

Reviewed by: TSB
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**COMMISSIONER BOARD MINUTES
OCTOBER 9, 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
Abby Flockerzi, Admin. Asst.	Rich Winkler, Solicitor
OC Bell, Airport	Diona Brick, Fiscal
Sandra Oden Kellner, Jury Commissioners	Pennie Maclean, HR
Rich Mihalic, Park	Jayne Romero, MH/DS
David Schwille, CYS	Sheila Boughner, News Media
Pastor Lonny Wolford, Fox Street Church of God	

Prior to the meeting, a public prayer was offered by Pastor Lonny Wolford from the Fox Street Church of God. Commissioner Brooks then led the group in the Pledge of Allegiance.

The Retirement Board, Salary Board and Election 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 6:13 p.m. The following changes were made to the agenda: additions include Election Board meeting, approval of Resolution 2012-20 – Wage Increase for Children and Youth Service Employees under Human Services, approval of Resolution 2012-19 – Abolishing Jury Commissioners under County Administration, approval of PCCD Grant Acceptance under Human Services, approval of contract with Administrative Office of Pennsylvania Courts in the amount of \$5,000 to receive a grant to fund a mini summit sponsored by AOPC and the Casey Foundation under Human Services, approval of Budget Transfer under Fiscal. Deletions include the approval of Process for Special Write-In Ballot for Civilians under County Administration as this was added to the Election Board agenda. The following will be amended: Heart-to-Heart Parenting Visitation Program contract under Human Services.

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 September 11, 2012 meeting, seconded by Commissioner Witherup, aye all.

COURT ADMINISTRATION:

There was no business to be conducted.

ROW OFFICES:

Ms. Jones presented the following item for approval:

Ratification of STOP Violence Against Women Grant Application – This grant application is in the amount of \$125,000 and is administered by the District Attorney’s office.

Commissioner Summers made a motion to ratify the above grant application, seconded by Commissioner Witherup, aye all.

PRISION:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

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

Approval of Whalen Contracting, Inc. from Franklin, Pennsylvania for Concrete Hanger Apron Replacement at Venango Regional Airport – The amount of this contract is \$49,537. There were a total of three bidders on this project – Whalen Contracting, Glenn O. Hawbaker and Kishmo.

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

Approval of Hanger Lease Agreements with Robert Fry/Short Street Motors, Richard Fisher and Mark A. Reis – The agreement with Robert Fry/Short Street Motors is due to Mr. Fry moving to a larger hanger with heat. The lease agreements with both Robert Fry/Short Street Motors and Richard Fisher are at a rate of \$238.50 per month on a month-to-month basis. The lease agreement with Mark A. Reis is at a rate of \$131.44 per month and is also on a month-to-month basis.

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

HUMAN SERVICES:

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

Children, Youth and Family Services

Approval of the 2012-13 contracts:
Resource Family Agreement

New Directions Psychiatry & Counseling

Adolescent Evaluations:	\$231.25
Adolescent Evaluations w/Family	\$277.50
Medication Check:	\$ 92.50

Craig Psychological Associates

Foster Parent Evaluations:	\$125.00 each
MCMI-III, MMPI-III, WAIS-III testing	\$ 37.50 per hour

Keystone Adolescent Center Inc.

Keystone Adolescent Center- Boys	\$149.00 per day
Keystone Residential Center- Girls	\$159.00 per day
Transitional Living – Boys	\$130.00 per day
Transitional Living- Girls	\$140.00 per day

Crossroads Group Home

Crossroads Group Home for Boys	\$123.26 per day
Crossroads Group Home for Girls	\$147.70 per day
Crossroads Independent Living	\$116.60 per day

White Deer Run

Cove Prep/Secure	\$255.00 per day
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NHS Pennsylvania

Therapeutic Foster Care	\$28.72 per day/ MA Room & Board
Foster Care Plus	\$84.10 per day

Bair Foundation

Supported Foster Care	\$65.36 per day
Medically Needy FC Level I, II	\$53.76 per day
Medically Needy FC Level III, IV	\$58.44 per day
Traditional FC/Kinship	\$55.00 per day

Mars Home for Youth

MST 3177 units@ <u>\$65.00</u> per unit for MA Ineligible Referrals	\$206,505
Intensive Aftercare Services: 2945 units @\$27.00 per unit	\$ 79,515
Sexual Abuse Prevention (Males)	\$166.55 per day

Intensive Supervision (Females)	\$166.55 per day
Glade Run Lutheran Services Group Home Placements	\$181.75 per day
Bethesda Children's Home Residential Services- Intensive Treatment Units	\$196.14 per day
Emergency Shelter	\$163.26 per day
Diagnostic Shelter:	\$198.06 per day
Group Homes:	145.16 per day
George Junior Republic Group Homes:	\$136.65 per day
Special Needs:	\$233.85 per day
Drug & Alcohol:	\$159.67 per day
Diagnostics:	\$206.50 per day
Shelter:	\$148.53 per day
Crisis Intervention:	\$181.20 per day
Intensive:	\$284.37 per day
Outside in School of Experimental Education Pathway to Recovery Residential	\$248.05 per day
Pathway to Recovery: Room & Board	\$ 82.68 per day
Voyagers Residential:	\$217.49 per day
Family Care for Children & Youth Family Based Services 3-18	\$64.48 per day
Family Based Services 0-3	\$56.42 per day

AOPC Contract - contract with administrative office of Pennsylvania Courts in the amount of \$5,000 to receive a grant to fund a mini summit sponsored by AOPC and the Casey Foundation

Approval of Resolution 2012-20 – Wage Increase for Children and Youth Service Employees – This is a requirement from the State for budgeting purposes if the County is going to ask for a pay raise for the coming year.

OEO

Child to Family Connections:
The lease renewal for the Crawford County OEO Office \$365.00 per month

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

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

Item 1: Regional Counseling Center, Inc.

Synopsis: Request Commissioner Approval to amend the contract with Regional Counseling Center, Inc. in F/Y 12/13 to include funding in the amount of \$900.00 for Peer Support training. Approval is also requested to amend the contract maximum for Housing Support from \$7,500 to \$6,600. There are no additional funds needed for this contract addendum.

OTHER ITEMS

Item 1: Sublease Rental Agreement between Venango County and individuals identified by Venango County MHDS.

Synopsis: Request Commissioner approval to enter into a sub-lease agreements with individuals identified by Venango County MHDS for properties located in Franklin that are zoned for apartment living. The agreements will be in effect October 2012 through February 28, 2013. The monthly rent to be paid by the tenant is 30% of their gross income up to the monthly rent due as identified in the lease agreement. There is no match associated with these lease agreements.

Item 2: Snow Removal agreement for 806 Grandview Road

Synopsis: Request Commissioner Approval to enter into a contract with Bill's Remodeling & Snow Plowing for snow removal and salting of parking lot at 806 Grandview Road (the old BSU) in Oil City from December 1, 2012 through March 31, 2013. The cost of this service is reimbursed to the County by the tenants.

Item 3: Snow Removal agreement for AAA Senior Center

Synopsis: Request Commissioner Approval to enter into a contract with Frederick T. Frado for snow removal at the Scrubgrass Senior Center, Scrubgrass Grange from October 9, 2012 through May 30, 2013. The cost of this service is \$45 per call.

Approval of PCCD Grant Acceptance – The Pennsylvania Commission on Crime and Delinquency approved federal Byrne Justice Assistance Grant Program funds in the amount of \$156,500 for Expanded Mental Health Forensic Supported Housing. This grant will run for the period of January 1, 2013 to September 30, 2014.

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

FINANCE ADMINISTRATION:

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

Warrant	091412	\$ 118,350.47	Non-Human Services Expenditures
Warrant	HS091412	146,604.62	Human Services Expenditures
Warrant	SP091312	1,000.00	Non- Human Services Expenditures
Warrant	092112	130,597.04	Non-Human Services Expenditures
Warrant	HS092112	321,073.73	Human Services Expenditures
Warrant	HS091812	28,712.58	Human Services Expenditures
Warrant	HS092012	390.00	Human Services Expenditures
Warrant	092812	355,912.69	Non-Human Services Expenditures
Warrant	HS092812	114,202.98	Human Services Expenditures
Warrant	SP092512	2,974.00	Non-Human Services Expenditures
Warrant	HS092612	321.82	Human Services Expenditures
Warrant	100512	119,161.13	Non-Human Services Expenditures
Warrant	HS100512	186,649.03	Human Services Expenditures
Warrant	HS100412	18,949.47	Human Services Expenditures

Total **\$ 1,544,899.56**

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

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

Approval of Software Support Contract – This agreement is with Evaluator Services and Technology, Inc. and is for use in the Assessment Office. The term of this agreement is from January 1, 2013 to December 31, 2014. The fee for this contract is \$6,703.70 per quarter for 2013 and \$6,904.81 per quarter for 2014. This is a budgeted amount.

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

Approval of Audit Report Acceptance – The auditors, Maher Duessel Certified Public Accountants of Pittsburgh, Pennsylvania issued an unqualified opinion with no findings. This report has been filed with all regulatory agencies.

Commissioner Summers made a motion to accept the audit as presented, seconded by Commissioner Witherup, aye all.

Approval of Engagement Letters - These engagement letters are with Maher Duessel Certified Public Accountants. The term of these agreements are for the 2012, 2013, 2014, 2015 and 2016 audits. The fee structure for the five years is 2012 - \$77,400, 2013 - \$79,800, 2014 - \$82,200, 2015 - \$84,700; and 2016 - \$87,300. There will be an additional fee of \$11,300 for the three year period ending December 31, 2011 for the audit of the County's 911 Special Revenue Fund

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and an additional fee of \$8,950 for 2012 and \$9,100 for 2013 for an audit of the County's Transportation Office programs.

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

Budget Transfers - A Budget Transfer in the amount of \$7,000 to the HAZMAT Budget to increase the vehicle repair line. This money will be used for such things as repairs to the generator on the new truck, lettering to Emergency Response/EMA trailers and inspections of three (3) Emergency Response trailers and the Emergency Response vehicle. This money will come out of the Hazardous Material Fund that comes from fees paid by companies housing hazardous materials on their sites, not from General Fund money. It is of no cost to the County.

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

HUMAN RESOURCES:

The following Human Resource Agenda was presented for approval by Ms. Maclean:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **Linda Sands**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 09/12/12; Special Conditions:** Filling existing vacancy; action ratified at the October Prison Board meeting; of **Stephanie Sherwood**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 10/08/12; Special Conditions:** Filling existing vacancy; action ratified at the October Prison Board meeting. In Department #580 (Transportation) of **Kevin Forester**, Vehicle Driver, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 7 (\$9.00/hr.), **effective 09/10/12; Special Conditions:** Filling existing vacancy.

REHIRE – In Department #305 (Prison) of **Andrew O'Shall**, Corrections Officer, AFSCME position, Probationary Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 09/21/12; Special Conditions:** Filling existing vacancy; action ratified at the October Prison Board meeting.

END OF PROBATION – In Department #305 (Prison) of **Jennifer Johnson**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, **from** AFSCME Pay Grade 11 (\$9.38/hr.) **to** AFSCME Pay Grade 11 (\$11.25/hr.), **effective 08/22/12; Special Conditions:** Action ratified at the October Prison Board meeting. In Department #520 (Children and Youth) of **Erin Graham**, Caseworker, Full-Time, 80 hours/pay, **effective 08/07/12.**

LEAVE OF ABSENCE – In Department #580 (Transportation) of **LeRoy Milner**, Vehicle Driver, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 7 (\$9.18/hr.), **effective**

08/24/12; **Special Conditions:** Personal unpaid leave of absence.

SEPARATION OF EMPLOYMENT – In Department #510 (AAA) of Judith Irwin, Community Health Nurse I, **effective 10/09/12**; of Brandy Richards, Aging Case Aide, SEIU position, **effective 10/05/12**. In Department #520 (Children and Youth Services) of Halyce Eakin, Casework Intern, **effective 09/04/12**; of Richard Romigh, Department Clerk II, SEIU position, **effective 08/13/12**. In Department #580 (Transportation) of Jeffrey Davis, Vehicle Driver, SEIU position, **effective 10/05/12**.

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PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

REHIRE – In Department #520 (Children and Youth Services) of P. Brian Gotses, Senior Caseworker, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$16.94/hr.), **effective 10/01/12**; **Special Conditions:** Filling newly created position ratified at the July Salary Board meeting.

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

ROW OFFICES - Human Resources:

The following Human Resource Agenda was presented by Ms. Maclean for informational purposes only:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #250 (Register & Recorder) of Millisia Smith, Department Clerk II, Part-Time, 68 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.55/hr.), **effective 09/17/12**; **Special Conditions:** Filling existing vacancy. In Department #270 (Sheriff) of M. Paul Lehman, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 10/01/12**; **Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #180 (Treasurer) of Jennifer Mattocks, Department Clerk II, Part-Time, 68 hours/pay, **effective 10/07/12**.

PROMOTION – In Department #260 (District Attorney) of William Martin, Jr., from Assistant District Attorney, Full-Time Exempt, Legal Exempt Pay Grade 2 (\$53,759/yr.) to First Assistant District Attorney, Full-Time Exempt, Legal Exempt Pay Grade 3 (\$58,060/yr.), **effective 08/28/12**; **Special Conditions:** Filling existing vacancy.

SEPARATION OF EMPLOYMENT – In Department #270 (Sheriff) of Andrew Cozad, Deputy Sheriff, **effective 09/21/12**.

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PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

EXTENSION OF TEMPORARY ASSIGNMENT – In Department #265 (Prothonotary) of **Clarice Koby**, Department Clerk Intern, Temporary Part-Time, 42 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.44/hr.), **effective 09/17/12; Special Conditions:** Ratified at October Salary Board meeting.

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

Approval of Campbell Durant Beatty Palombo & Miller Fees for Services for 2013 – This is a renewal of the contract with Campbell Durant Beatty Palombo & Miller and calls for no fee increase. The fee agreement provides a monthly fee schedule of \$2,083.33 for a total of \$25,000. This retainer entitles the County, annually, to as much as 200 hours of work by the timekeepers. Matters such as advice over the telephone, opinion letters, aid in drafting personnel policies, disciplinary notices, employee training presentations, postage, photocopies, faxes, normal business expenses, etc. will be billed against the retainer amount.

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

Approval of Renewal of Contract for Managed Vision Care – This is self-funded and we only pay for administrative services.

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

PLANNING:

There was no business to be conducted.

TWO MILE RUN COUNTY PARK:

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

Park Activities Report:

Park Maintenance Staff and the Park Director attended a four-hour training class on October 9, 2012 on infectious diseases – very good training.

The campground will close when there have been several nights below freezing.

The Rocky Grove Invitational will be held on October 13, 2012. This event usually brings over 1,000 people to the Park.

Purple with a Purpose is scheduled for October 13, 2012.

A Rescue Dog Demonstration for the Boys and Girls Scouts is scheduled for October 14, 2012.

Pioneer Flats Full Moon Hike is scheduled for October 27, 2012 and will include a hike, a bon fire and possibly a hay ride.

The annual required dam inspection was postponed until October 16, 2012 due to weather conditions.

JMT received approval from DCNR for the new boat launch. The next step is to receive approval from the Fish and Wild Life Service.

Terra Works rescheduled the road work on Pioneer Flats Road because of weather conditions.

COUNTY ADMINISTRATION:

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

Approval of Renewal of Lawn Care Agreement with TruGreen – This contract is for the lawn care at the Courthouse. The contract states there will be no price increase; however the contract does not state what the price will be.

Commissioner Summers made a motion to table the contract until next meeting when we can get a price, seconded by Commissioner Witherup, aye all.

Approval/Ratification of several policies that needed to be updated as they are requirements of some granting agencies when submitting applications; they include: Code of Conduct – Community Development Block Grant, Citizen Participation Plan, and Equal Employment Opportunity Policy, and the Minority and Women’s Business Enterprise Plan (MBE/WBE). These updates have been reviewed by Solicitor Winkler. There is one section in the MBE/WBE Plan that needs further discussion/clarification with Judy Barrett concerning the wording.

Commissioner Witherup made a motion to approve the above policies and procedures, pending changes to the Minority and Women’s Business Enterprise Plan, seconded by Commissioner Summers, aye all.

The following item was presented for approval by Commissioner Witherup:

Approval of Resolution 2012-18 – Public Transportation Coordination Study – This resolution commits the County to no monetary funding and supports efforts to do a study on how the County can better regionalize the transportation activities part of the business.

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

The following item was presented for approval by Commissioner Brooks:

Ratification of Resolution 2012-17 – Authorizing Filing a Proposal for Funds with Department of Community and Economic Development – This is a resolution authorizing the County to submit an application to DCED for Emergency Solutions Grant Program to the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH) in the amount of \$90,000.

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

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

Approval of JMT as Construction Consultant for Courthouse Rear Expansion – This contract is for JMT to be the construction consultant for the construction phase of the Courthouse rear expansion project. The amount of the contract is not to exceed \$14,600.

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

Ratification of Proclamation – October – Dignity & Respect Month – This proclamation, in conjunction with UMPC, declares October as Dignity & Respect Month with the intent to support and uphold dignity and respect, as well as trust, acceptance, inclusion, and diversity as the driving force for social change across the nation.

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

Approval of Proclamation – November – National Adoption Month – This proclamation declares November as National Adoption Month – spotlighting that every child deserves a loving, nurturing and permanent home.

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

Approval of Resolution 2012-19 – Abolishing Jury Commissioners – This resolution abolishes the Jury Commissioners at the completion of their current elected term, December 31, 2013.

Jury Commissioner Sandra Oden Kellner addressed the Board prior to the vote and urged them to keep the Jury Commissioners as elected positions in Venango County. At the very least, she asked the Board to wait on making their decision for the ruling of a pending lawsuit against Act 108.

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

OTHER BUSINESS

Commissioner Summers recognized Steve McCauley, an employee at the Venango County Regional Airport, for going above and beyond the call of duty concerning a potential safety issue. Mr. O.C. Bell received a letter from a pilot commending the actions of Mr. McCauley.

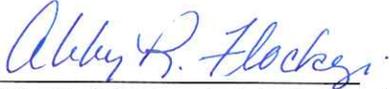
PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 6:53 p.m. upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,


Abby R. Flockerzi, Admin. Assist.