

Reviewed by: _____

COMMISSIONER BOARD MINUTES
September 9, 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
Sheila Boughner, News Herald
Bill Kresinski, MIS
Ray Beichner, Taxpayer
Dave Hazelton, Taxpayer

Commissioner Troy Wood
Denise Jones, Chief Clerk
Diona Brick, Fiscal
Connie Hazelton, Human Resources
Deb Sharpe, Treasurer
Mark Heim, WKQW
Rich Mihalic, Park Director
Don Plummer, 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 6:06 p.m. A motion was made by Commissioner Wood to approve the minutes from the August 26, 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, the Prison, or Community Services Administration.

HUMAN SERVICES:

The following items were presented for approval by Dave Schwille:

OEO

Approval of five subcontracts for food distribution under the State Food Purchase Program. The five recipients are : Oil City and Franklin Salvation Army, Community Services of Venango County, Clintonville Food Pantry and one is held for the county-wide program.

The following are recommendations to the Transportation Board: Jim Sandok, Tony Davis, Scott Roberts, Bob O'Hare, Judy Downs and Matt Edwards.

MH/MR

Training contract with the Philadelphia Child Guidance center for training and case consultation. The maximum contract amount is \$40,600 of which \$13,533 is split between MH and CYS and the remainder is reimbursed through provider agencies.

Addendum to the contract with VNA to add Homemaker/Chore Service at the rate of \$3.45 per 15 minute unit.

Addendum to the contract with the Venango Training and Development Center to add \$15.00 per piece of artwork purchased and to add an additional piece. The addendum is to cover higher framing costs.

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

FINANCE ADMINISTRATION:

Diona Brick presented the following warrants for approval:

Warrant HS082908	\$	310,390.77	Human Services Expenditures
Warrant SP090208		7,909.74	Non-Human Services Expenditures
Warrant 090508		272,400.09	Non-Human Services Expenditures
Warrant SP090308		2,296.00	Non-Human Services Expenditures
Warrant HS090508		368,817.96	Human Services Expenditures
Warrant 091208		<u>69,246.65</u>	Non-Human Services Expenditures
Total Estimated Cost	\$	1,031,061.21	

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 Connie Hazelton:

PROBATIONARY NEW HIRE – In Department #155 (MIS) of **Curtis Bower**, Systems Analyst, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 11 Step 23 (\$25.23/hr.), **effective 10/01/08; Special Conditions:** Filling newly created position ratified at September Salary Board meeting. In Department #240 (District Judge 3-4) of **Judi Vano**, District Judge Secretary, Part-Time, 42 hours/pay, Non-Union Hourly Pay Grade 2 Step 1 (\$9.18/hr.), **effective 09/09/08; Special Conditions:** Filling existing vacancy. In Department #270 (Sheriff) of **Robin Rutter**, Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 Step 1 (\$9.18/hr.), **effective 08/25/08; Special Conditions:** Filling existing vacancy. In Department #540 (MH/MR) of **Dawn Farnkoff**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 09/08/08; Special Conditions:** Filling existing vacancy. In Department #605 (County Park) of **David Manikowski**, Department Clerk II, SEIU position, Part-Time, 60 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **effective 08/26/08; Special Conditions:** Filling existing vacancy.

REHIRE – In Department #325 (911) of **Matthew Exley**, Telecommunicator I, Probationary Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 3 Step 1 (\$10.19/hr.), **effective 09/05/08; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #230 (District Judge 3-2) of **Tonya Johnson**, District Judge Secretary, Full-Time, 70 hours/pay, **effective 07/25/08; Special Conditions:** No change in pay grade or step. In Department #530 (Integrated Crisis Services) of **Rachael Hornberger**, Caseworker II, Full-Time, 80 hours/pay, **effective 07/18/08; Special Conditions:** No change in

pay grade or step. In Department #540 (MH/MR) of **Rachel Stralko**, Caseworker II, Full-Time, 80 hours/pay, **effective 08/27/08**; **Special Conditions:** No change in pay grade or step. In Department #605 (County Park) of **Lucus Kauffman**, Maintenance Worker III, SEIU position, Full-Time, 80 hours/pay, **effective 08/07/08**; **Special Conditions:** No change in pay grade or step.

INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS – In Department #325 (911) of **Billie McElhaney**, Telecommunicator I, Non-Union Hourly Pay Grade 3 Step 6 (\$10.72/hr.), **from** Regular Part-Time, 40 hours/pay, **to** Regular Full-Time, 80 hours/pay, **effective 09/21/08**; **Special Conditions:** Filling existing vacancy; part-time service credited toward probationary period; benefits effective immediately.

TRANSFER – Of **Rachael Hornberger**, Caseworker II, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.) **from** Department #530 (Integrated Crisis Services) **to** Department #520 (Children and Youth Services), **effective 08/19/08**; **Special Conditions:** Filling existing vacancy.

REALLOCATION – In Department #510 (Area Agency on Aging) of **Donna Kalamajka**, Community Health Nurse II, Full-Time, **from** Exempt Pay Grade 2 (\$40,759/yr.) **to** Exempt Pay Grade 3 (\$40,759/yr.), **effective 09/01/08**.

DEMOTION/TRANSFER/INCREASE IN HOURS – In Department #210 (Domestic Relations) of **Daisylynn DeJohn**, **from** Caseworker, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 4 Step 3 (\$11.31/hr.), **to** Department #125 (Public Defender), Legal Secretary II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 Step 8 (\$10.93/hr.), **effective 09/08/08**; **Special Conditions:** Filling existing vacancy.

PROMOTION – In Department #270 (Sheriff) of **David Armstrong**, **from** Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **to** Deputy Sheriff/Sergeant, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 1 (\$14.80/hr.), **effective 08/29/08**. In Department #520 (Children and Youth Services) of **Lynda Wheeling**, **from** Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 20 (\$16.22/hr.), **to** Program Specialist I, Full-Time Exempt, Exempt Pay Grade 2 (\$36,437/yr.), **effective 09/06/08**; **Special Conditions:** Filling newly created position ratified at September Salary Board meeting.

DEMOTION – In Department #270 (Sheriff) of **Robert O'Polka**, **from** Deputy Sheriff/Sergeant, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 5 (\$15.41/hr.), **to** Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.), **effective 08/29/08**.

OUT OF CLASS COMPENSATION – In Department #320 (Emergency Management) of **Tina Eggers**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, **from** SEIU Pay Grade 6 Step 14 (\$9.90/hr.) **to** SEIU Pay Grade 6 Step X (\$10.69/hr.), **effective 08/24/08**; **Special Conditions:** Temporary assignment involving increased responsibilities for no longer than 11/24/08.

SEPARATION OF EMPLOYMENT--RETIREMENT – In Department #310 (Court Supervision Services) of **Eleanor Mullen**, Collections Coordinator, **effective 09/30/08**.

SEPARATION OF EMPLOYMENT – In Department #250 (Register & Recorder) of **Rainie Siverling**, Department Clerk II, **effective 09/12/08**. In Department #305 (Prison) of **Brian**

Harmon, Corrections Officer, **effective 08/20/08; Special Conditions:** To be ratified at October Prison Board meeting.

CORRECTION TO 08/26/08 HR AGENDA

LATERAL TRANSFER – In Department #510 (AAA) of **Holly Dayton**, from Aging Care Manager II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), to Department #520 (Children and Youth Services), Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 09/01/08; Special Conditions:** Filling existing vacancy.

NOTE: Transfer date changed from 09/01/08 to 08/25/08.

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

PLANNING:

Chief Clerk, Denise Jones, presented on behalf of the Planning Commission a CDBG Contract in the amount of \$252,727. The contract shall commence on August 20, 2008 and will end on August 19, 2013. The CDBG monies will be used for the following: Water/Sewer Improvement - \$157,237; Public Facilities - \$50,000; and Program Administration - \$45,490. Commissioner Wood made a motion to approve the grant, seconded by Commissioner Beichner, aye all.

TWO MILE COUNTY PARK:

Rich Mihalic, Park Director, presented a proposal between Schnabel Engineering, LLC and Two Mile County Park. The proposal is for Schnabel's senior dam engineers to perform the annual 2008 dam inspection at Two Mile Run County Park. Schnabel will prepare a draft annual inspection report and submit it to the Park for review. The cost for the inspection will be in the amount of \$2,950. Commissioner Wood made a motion to approve this proposal, pending solicitor's review, seconded by Commissioner Beichner, aye all.

COUNTY ADMINISTRATION:

Commissioner Brooks announced that per the National Association of Secretaries of State (NASS), September 2008 is declared to be National Voter Registration Month.

Commissioner Brooks also announced the Proclamation declaring September 11, 2008, as Patriot Day per Governor Edward G. Rendell. The proclamation is in memory of the heroes whose lives were so tragically lost on September 11, 2001.

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

PUBLIC COMMENT:

Ray Beichner asked if it was true that the Human Services employees are being paid mileage to drive from the Human Services Complex to the Rocky Grove Fire Hall to pick up County vehicles. Dave Schuille advised that he was not absolutely sure that this was true, but he knew the employees have been paid in the past when they had to drive to pick up cars. Commissioner Brooks advised that additional parking space at the new Human Services Complex is going to

be developed so that parking of County vehicles will not be needed at the Rocky Grove Fire Hall.

Ray also asked about the problems the County was having with the new phone system. He advised that there were problems with getting thru to different departments. Commissioner Brooks advised that the new phones are not the problem, but there is a problem with Verizon's lines. These problems are being looked into and being corrected.

A motion to adjourn the meeting was made by Commissioner Wood at 6:20 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.