

Reviewed by: _____

COMMISSIONER BOARD MINUTES
June 12, 2012

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

Commissioner Tim Brooks	Commissioner Vince Witherup
Commissioner Bonnie Summers	Denise Jones, Chief Clerk
Rich Winkler, Solicitor	Diona Brick, Fiscal
Bill Kresinski, MIS	Pennie Maclean, HR
Rich Mihalic, Park	Jayne Romero, MH/DS
David Schwille, Human Services	Sheila Boughner, News Media
Kim Woods, Director of MH/DS IIU	BJ Brooks, Public
Kelsei Kresinski, Public	Rick Clark, Turning Point
Pastor Terry Truffin, Oil City Community Alliance Church	

Prior to the meeting, a public prayer was offered by Pastor Terry Truffin from the Oil City Community Alliance Church. Commissioner Brooks then led the group in the Pledge of Allegiance.

The Retirement Board and Salary Board meetings were convened and adjourned prior to the start of the Commissioner Board meeting.

COMMISSIONER BOARD:

Commissioner Brooks called the meeting to order at 6:05 p.m. The following changes were made to the agenda: additions include the approval of Info-Matrix Corporation contract and the Area Agency on Aging Four (4) Year Plan Approval on the Human Services agenda; the change of the title to the MH Program Director to Director of MH/DS Integrated Intake Unit (IIU) under Human Resources; and approval of contract with Mission Critical Partners, Inc. under County Administration.

Commissioner Witherup made a motion to approve the amendments, seconded by Commissioner Summers, aye all.

Commissioner Summers made a motion to approve the minutes from the May 8, 2012 meeting, seconded by Commissioner Witherup, aye all.

COURT ADMINISTRATION:

The following item was presented for approval by Ms. Jones:

Approval of Keystone Smart Start Agreement – This is an agreement with Keystone Smart Start to provide all necessary equipment and staffing regarding the in-home cellular units. All money is paid by the clients.

Commissioner Summers made a motion to approve the above agreement, seconded by Commissioner Witherup, aye all.

ROW OFFICES:

The following item was presented for approval by Ms. Jones:

Approval of Maintenance Agreement with Bollinger Technical Services – This is a maintenance agreement renewal for the lektriever located in the Prothonotary's Office. The duration of agreement is July 1, 2012 through June 30, 2013 at a cost of \$637.13.

Commissioner Witherup made a motion to approve the above agreement, seconded by Commissioner Summers, aye all.

PRISION:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

The following item was presented for approval by Ms. Jones:

Ratification of Affirmation of EMMCO West Board of Director Appointment – This is to appoint Tom Sherman to a two (2) year term to the EMMCO West Board of Directors. The term would be for the years of 2012 and 2013.

Commissioner Summers made a motion to approve the above appointment, seconded by Commissioner Witherup, aye all.

HUMAN SERVICES:

The following items were presented for approval by Mr. Schwillie:

OEO/Transportation

Extension of the contract with Baker Transportation to terminate 30 June 2013 to provide transportation for Partial Hospitalization and out of county urgent care and/or other exclusive transportation services under Medical Assistance Transportation. The maximum contract amount for the three year agreement is \$130,000 for Partial Hospitalization and \$1,400,000 for Out of County Medical Assistance Transportation.

Extension of the contract with Community Ambulance Service to terminate 30 June 2013 to provide urgent care and/or other exclusive transportation services under Medical Assistance Transportation. The maximum amount of the three year agreement is \$260,000.

Approval of the agreement with the Department of Community and Economic Development for the Community Services Block Grant for 2012 in the amount of \$340,654 to provide employment, education, housing, income management, nutrition, linkages and self sufficiency programs to low income individuals in Venango and Crawford County.

Approval of an extension agreement for 2011-12 Work Ready programs to 30 September 2012 with CHAPS in Crawford County and Community Services of Venango County.

Revised contract amount for CHAPS-\$56,878

Revised amount for Community Services-\$69,542

Substance Abuse Services

Contract amendment with Family Services and Children's Aid Society to provide the following services:

- Outpatient Services at \$120 per unit
- SAP Outpatient Services at \$120 per unit
- Intensive Outpatient-Individual at \$120 per unit
- Intensive Outpatient-Group at \$50 per unit
- Jail Group at \$120 per unit

Renewal agreement for 2012-13 with Turning Point Chemical Dependency Treatment Center for the following services:

- Outpatient Therapy for adults and pregnant women at \$62 per hour
- Intensive outpatient therapy for adults and pregnant women at \$26 per hour
- Partial hospitalization for adults and pregnant women at \$113 per day
- Inpatient non hospital short term for adults and pregnant women at \$159 per day
- Inpatient non hospital long term for adults and pregnant women at \$136 per day
- Inpatient non hospital detoxification for adults and pregnant women at \$226 per day

Renewal agreement for 2012-13 with Greenfield Counseling Center for the following services:

- Methadone intake at \$50 each
- Methadone Outpatient Treatment at \$95 per week

Renewal agreement for 2012-13 with Firetree, Ltd for adolescent male inpatient non hospital rehabilitation at \$195 per day

Renewal agreement for 2012-13 with Gateway Rehabilitation Center for the following services:

- Adult non hospital detoxification at \$202.87 per day
- Adult and adolescent residential rehabilitation at \$177.37 per day
- Moffett halfway house for adults at \$86.41 per day
- Tom Rutter halfway house for adults at \$86.41 per day

Renewal agreement for 2012-13 with Gaudenzia, Inc-Chambers Hill Adolescent Program for the following Services:

- Short term non hospital inpatient rehabilitation for adolescent males at \$185 per day
- Moderate term non hospital inpatient rehabilitation for adolescent males at \$185 per day
- Long term non hospital inpatient rehabilitation for adolescent males at \$185 per day

Renewal agreement for 2012-13 with Gaudenzia, Inc for the following services:

- Halfway house for adult females and women with children at \$113 per day
- Halfway house for adult males at \$85 per day
- Inpatient non hospital detoxification for adult males and females at \$275 per day
- Short term non hospital rehabilitation for adult males and females at \$155 per day
- Long term rehabilitation for adult males and females at \$155 per day
- Inpatient non hospital rehabilitation for adult males and females with dual diagnosis at \$245 per day

Area Agency on Aging

Appointment of Beth Anne Fisher to a three year term on the AAA Advisory Board

Approval of Four (4) Year Plan

Children, Youth and Family Services

Renewal agreement with White Deer Run for residential Substance Abuse Treatment for dependent and delinquent youth at a per diem of \$255.00

Renewal agreement with Northwest Human Services for therapeutic foster care at a per diem of \$28.72 (non MA allowable charges) and non-MA foster care at a per diem of \$84.10

Approval of 9 Resource Family Agreements

Approval of a Purchase of Service Agreement with Barb Feroz to provide portfolio advisement in the Family Development Credentialing program not to exceed \$500.

Approval of a Purchase of Service Agreement with BreAnn Chisholm to provide portfolio advisement in the Family Development Credentialing program not to exceed \$500.

Approval of Purchase of Service Agreement with Info-Matrix Corporation, pending solicitor review.

Mental Health and Developmental Services

NEW CONTRACTS (2012/2013):

Item 1: Richard Winkler

Synopsis: Request Commissioner Approval to contract with Richard Winkler to serve as the MH/DS solicitor. In this capacity attorney Winkler will prepare legal opinions and provide legal guidance at

the request of the Venango County MHDS Administrator, and represent the Department in Court proceedings on an as needed basis. The County will reimburse the Provider \$125.00 per hour and the required match will come from the existing MHDS match allocation.

CONTINUATION CONTRACTS 2011-2012

Item 1: Erie Homes for Children and Adults, Inc.

Synopsis: Request Commissioner Approval to continue to contract with Erie Homes for Children and Adults in FY 2012/13 to provide Home & Community Habilitation services to Venango County base funded ID consumers as authorized by the County at the rates set by the Department of Public Welfare, Office of Developmental Services. The required 10% match will come from the existing match allocation.

CONTRACT ADDENDUMS 2011-2012

Item 1: Community Services of Venango County, Inc.

Synopsis: Request Commissioner Approval to amend the contract with Community Services of Venango County to include a COLA increase to the Early Head Start Program retroactive to March 1, 2012 in the amount of \$5,997 as defined in the Notice of Award Letter dated 4-19-12. The required match is the responsibility of Community Services.

Item 2: Regional Counseling Center, Inc.

Synopsis: Request Commissioner Approval to amend the contract with the Regional Counseling Center for F/Y 2011-2012 to: 1) increase the reimbursement for costs associated with the delivery of outpatient services in Franklin by \$11,600. 2) Increase the reimbursement for the costs associated with the production of 2 mental health awareness billboards by \$300. The required match will come from the existing match allocation.

CONTINUATION/RENEWAL CONTRACTS (2012/13):

Item 1: Colleen Breene

Synopsis: Request Commissioner approval to continue to contract with Colleen Breene in FY 2012/13 to perform Mental Health consultation and evaluations for MH consumers as authorized by the Base Service Unit. The County will reimbursement the Provider \$64.35 per consultation hour and \$55.60 per evaluation hour for individuals not covered or billable under Medical Assistance. The required 10% match will come from the existing MHDS match allocation.

Item 2: Dr. Robert Craig

Synopsis: Request Commissioner approval to continue to contract with Dr. Robert Craig in FY 2012/13 to perform Mental Health consultation and evaluations for MH consumers as authorized by the Base Service Unit. The County will reimbursement the Provider \$64.35 per consultation hour and \$55.60 per evaluation hour for individuals not covered or billable under Medical Assistance. The required 10% match will come from the existing MHDS match allocation.

Item 3: Franklin Police Department

Synopsis: Request Commissioner approval to continue to contract with the FPD in FY 2012/13 to provide police transport service for individuals in need of such service as authorized by the MHDS administrator or a delegate of the Mental Health Crisis unit. The County will pay actual expenses incurred should the department need to engage officers beyond the number scheduled to be on duty when emergency transport is necessary.

Item 4: Francis F. Dickert

Synopsis: Request Commissioner Approval to continue to contract with Mr. Dickert in FY 2012/13 to assist the County in determining consumer eligibility to participate in Waiver funded programs as well as perform independent skills assessments to determine appropriate level of care. The hourly reimbursement will be \$52.50. The required 10% match will come from the existing ID match allocation. The professional liability insurance requirement has traditionally been waived for Mr. Dickert because of the very low volume of service hours provided and because he makes no independent decisions on behalf of the County.

Item 5: Seneca Medical Center

Synopsis: Request Commissioner approval to continue to contract with Seneca Medical Center in FY 2012/13 to provide phone on-call support for Venango County crisis intervention services during evening, weekend and Holiday hours at a rate of \$1000.00 per month. There are no match requirements.

Item 6: Oil City Police Department

Synopsis: Request Commissioner approval to continue to contract with the OCPD in FY 2012/13 to provide police transport service for individuals in need of such service as authorized by the MHDS administrator or a delegate of the Mental Health Crisis unit. The County will pay actual expenses incurred should the department need to engage officers beyond the number on duty at any given time when emergency transport is necessary. The required 10% match will come from the existing MHDS match allocation.

Item 7: Pediatric Therapy Professionals, Inc.

Synopsis: Request Commissioner Approval to continue to contract with Pediatric Therapy Professionals, Inc. in FY 2012/13 to provide Early Intervention Services to Venango County children as authorized by the County. The rates for services are set by the Office of Child Development and Early Learning. The required match will come from the existing match allocation.

Item 8: Next Step Therapy

Synopsis: Request Commissioner Approval to continue to contract with Next Step Therapy in FY 2012/13 to provide Early Intervention Services to Venango County children as authorized by the County. The rates for services are set by the Office of Child Development and Early Learning. The required match will come from the existing match allocation.

Item 9: George Yute

Synopsis: Request Commissioner Approval to continue to contract with George M Yute in FY 12/13 to provide early intervention services to Venango County children as authorized by the County. The rates for services are set by the PA Office of Child Development and Early Learning. The required match for base funded individuals will come from the existing EI match allocation.

Item 10: ARC of Clarion County

Synopsis: Request commissioner approval to continue to contract with the ARC of Clarion/Venango County in FY 2012/13 to provide home and community habilitation (\$5.66 per unit) and supported employment services (\$8.75 per unit) to Venango County mental health consumers as authorized by the County. These services will also be provided to base funded Venango County ID consumers at the rate set by the PA Department of Public Welfare, Office of Developmental Programs. The required 10% match will come from the existing match allocation.

Item 11: Gail Donaldson MSCCC/SLP

Synopsis: Request Commissioner Approval to continue to contract with Gail Donaldson MSCCC/SLP in FY 2012/13 to provide early intervention services to Venango County children as authorized by the County. The rates for services are set by the PA Office of Child Development and Early Learning. The required match for base funded individuals will come from the existing EI match allocation.

Item 12: Easter Seals of Western PA

Synopsis: Request commissioner approval to continue to contract with Easter Seals of Western PA in FY 12/13 to provide Early Intervention services to Venango County children as authorized by the County. The rates for services are set by the PA Office of Child Development and Early Learning. The required match for base funded services will come from the existing EI match allocation.

Item 13: United Community Independence Program

Synopsis: : Request commissioner approval to continue to contract with UCIP in FY 2012/13 to provide Community Habilitation, Transportation Services, Companion, Residential Services, and Home & Community Habilitation services to Venango County base funded ID consumers as authorized by the County at the rates set by the Department of Public Welfare, Office of Developmental Services. The required 10% match will come from the existing match allocation.

Item 14: Frances L. Stone

Synopsis: Request Commissioner Approval to continue to contract with Frances L. Stone in F/Y 2012/13 to provide outpatient mental health services for mental health consumers at the rate of \$17.50 per 15 minute unit of service as authorized by the BSU. The required match will come from the existing match allocation.

Item 15: Erie Homes for Children and Adults, Inc.

Synopsis: : Request commissioner approval to continue to contract with Erie Homes for Children and Adults in FY 2012/13 to provide Home & Community Habilitation services to Venango County base funded ID consumers as authorized by the County at the rates set by the Department of Public Welfare, Office of Developmental Services. The required 10% match will come from the existing match allocation.

Item 16: The ARC of Crawford County

Synopsis: Request Commissioner Approval to continue to contract with the ARC of Crawford County in FY 12/13 to provide Agency with Choice Services for base funded ID consumers per a fee schedule developed by the PA Dept of Public Welfare, Office of Developmental Programs (ODP) and as authorized by the County. The County will also reimburse the Provider an administration fee also set by ODP. The 10% required match will come from the existing MHDS match allocation.

Item 17: Dr. Derek V. Roemer

Synopsis: Request Commissioner Approval to continue to contract with Dr. Derek Roemer in FY 2012/13 to perform Mental Health consultation and evaluations for MH consumers as authorized by the Base Service Unit. The County will reimbursement the Provider \$64.35 per consultation hour and \$55.60 per evaluation hour for individuals not covered or billable under Medical Assistance. The required 10% match will come from the existing MHDS match allocation.

Item 18: UPMC Visiting Nurses

Synopsis: Request commissioner approval to continue to contract with UPMC Visiting Nurses in FY 2012/13 to provide Nursing - LPN and Home & Community Habilitation services to Venango County base funded ID consumers as authorized by the County at the rates set by the Department of Public Welfare, Office of Developmental Services. The required 10% match will come from the existing match allocation.

Item 19: Crawford and Fitch – Ear, Nose and Throat :

Synopsis: Request Commissioner Approval to continue to contract with Crawford and Fitch in FY 2012/13 to perform audiological assessments and evaluations for Early Intervention Program clients referred by the County EI staff. The County will reimburse the provider the MA rate when no third party reimbursement is available. The required 10% match will come from the existing EI match allocation.

Commissioner Summers made a motion to approve the above contracts, with the exception of Info-Matrix Corporation, which Commissioner Summers made a motion to approve pending the receipt their Certificate of Liability Insurance and review by Solicitor Winkler, all seconded by Commissioner Witherup, aye all.

FINANCE ADMINISTRATION:

The following warrants were submitted for your approval by Ms. Brick:

Warrant	051112	\$ 137,123.48	Non-Human Services Expenditures
Warrant	HS051112	298,440.49	Human Services Expenditures
Warrant	SP051112	1,200.00	Non- Human Services Expenditures
Warrant	051812	1,213,054.39	Non- Human Services Expenditures
Warrant	HS051812	152,529.03	Human Services Expenditures
Warrant	052512	181,678.72	Non-Human Services Expenditures
Warrant	HS052512	162,990.57	Human Services Expenditures
Warrant	HS052312	5,000.00	Human Services Expenditures
Warrant	SP052912	3,506.00	Non-Human Services Expenditures
Warrant	060112	280,205.80	Non-Human Services Expenditures
Warrant	HS060112	54,458.74	Human Services Expenditures
Warrant	060812	139,567.64	Non-Human Services Expenditures
Warrant	HS060812	181,754.62	Human Services Expenditures

Total **\$ 2,811,509.48**

Commissioner Witherup made a motion to approve the above warrants, seconded by Commissioner Summers, aye all.

The following items were presented for approval by Ms. Brick:

Approval of Munis Contracts – The first is an amendment from Tyler Technologies, Inc., the software vendor for the County’s financial accounting package, and is for the replacement of the County’s Crystal Reporting services with Tyler Reporting services. The cost for this amendment is \$3,134. The second contract is a renewal of OS/DBA or Operating System Database Administration Support. The cost of this contract is \$11,302.57 and represents a four (4) percent increase over last year. This contract commences on 7/1/12 and ends on 6/30/13.

Commissioner Summers made a motion to approve the above amendment and contract, seconded by Commissioner Witherup, aye all.

HUMAN RESOURCES:

The following items were presented for approval by Ms. Maclean:

Approval of Venango County Work Attire and Grooming Policy – Policy Number 12-02 – This policy takes the guidelines from the Employee Handbook and puts them into Policy format. This policy defines the responsibility for evaluating both attire and grooming and puts that responsibility in the hands of the supervisor.

Commissioner Summers made a motion to approve the above policy, seconded by Commissioner Witherup, aye all.

PLANNING:

There was no business to be conducted.

TWO MILE COUNTY PARK:

The following item was presented for approval by Mr. Mihalic:

Park Activities Report:

During the weekend of June 9th – 10th, approximately 400 – 500 people attended the Youth Soccer League at Pioneer Flats. The Park also hosted many graduation parties this same weekend.

The beach opened June 9.

Three (3) new handicapped accessible parking pads have been installed at the pavilions at Pioneer Flats, as well as one (1) at the Lake Side pavilion.

The boat launch project is running approximately one (1) month behind schedule.

Currently there are eight (8) bears in the Park.

Upcoming events at the Park can be viewed on the Park's website at www.twomilerun.net.

COUNTY ADMINISTRATION:

The following item was presented for approval by Commissioner Brooks:

Approval of Contract with Mission Critical Partners – This is for a needs analysis for the next generation 911 to see what the County's needs are.

Commissioner Witherup made a motion to approve the above contract, seconded by Commissioner Summers.

The following item was presented for approval by Ms. Brick:

Approval of Medical Assistance Bulletin 99-11-05 Compliance – This policy states that the County will be in compliance with the Medical Assistance Bulletin 99-11-05. There are three (3) websites the State sends out and the County needs to ensure that all of our vendors, sub-contractors and active employees are not included on any of these web sites; thereby not excluded from receiving Federal medical assistance dollars. Reviews will be done on these websites on a monthly basis.

Commissioner Summers made a motion to approve the above compliance bulletin, seconded by Commissioner Witherup.

The following items were presented for approval by Solicitor Winkler:

Approval of Ordinance #02 of 2012 Amending Ordinance 01-01 – Hotel Excise Tax – This

amendment does not raise the tax on hotel rooms and amusements that has been in place for some time. The amendment adds an additional fee for those who do not submit their reports or payment on a timely basis.

Commissioner Witherup made a motion to approve the above amendment, seconded by Commissioner Summers.

Approval of Engagement Agreement with Sammartino & Stout, Inc. – Sammartino & Stout, Inc. is a real estate appraisal company from Erie and will be a consultant on assessment appeal cases.

Commissioner Summers made a motion to approve the above engagement agreement, seconded by Commissioner Witherup.

The following item was presented for approval by Commissioner Brooks:

Ratification of Resolution #2012-12 – National Missing Children’s Day – May 25th – This resolution declares May 25th as National Missing Children’s Day. This resolution was received after the May Commissioners’ Board meeting. Therefore it was approved and posted on the County’s website in an effort to observe the actual day in May.

Commissioner Summers made a motion to approve the above ratification, seconded by Commissioner Witherup.

OTHER BUSINESS

There was no business conducted.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 6:23 p.m. upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

PUBLIC HEARING

Call to Order:

Commissioner Brooks called the Public Hearing to order at 6:23pm.

PRESENTATIONS:

Jayne Romero, Director of MH/DS, presented an overview of the integrated system and how it will

be advantageous working with the Block Grant.

Kim Woods, Director of MH/DS Integrated Intake Unit (IIU), presented an overview of the Integrated Intake Unit (IIU).

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The public meeting adjourned at 6:38 p.m. upon a motion by Commissioner Summers and a second by Commissioner Witherup, aye all.

Respectfully submitted,

Abby R. Flockerzi, Admin. Assist.