moon**, Victim Witness Coordinator, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 07/07/08; Special Conditions:** Filling existing vacancy.

REHIRE – In Department #160 (Maintenance) of **Kim Blausner**, Maintenance Worker III, SEIU position, Probationary Full-Time, 80 hours/pay, SEIU Pay Grade 10 Step 1 (\$10.81/hr.), **effective 07/07/08; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #270 (Sheriff) of **Terry O’Neil**, Deputy Sheriff, Full-Time, 80 hours/pay, **effective 06/18/08; Special Conditions:** No change in pay grade or step. In Department #305 (Prison) of **Audrey Beach**, Corrections Officer, AFSCME position **from** Probationary Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.) **to** Regular Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step 1 (\$11.41/hr.) **effective 06/16/08;**

Special Conditions: To be ratified at August Prison Board meeting. In Department #530 (Integrated Crisis Services) of Julie Martin, Caseworker III, Full-Time, 80 hours/pay, **effective 04/22/08**; **Special Conditions:** No change in pay grade or step.

PROMOTION/TRANSFER – In Department #145 (Assessment) of Lisa Pierce, from Department Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 Step 2 (\$8.78/hr.), **to** Department #130 (Human Resources), Payroll Coordinator, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 4 Step 1 (\$11.07/hr.), **effective 06/25/08**; **Special Conditions:** Filling existing vacancy.

INCREASE IN HOURS – In Department #605 (County Park) of Stephanie Irwin, Department Clerk Intern, Temporary Part-Time, Non-Union Hourly Pay Grade 1 Step X (\$7.15/hr.), **from** 40 hours/pay **to** 50 hours/pay, **effective 07/01/08**; of Vicki Quen, Department Clerk II, SEIU position, Probationary Part-Time, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **from** 50 hours/pay **to** 60 hours/pay, **effective 07/01/08**.

DEMOTION/TRANSFER – In Department #210 (Domestic Relations) of Lori Baker, from Caseworker (DRO), Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 4 Step 20 (\$13.39/hr.), **to** Department #305 (Prison), Bookkeeper-Secretary, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2 Step 30 (\$12.25/hr.), **effective 07/14/07**; **Special Conditions:** Filling existing vacancy; to be ratified at August Prison Board meeting.

REALLOCATION – In Department #210 (Domestic Relations) of James Caffrey, Full-Time, **from** Domestic Relations Advisor, Exempt Pay Grade 1 (\$31,395/yr.) **to** PACSES Coordinator/Locate Officer, 70 hours/pay, Non-Union Hourly Pay Grade 6 Step 6 (\$15.12/hr.), **effective 06/30/08**; of Denise Swartz, Conference Officer/IRS Coordinator, Full-Time, **from** 70 hours/pay, Non-Union Hourly Pay Grade 6 Step 18 (\$15.90/hr.) **to** Exempt Pay Grade 1 (\$30,096/yr.), **effective 06/30/08**.

RATE ADJUSTMENT – In Department #210 (Domestic Relations) of Kelly Dennis, Caseworker-Interstate Coordinator, Full-Time, 70 hours/pay **from** Non-Union Hourly Pay Grade 4 Step 10 (\$12/12/hr.) **to** Non-Union Hourly Pay Grade 4 Step 14 (\$12/62/hr.), **effective 06/30/08**.

SEPARATION OF EMPLOYMENT--RETIREMENT - In Department #507 (Veterans) of Joan Droll, Department Clerk I, **effective 07/07/08**.

SEPARATION OF EMPLOYMENT – In Department #190 (Planning) of Debra Frawley, Planner II, **effective 06/27/08**. In Department #305 (Prison) of Marcus Morris, Corrections Officer, **effective 06/28/08**; **Special Conditions:** To be ratified at the August Prison Board meeting. In Department #540 (MH/MR) of David Taylor, Caseworker II, **effective 06/27/08**.

CORRECTION TO HUMAN RESOURCE AGENDA 06/24/08

PROBATIONARY NEW HIRE – In Department #510 (Area Agency on Aging) of Rebecca Lux, RSVP Project Advisor, Full-Time Exempt, Exempt Pay Grade 3 (\$31,353/yr.), **effective 06/30/08**; **Special Conditions:** Filling existing vacancy.

NOTE: Department should be changed from #510 (AAA) to #515 (RSVP).

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

PLANNING:

Judy Downs, Director of Planning presented for approval Resolution #2008-11 for a Venango County Commission Commissioners LUPTAP Grant Application for Frenchcreek Township, Mineral Township and Utica Borough. The Venango County Regional Planning Commission will be preparing an Inter-Municipal, cooperative project to prepare an Inter-municipal Comprehensive Plan for the municipalities of Frenchcreek Township, Mineral Township and Utica Borough. The DCED makes available grants-in-aid to such projects through the Land Use Planning and Technical Assistance Program. Commissioner Beichner made a motion to approve the resolution, seconded by Commissioner Wood, aye all.

TWO MILE COUNTY PARK:

Rich Mihalic, Park Director advised that everything went well at the Park over the 4th of July weekend. He advised that he has had a second bid on replacing the roofs on the farmhouse and cottage at the Park. Rich also mentioned he has spoken to Becky Lux, RSVP Director, in regards to possibly having retired individuals help at the Park.

COUNTY ADMINISTRATION:

Chief Clerk, Denise Jones requested an extension date for the preliminary design work on the Woolen Mills Bridge. The start work date was July 20, 2007 and the agreement period was for 12 months, which set the completion date at July 20, 2008. The engineering firm, Frank B. Taylor Engineering, requested more time to determine the location of the property line and fulfill the requirements for a DEP hydraulic permit. An extension of six months was requested which would put the completion date at January 20, 2009.

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

County Solicitor, Rich Winkler presented a Settlement and Release Document pertaining to the Estate of Lewis E. Whitten. A check was submitted in the amount of \$500.00 made payable to the County of Venango to satisfy a claim against this Estate for unpaid fines and costs in a criminal case. The Estate proposed to pay \$500.00 to settle claim, as the Estate has limited assets. Commissioner Wood made a motion to accept the settlement, seconded by Commissioner Beichner, aye all.

Next Denise presented the award of the Custodial Services Vendor bid to provide services at five (5) of our County facilities. Four bids were received and reviewed by Denise who recommended that ISS Facility Services be awarded the bid in the amount of \$81,503.84. The contract commences on August 4, 2008, and runs for a three year period and includes a termination clause. Commissioner Wood made a motion to approve the bid award, seconded by Commissioner Beichner, aye all.

Resolution #2008-12 was presented by Commissioner Brooks pertaining to an opportunity to receive a \$1 million grant through the efforts of Congressman John Peterson for the Chubb Run/Morrison Run Watershed Hazard Mitigation Project. This project would benefit the Township of Sandycreek, the City of Franklin, and the County of Venango. As part of the process to receive funding, an engineering study must be conducted for the project. The Board

of Commissioners will make a financial commitment to help fund the cost of the engineering study should it exceed the \$30,000 threshold.

OTHER BUSINESS:

Diona Brick advised the County has agreed to a contract with Velocity to be the County's DSL internet provider at a cost of \$89.95/month for one year with a 30 day termination clause. Commissioner Wood made a motion to approve the contract, pending the solicitor's approval, seconded by Commissioner Beichner, aye all.

PUBLIC COMMENT:

Commissioner Beichner advised that the County will include in the 2009 budget, Sugar Valley Lodge's request to receive \$15,078.15 from the Affordable Housing Authority to help house the elderly that cannot pay full cost for their care. The Commissioners commented that this amount may go up to \$20,000.

Rod Bedow requested to see the Certified Occupancy Permit for the entire new Human Services Complex Building which was formerly the West Unit. Jim Sandok advised he will provide a copy of that permit to him.

A motion to adjourn the meeting was made by Commissioner Wood at 6:33 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.