

Reviewed by: TSB
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**COMMISSIONER BOARD MINUTES
MARCH 12, 2013**

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
Diona Brick, Fiscal	Bill Kresinski, MIS
Pennie Maclean, HR	Rich Mihalic, Park
Jayne Romero, MH/DS	David Schwille, CYS
Julie Thompson, Tax Claim	Sheila Boughner, News Media
Pastor William Hastings, Seneca United Methodist Church	

Prior to the meeting, a public prayer was offered by Pastor William Hastings from the Seneca United Methodist Church located in Seneca, Pennsylvania. 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.

CALL TO ORDER:

Commissioner Brooks called the meeting to order at 6:05 p.m. The following changes were made to the agenda: addition of Approval of Resource Family Agreement to Human Services Agenda under Children and Youth Services and addition of Purchase of Service Agreement for Juvenile Detention Services under County Administration.

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

APPROVAL OF MINUTES:

Commissioner Witherup made a motion to approve the minutes from the February 12, 2013 meeting, seconded by Commissioner Summers, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

There was no public comment offered on the Commissioner Board agenda.

COURT ADMINISTRATION:

There was no business to be conducted.

ROW OFFICES:

There was no business to be conducted.

PRISION:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

There was no business to be conducted.

HUMAN SERVICES:

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

Area Agency on Aging

Request approval of a contract with Forever Broadcasting for the period from March 01, 2013 to June 30, 2013 at a total cost of \$3,400. The contract is for volunteer recruitment and is split between RSVP and the Ombudsman Program.

Request approval of a contract with the Venango College of Clarion University in the amount of \$500 to host a Caregiver Day.

Children Youth and Family Services

Request approval of a contract with Hermitage House for a delinquent placement at a per diem rate of \$165.56 and \$19.44 for specialized treatment.

Request approval of a contract with Julie Lagullon for counseling services for a delinquent youth in which the agency pays the co-pay of \$35 per session.

Resource Family Agreement – Terry and Tracey Vogan

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:

CONTRACT ADDENDUMS 2012-2013

Item 1: Carie Forden, PhD.

Synopsis: Request Commissioner Approval to amend the contract with Carie Forden, PhD. to increase the maximum amount of the contract from \$2,000 to \$2,225. There is no match associated with this contract.

CONTINUATION CONTRACTS 2012-2013

Item 1: Community Services of Venango County, Inc.

Synopsis: Request Commissioner Approval to continue to contract with Community Services of Venango County, Inc to provide Early Head Start services to 116 pregnant women, infants and toddlers as reflected in the Notice of Continuation Funding that was received from the US Dept. of Health and Human Services in February of 2013. The notice reflects partial funding in the amount of \$671,200. The required match is the responsibility of the Provider.

OTHER ITEMS

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

Synopsis: Request Commissioner approval to enter into a sub-lease agreement with an individual identified by Venango County MHDS for properties located in Franklin that are zoned for apartment living. The agreements will be in effect March 3, 2013 through September 3, 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.

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

FINANCE ADMINISTRATION:

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

Warrant 021513	\$ 186,839.59	Non-Human Services Expenditures
Warrant HS021513	243,095.88	Human Services Expenditures
Warrant 022213	123,920.37	Non-Human Services Expenditures
Warrant HS022213	250,166.28	Human Services Expenditures
Warrant SP022113	2,256.00	Non-Human Services Expenditures
Warrant SP022213	12,075.00	Non-Human Services Expenditures
Warrant 030113	219,603.43	Non-Human Services Expenditures
Warrant HS030113	95,593.56	Human Services Expenditures
Warrant SP022713	5,489.00	Non-Human Services Expenditures
Warrant SP022813	20,776.80	Non-Human Services Expenditures
Warrant 030813	321,585.59	Non-Human Services Expenditures
Warrant HS030813	<u>223,393.62</u>	Human Services Expenditures
Total	\$1,704,795.12	

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 Budget Transfer – This is a request to transfer \$11,236.68 from the Contingency Fund to the Prison Budget to pay for housing an inmate in Erie with outside housing for the month of February.

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

Acceptance of Cost Allocation Plan – This allows us to assess costs for the County’s service departments such as the Commissioners’ Office, Fiscal, the Treasurers’ Office, etc. This plan is in compliance with OMB887 (Office of Management and Budgets Circular 887).

Commissioner Witherup made a motion to approve the above plan, seconded by Commissioner Summers, 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 #520 (Children and Youth Services) of **Scott Refner**, Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 02/11/13; Special Conditions:** Filling existing vacancy. In Department #530 (PICs) of **Sara Bell**, Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 03/11/13; Special Conditions:** Filling existing vacancy; of **Barbara McCarthy**, Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 02/13/13; Special Conditions:** Filling existing vacancy; of **Rebecca Suttle**, Community Health Nurse I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 03/18/13; Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of **Dale Faust**, Transportation Aide, SEIU position, Part-Time, 60 hours/pay, SEIU Pay Grade 4 (\$8.00/hr.), **effective 02/11/13; Special Conditions:** Filling existing vacancy.

REINSTATEMENT – In Department #305 (Prison) of **Dawn Botts**, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$13.0508/hr.), **effective 03/04/13; Special Conditions:** Filling existing vacancy; to be ratified at the April Prison Board meeting; benefits effective immediately.

END OF PROBATION – In Department #320 (EMA) of **Mark Hicks**, Operations & Training Officer, Part-Time, 64 hours/pay, **effective 03/10/13**. In Department #520 (Children and Youth Services) of **Heather Callahan**, Caseworker, Full-Time, 80 hours/pay, **effective 02/20/13**; of **Melanie Jeffers**, Caseworker, Full-Time, 80 hours/pay, **effective 03/10/13**.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS – In Department #580 (Transportation) of **Linda Chatley**, Vehicle Driver, SEIU position, SEIU Pay Grade 7 (\$9.2925/hr.), **from** Part-Time, 50 hours/pay, **to** Full-Time, 80 hours/pay, **effective 02/19/13**; **Special Conditions:** Filling existing vacancy; benefits effective immediately; of **Jean Fico**, Vehicle Driver, SEIU position, SEIU Pay Grade 7 (\$9.4784/hr.), **from** Part-Time, 50 hours/pay, **to** Full-Time, 80 hours/pay, **effective 02/19/13**; **Special Conditions:** Filling existing vacancy; benefits effective immediately.

PROMOTION – In Department #520 (Children and Youth Services) of **Jessica Anthony**, **from** Social Worker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 8 (\$18.3166/hr.), **to** Casework Supervisor, Full-Time, Exempt, Exempt Pay Grade 3 (\$41,146.41/yr.), **effective 03/04/13**; **Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of **Michael McElhaney**, **from** Mechanic, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 10 (\$11.7261/hr.), **to** Lead Mechanic, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 11 (\$12.1951.), **effective 02/25/13**; **Special Conditions:** Filling existing vacancy.

RATE ADJUSTMENT – In Department #570 (OEO) of **W. Craig Shipwash**, OEO Specialist, Full-Time, Exempt, **From** Exempt Pay Grade 3 (\$43,508.52/yr.) **to** Exempt Pay Grade 3 (\$41,919.52/yr.), **effective 02/17/13**; **Special Conditions:** Reassignment of job duties.

DISCONTINUANCE OF OUT OF CLASS COMPENSATION – In Department #530 (PICs) of **P. Brian Gotses**, Senior Caseworker, Full-Time, 80 hours/pay, **from** Non-Union Hourly Pay Grade 7 (\$20.14/hr.) **to** Non-Union Hourly Pay Grade 7 (\$17.4906/hr.), **effective 02/25/13**; **Special Conditions:** Temporary assignment performing casework supervisor duties ended.

OTHER – In Department #540 (MH/DS) of **Sally Roddy**, Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$16.5407/hr.), **effective 03/01/13**; **Special Conditions:** Position permanently being switched from grant-funded to MH base funded.

SEPARATION OF EMPLOYMENT - RETIREMENT – In Department #540 (MH/DS) of **Sarah Szabat**, Caseworker, **effective 03/15/13**.

SEPARATION OF EMPLOYMENT – In Department #510 (AAA) of **Melissa Cylenica**, Aging Care Manager, **effective 03/04/13**. In Department #520 (Children and Youth Services) of **Richard Buzard**, Casework Supervisor, **effective 02/25/13**. In Department #531 (Human Services Clerical) of **Tracy Sherman**, Department Clerk II, **effective 03/01/13**.

CORRECTION TO 02/12/13 HR COMMISSIONER BOARD AGENDA

SEPARATION OF EMPLOYMENT – In Department #580 (Transportation) of **Edward Skrzyppa**, Lead Mechanic, SEIU position, **effective 02/07/13**.

NOTE: Separation date should reflect 02/06/13.

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PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

REHIRE – In Department #530 (PICs) of **Jay Poindexter**, Senior Caseworker, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 03/04/13**; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting.

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

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

ROW OFFICES
Human Resource Items for Informational Purposes
March 12, 2013

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

NEW HIRE – In Department #255 (Coroner) of **Adam Guthrie**, Deputy Coroner, Part-Time, On Call, Per Diem (\$75.00), **effective 03/07/13**; **Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #250 (Register & Recorder) of **Millisia Smith**, Department Clerk II, Part-Time, 68 hours/pay, **effective 03/17/13**.

LATERAL TRANSFER – In Department #270 (Sheriff) of **Andrew Falco**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$14.9919/hr.), **to** Department #310 (Court Supervision Services), Adult House Arrest Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$14.9919/hr.), **effective 02/25/13**; **Special Conditions:** Filling existing vacancy.

INCREASE IN HOURS – In Department #250 (Register & Recorder) of **Lisa Allison**, Department Clerk II, Full-Time, Non-Union Hourly Pay Grade 2 (\$10.2527/hr.), **from** 70 hours/pay **to** 80 hours/pay, **effective 03/18/13**; of **Cori Sharpe**, First Deputy Register & Recorder, Full-Time, Non-Union Hourly Pay Grade 5 (\$13.1954/hr.), **from** 70 hours/pay **to** 80 hours/pay, **effective 03/18/13**; of **Donna Manross**, Second Deputy Register & Recorder, Full-Time, Non-Union Hourly Pay Grade 3 (\$11.2749/hr.), **from** 70 hours/pay **to** 80 hours/pay, **effective 03/18/13**.

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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 (\$8.7143/hr.), **effective 03/16/13; Special Conditions:** Temporary assignment extended for an additional 6 months; ratified at March Salary Board meeting.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS – In Department #250 (Register & Recorder) of **Millisia Smith**, Department Clerk II, **from** Probationary Part-Time, 68 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.8604/hr.), **to** Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.8604/hr.), **effective 03/18/13; Special Conditions:** Filling newly created position ratified at March Salary Board meeting; benefits effective immediately.

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

Approval of Administrative Regulations for the Implementation of the Pay Plan – This is a revision to the Administrative Guidelines. The guidelines are the Commissioners’ instructions to the Human Resources Office concerning such matters as promotions, demotions, etc.

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

PLANNING:

The following item was presented by Ms. Jones:

Approval of 2012 Venango County Regional Planning Commission Annual Report – The annual plan that reviews the programs and activities the Regional Planning Commission conducted during 2012 was presented for approval.

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

TWO MILE RUN COUNTY PARK:

The following item was presented by Mr. Mihalic:

Approval of Memorial Day Weekend Boat Races – The application for the annual Memorial Day Weekend Boat Races at Two Mile Run County Park has been received from Three Rivers Outboard Racing Association and has been forwarded to the Fish and Boat Commission.

Commissioner Summers made a motion to approve the above application, pending receiving the certificate of insurance, seconded by Commissioner Witherup, aye all.

The following item was presented by Mr. Mihalic for informational purposes only:

Park Activities Report:

A trail maintenance seminar will be conducted on Saturday, March 16 by Bud and Gwen Mills.

At this time, 38 individuals are signed up for the seminar.

The Observatory will be open in the evenings between now and Friday for the viewing.

Members of the Park staff are working to get the Park ready for the summer season by getting the picnic tables and grills out.

Camping sites are available for rental for the first day of trout season.

COUNTY ADMINISTRATION:

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

Approval of Purchase of Polk Elementary School Property – Resolution 2013-06 - This is the formal approval by the Commissioners to purchase the former Polk Elementary School property by the County for a purchase price of \$250,000. The Court of Common Pleas of Venango County will conduct a hearing on March 14, 2013 to consider the approval of the sale.

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

The following item was presented for approval by Solicitor Winkler:

Approval of Oil City Ordinance – Ordinance No. #01 of 2013 - This is a tax incentive program aimed at addressing Oil City's blight problem. It offers tax reductions over a nine (9) year timeframe for a new house built in Oil City, with full property tax forgiveness for the first five (5) years and a phase-in to the full tax levy over the next four (4) years. For renovations, the program provides an exemption for five (5) years on the portion of real estate taxes relating to the improvements. .

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

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

Approval of Agreement with Environmental Solutions by Zingones – This contract was tabled during the February Board Meeting.

Commissioner Witherup made a motion to take this contract off the table, seconded by Commissioner Summers, aye all.

Approval of Agreement with Environmental Solutions by Zingones – This is for HVAC work at the Jail at a cost of \$6,870.

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

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

Approval of Purchase of Service Agreement for Juvenile Detention Services – This agreement is with the Jefferson County Juvenile Detention Center located in Steubenville, Ohio. The cost is \$165 per day plus any medical and dental expenses for the possible housing of juveniles from the County. Commissioner Summers inquired if anyone from Venango County had visited this facility and Commissioner Brooks and Ms. Brick responded that the President Judge, Court Administrator and Juvenile Probation staff members had toured this facility.

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

OTHER BUSINESS

There was no business conducted.

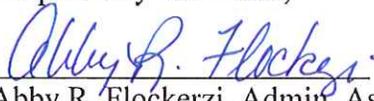
PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 6:22 p.m. upon a motion by Commissioner Summers and a second by Commissioner Witherup, aye all.

Respectfully submitted,


Abby R. Flockerzi, Admin. Assist.