

Reviewed by: 


**COMMISSIONER BOARD MINUTES
APRIL 9, 2013**

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

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| Commissioner Tim Brooks | Commissioner Vince Witherup |
| Commissioner Bonnie Summers | Denise Jones, Chief Clerk |
| Abby Flockerzi, Admin. Asst. | Rich Winkler, Solicitor |
| Judy Barrett, Planning | Diona Brick, Fiscal |
| Bob Daugherty, Court Supervision | Bill Kresinski, MIS |
| Pennie Maclean, HR | David Schwille, CYS |
| Deborah Sharpe, Treasurer | Sheila Boughner, News Media |
| Jim Gross, GBS Television | Mieke Heffern, Relay For Life |
| Penny Minnick, Relay For Life | Chris Shaw, Relay For Life |
| Pastor Steve Henry, Victory Heights United Brethren Church | |

Prior to the meeting, a public prayer was offered by Pastor Steve Henry from the Victory Heights United Brethren Church located in Franklin, 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 6:08 p.m. The following change was made to the agenda: addition of Agreement for Indirect Cost Plan under Finance Administration.

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

APPROVAL OF MINUTES:

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

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

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

COURT ADMINISTRATION:

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

Approval of Behavioral Interventions Equipment Lease Agreement – This is a 36-month agreement for 35 house arrest units. The payment on this agreement has been decreased by \$1,000 per month to \$709.90 per month and the County will own the units at the end of the lease agreement.

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

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

Approval of SBM Maintenance Agreement – Court Recording Equipment – This is an annual maintenance agreement on three (3) court recording units. The cost of this agreement is \$1,199.50 per machine, for a total annual cost of \$3,598.50. This is a one (1) year agreement beginning 3/31/13 and ending 3/30/14 and is a budgeted item.

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

Ratify SAVIN Maintenance and Service Agreement between the PA District Attorneys Institute and Venango County – This is a Statewide Automated Victim Information and Notification (SAVIN) Maintenance and Service Agreement between the Pennsylvania District Attorneys Institute and Venango County. This service provides notification to registered persons regarding the release from custody or transfer from one facility to another of persons held in custody. In doing so it enhances existing or previous victims' services efforts by creating and implementing an automated system of notification that will be available to victims and other interested parties 24 hours a day, 7 days a week. The cost of this service agreement is for \$1,262.63 which covers the full cost for 2013. The agreement is effective for the period of January 1, 2013 through December 31, 2013.

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

ROW OFFICES:

There was no business to be conducted.

PRISION:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

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

Approval of Emergency Management Performance Grant Annual Submission – Venango County applied for \$54,645.29 to use to support approved personnel salaries and benefits.

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

Approval of Emerson Contract Renewal – This is a renewal of a contract with Emerson Network Power for maintenance and preventative maintenance on the Uninterruptable Power System. This is a one (1) year contract starting April 1, 2013 and ending March 31, 2014 with a total cost of \$3,512.00.

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

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

Proclamation – National Public Safety Telecommunicator’s Week – April 14 – 20, 2013 – This proclamation honors Public Safety Tele-communicators for their compassion, understanding and professionalism during the performance of their job in the past year.

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

HUMAN SERVICES:

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

Children, Youth and Family Services

1. Approval of an MOU with the Administrative Office of the Pennsylvania Courts in the amount of \$5,000 to hold a roundtable summit prior to 30 June 2013. The focus of the summit will be on involving youth in the community.
2. Approval of an amendment to the 2013 contract with Info-Matrix for training, software and business process development.
3. Approval of Resource Parent Agreements:
 - Curzi
 - Hinderliter
 - Peeples
 - Smith
 - Hackerl

RSVP

Approval of two Advisory Board Members; Major Smith and Linda Beichner

OEO/Weatherization

1. Approval of the Weatherization contract with Warren/Forest counties. The contract period is for 01 July 2012 thru 30 September 2013 in the amount of \$170,066.
2. Approval of the 2013 contracts and amendments for funding under the CSBG.

Crawford County

Includes one (1) amendment and then new contracts for two (2) new vendors.

1. Amendment: Titusville YWCA: \$6,750 to provide emergency & related housing services to 40 individuals.
2. New: Contract with United Faith Fellowship in the amount of \$2,300 to provide field trips, youth recreation, etc., to an estimated 50 youth.
3. New: Contract with Crawford County READ to provide family literacy training to 30 persons.

In addition, we will amend our contract with the Regional Center for Workforce Excellence to provide employment aid to an estimated 30 persons. We used to provide these services through subcontracting arrangements with the Crawford County Commissioners but they preferred a contract be executed for with RCWE instead. The amount of \$6,750 has been allocated for the Crawford County portion in calendar year 2013.

We will also be directly providing \$18,000 in utility assistance (230 persons) and \$2,500 in bus passes (300 persons) through our Meadville Office. As with employment aid, both the CC Commissioners and OEO agree that a subcontract for these activities is not required since the grant comes directly to us, we pay all invoices, etc.

Venango County

All amendments:

1. Regional Center for Workforce Excellence: An additional \$12,650 which includes \$5,900 for Venango (30 individuals) and the \$6,750 for Crawford as explained above. Since they provide employment aid in Venango and have done so for several years, we just expanded their service area to include both counties.
2. Franklin Salvation Army/Grace Learning Center: \$6,700 for Latch Key Program for 20 participants. We will be coordinating activities with CYS since they also fund this program.
3. Child Development Centers: \$8,475 which includes \$5,325 for transportation to their after school programs (35 participants) and \$3,150 to support Camp Funshine related activities, primarily field trips (30 participants).
4. Franklin Area School District: \$4,620 for educational services to adults/children residing at 2 low income housing complexes (80 persons).
5. VARHA: \$1,050 to provide therapeutic horseback riding to 6 persons.
6. Youth Alternatives: \$5,730 which includes \$2,250 for summer residential camp (15) and \$3,480 for field trips (10).
7. Oil City YMCA: \$10,400 which includes \$7,200 for summer day camp (35) and \$3,100 for a youth volunteer program (10).

ADDENDUMS TO EXISTING CONTRACTS

Item 1: Turning Point Chemical Dependency Treatment Center

Synopsis: Request Commissioner Approval to amend the contract with Turning Point Chemical Dependency Treatment Center to include Recovery Specialist services for individuals authorized by Venango County Human Services who do not currently have Value Behavioral Healthcare. The Provider further agrees to begin billing Value Behavioral Healthcare should the individual's benefits begin. There is no match associated with this agreement

Item 2: Family Service and Children's Aid Society, Inc.

Synopsis: Request Commissioner Approval to amend the contract with Family Service and Children's Aid Society to include Recovery Specialist services for individuals authorized by Venango County Human Services who do not currently have Value Behavioral Healthcare. The Provider further agrees to begin billing Value Behavioral Healthcare should the individual's benefits begin. There is no match associated with this agreement

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

Approval of Homeless Management Information System Collaborative Participation Agreement – This is an information system designed to provide a standardized assessment of client needs, create individualized service plans and record the use of housing and services which can be used by participating agencies to determine the utilization of services of participating agencies, identify gaps in the local service continuum and develop outcome measurements.

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

FINANCE ADMINISTRATION:

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

| | | | |
|---------|----------|------------|---------------------------------|
| Warrant | 031513 | 153,227.63 | Non-Human Services Expenditures |
| Warrant | HS031513 | 294,983.38 | Human Service Expenditures |
| Warrant | SP031413 | 6,422.37 | Non-Human Services Expenditures |
| Warrant | 032213 | 280,576.64 | Non-Human Services Expenditures |
| Warrant | HS031813 | 252,558.50 | Human Service Expenditures |
| Warrant | HS032213 | 187,997.37 | Human Service Expenditures |
| Warrant | 032813 | 382,544.33 | Non-Human Services Expenditures |
| Warrant | HS032813 | 79,983.80 | Human Service Expenditures |
| Warrant | SP032613 | 2,986.00 | Non-Human Services Expenditures |
| Warrant | 040513 | 90,814.54 | Non-Human Services Expenditures |
| Warrant | HS040513 | 164,052.79 | Human Service Expenditures |

Warrant SP040513 6,189.63 Non-Human Services Expenditures

Total **\$ 1,902,336.98**

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 Transfers – A Budget Transfer was requested in the amount of \$8,655 from the Contingency Fund to the Prison Budget to pay for housing an inmate with outside housing for the month of March. A second Budget Transfer was requested in the amount of \$10,000 to the HAZMAT Budget in the categories of Advertising, Repairs and Training Costs. This money will come out of the Hazardous Material Fund that is collected from chemical companies and is of no cost to the County. A third Budget Transfer was requested to increase Capital for the Prison for the five-year maintenance of the HVAC system in the amount of \$50,000.

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

Approval of Agreement for Indirect Cost Plan – This is a three (3) year agreement with Maximus covering the years 2012, 2013 and 2014. This allows us to charge back departments at a rate that is calculated based on the applicable OMB Circular A133 Cost Principals. The cost of this agreement is \$7,700 per year.

Commissioner Witherup made a motion to approve the above agreement, 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:

NEW HIRE – In Department #531 (Human Services Clerical) of **Tricia Cunningham**, Department Clerk II, SEIU position, Full-Time, 75 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), **effective 03/25/13; Special Conditions:** Filling existing vacancy; probationary period waived.

PROBATIONARY NEW HIRE – In Department #325 (911) of **Denise McElroy**, Telecommunicator I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 (\$10.60/hr.), **effective 04/09/13; Special Conditions:** Filling existing vacancy.

REINSTATEMENT – In Department #305 (Prison) of **Adam Craig**, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$13.0302/hr.), **effective 04/01/13; Special Conditions:** Filling existing vacancy; action to be ratified at the May Prison Board meeting; benefits effective immediately.

END OF PROBATION – In Department #305 (Prison) of **Andrew O'Shall**, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, **from** AFSCME Pay Grade 11 (\$9.38/hr.) **to** AFSCME Pay Grade 11 (\$11.25/hr.), **effective 03/21/13**; **Special Conditions:** Action ratified at April Prison Board meeting; of **Stephanie Sherwood**, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, **from** AFSCME Pay Grade 11 (\$9.38/hr.) **to** AFSCME Pay Grade 11 (\$11.25/hr.), **effective 04/08/13**; **Special Conditions:** Action to be ratified at May Prison Board meeting. In Department #570 (Transportation) of **Ronald Shaneen**, Bus Driver, SEIU position, Part-Time, 50 hours/pay, **effective 04/05/13**.

TRANSFER – In Department #540 (MH/DS) of **Dennis McCune**, **from** Program Manager, Full-Time Exempt, Exempt Pay Grade 4 (\$50,809.33/yr.), **to** Department #520 (Children and Youth Services), Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$15.3560/hr.), **effective 03/25/13**; **Special Conditions:** Filling existing vacancy.

PROMOTION / TRANSFER – In Department #305 (Prison) of **Andrew O'Shall**, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$11.25/hr.), **to** Department #270 (Sheriff), Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 04/08/13**; **Special Conditions:** Filling existing vacancy; action ratified at the April Prison Board meeting.

RATE ADJUSTMENT – In Department #580 (Transportation) of **Karen Clark**, Transportation Advisor, Full-Time, Exempt, **From** Exempt Pay Grade 1 (\$34,026.04/yr.) **to** Exempt Pay Grade 1 (\$35,387.08/yr.), **effective 02/17/13**; **Special Conditions:** Increased duties and responsibilities.

SEPARATION OF EMPLOYMENT – In Department #325 (911) of **Wendy Hazlett**, Telecommunicator I, **effective 03/15/13**. In Department #520 (Children and Youth Services) of **Cynthia Willey**, Caseworker, **effective 03/25/13**; of **Sharon Wise**, Casework Supervisor, **effective 04/05/13**. In Department #540 (MH/DS) of **Amanda Witherell**, Caseworker, **effective 04/02/13**; of **RT Yates**, Caseworker, **effective 03/19/13**. In Department #580 (Transportation) of **Robert Gramley**, Transportation Aide, **effective 03/07/13**.

CORRECTION TO 03/12/13 HR COMMISSIONER BOARD AGENDA

PROMOTION – 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/hr.), **effective 02/25/13**; **Special Conditions:** Filling existing vacancy.

NOTE: Effective date should reflect 03/04/13.

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PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROBATIONARY NEW HIRE – In Department #325 (911) of **Vanessa Stoffer**, Telecommunicator I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 (\$10.60/hr.), **effective 04/09/13**; **Special Conditions:** Filling newly created position ratified at the March Salary Board meeting. In Department #570 (OEO) of **Tina Grove**, Department Clerk III, SEIU

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position, Full-Time, 70 hours/pay, SEIU Pay Grade 8 (\$9.60/hr.), **effective 04/02/13; Special Conditions:** Filling newly created position ratified at the February 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

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROMOTION / TRANSFER – In Department #305 (Prison) of **Andrew O’Shall**, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$11.25/hr.), to Department #270 (Sheriff), Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 04/08/13; Special Conditions:** Filling existing vacancy; action ratified at the April Prison Board meeting.



PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

NONE

PLANNING:

The following items were presented by Ms. Barrett:

Approval of Fee Schedule Changes – The Land Development Escrow fee is a fee change that requires developers to place \$2,500 into an escrow account to cover the cost of any professional fees arising during the plan review process. If funds remain in the escrow account at the end of the review, these funds would be returned to the developer.

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

Approval of First Time Home Buyer – Carter – An application has been submitted in the amount of \$3,800 to participate in the First Time Home Buyer program for a purchase of a home located on Atlantic Avenue in Franklin.

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

CDBG 2013 First Public Hearing – The funding has not yet been announced by the U. S. Department of Housing and Urban Development; however Venango County is using \$200,000 as

a planning figure for this year. The County has already received requests for \$500,000 from five local municipalities. Ms. Barrett anticipates that she will be receiving the funding allocation soon so that the Board can then approve the distribution of funds at the May 14, 2013 meeting.

TWO MILE RUN COUNTY PARK:

There was no business to be conducted.

COUNTY ADMINISTRATION:

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

Approval of utility Agreement for Woolen Mills Bridge – This agreement is for the removal of some utilities during the construction phase of the Woolen Mill Bridge project. The agreement is with First Energy in the amount of \$77,250.

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

Approval of Shingledecker Welding Construction Contract for Woolen Mills Bridge – Shingledecker Welding was the lowest of eight bids for the construction contract to replace Woolen Mills Bridge. The amount of the bid is \$731,185.52.

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

Approval of Amendment F to PennDot Reimbursement Agreement for Woolen Mills Bridge – This amendment authorizes PennDot to transfer \$40,000 from the construction budget to the project budget due to the construction bid coming in under budget and the utility agreement coming in higher than expected and to allow the Commissioner Chairman to sign all documents regarding this project, on behalf of the Board of County Commissioners.

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

Approval of Participation in Council on Greenways and Trails – The Council on Greenways and Trails has once again asked the County to continue its partnership for the year 2013. The County has partnered with the Council on Greenways and Trails at the \$3,000 level for the last four (4) years.

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

Approval of Appointment of Four People to Safety Committee for Term of July 1, 2013 through June 30, 2017 – The following people were recommended for appointment to the Safety Committee that monitors the County's buildings, grounds and employee's safety issues: Deb

Bigley representing the County Jail, Sharon Norris representing OEO/SEIU, Ryan Ruditis representing the Sheriff's Office and Diane Shook representing the County Jail/AFSCME.

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

The following item was presented for approval by Commissioner Brooks:

Proclamation – Relay For Life – Paint Venango County Purple –This is a proclamation to support the Relay For Life in an effort to raise awareness of the event taking place May 31 - June 1. This proclamation asks all public officials, all employees and all citizens of Venango County to show support by painting the County purple during the month of May by wearing purple clothing and/or accessories and by adorning purple bows and ribbons on buildings and cars in an effort to promote the mindset of thinking Survivor. This year a kick-off event will be held in Franklin and Oil City on Friday, April 19th to officially start the purple season.

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

OTHER BUSINESS

The following item was presented for approval by Commissioner Summers:

Approval of National County Government Month – April 2013 – This proclamation recognizes April as National County Government Month. This year's theme is "Smart Justice: Creating Safer Communities." The Employee Relations Committee will host an appreciation breakfast for all County employees on Thursday, April 18th.

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

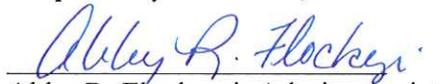
PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 6:39 p.m. upon a motion by Commissioner Summers and a second by Commissioner Witherup, aye all.

Respectfully submitted,


Abby R. Flockerzi, Admin. Assist.