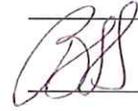


Reviewed by: 



COMMISSIONER BOARD MINUTES
February 11, 2014

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/County Administrator
Rich Winkler, Solicitor	OC Bell, Airport
Diona Brick, Fiscal	Bob Daugherty, Court Supervision Services
Bill Kresinski, MIS	Pennie Maclean, HR
James McCall, Jail	Rich Mihalic, Park
Jayne Romero, Human Services	Mark Seigworth, 911
Deborah Sharpe, Treasurer	Sheila Boughner, News Media
Reverend Lonny Wolford, Fox Street Church of God	

Prior to the meeting, a public prayer was offered by Reverend Lonny Wolford, Fox Street Church of God, located in Franklin, Pennsylvania. 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.

CALL TO ORDER:

Commissioner Brooks called the meeting to order at 6:08p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

The following changes were made to the agenda: addition of Civil Rights Compliance Application on behalf of the Child Welfare System under Human Services; Approval of Requisition and Purchase Order Policy under Fiscal Administration; on Attachment E-1 under Position Reclassifications – Human Services section in the New Job Title section, the Drug & Alcohol Case Management Specialist Trainee should be Drug & Alcohol Case Management Specialist I. Also, the job title of Drug & Alcohol Case Management Specialist II should be added with a Pay Grade of NUHR 6.

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

APPROVAL OF MINUTES:

Commissioner Summers made a motion to approve the minutes from the January 14, 2014 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 by Mr. Daugherty:

Approval of Training Contract with Shannon Burrelli – This is a one (1) month contract that will begin February 22, 2014 and end March 22, 2014. The cost of this contract is \$20.00 per hour and will not exceed forty (40) hours.

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

ROW OFFICES:

There was no business to be conducted.

PRISION:

The following items were presented by Lieutenant McCall:

Ratification of Inmate Commissary Agreement – This is a five (5) year agreement with Oasis Management Systems Inc., to provide weekly commissary service to the inmates of the Venango County Jail. The agreement begins on March 3, 2014 and ends on March 3, 2019, with the option to renew automatically on an annual basis. Oasis will pay a commission rate of 42% of net commissary sales. This is an increase from 20% previously paid.

Approval of Letter of Agreement with Families First Programs – This agreement is with Families First Programs to provide Woman’s Group and Parenting Classes. There will be no cost to the County for these services.

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

COMMUNITY SERVICES ADMINISTRATION:

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

Approval of GAI Consultants for Emergency Generator Installation – This is an engineering agreement for a federally funded project. The total cost of the project is \$316,000 and the local share will be \$15,800.

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

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located in Oil City for individuals and families referred by the Area Agency on Aging and Children and Youth Services. The maximum reimbursement to the provider will be \$1,000 and local match will come from the existing match allocation.

ADDENDUMS TO EXISTING CONTRACTS

Item 1: Franklin Salvation Army. (CYS)

Synopsis: Request Commissioner approval to amend the contract with the Franklin Salvation Army After School Program for fiscal year 2013-14 retroactive to July 1, 2013 to reduce the contract maximum from \$72,000 to \$60,000 and also to remove the Provider funded match requirement. The match requirement will come from the existing CYS match allocation.

Item 2: Child Development Centers, Inc. (CYS)

Synopsis: Request Commissioner approval to amend the contract with the Child Development Center Outer Limits program for fiscal year 2013-14 retroactive to July 1, 2013 to remove the Provider funded match requirement. The match requirement will come from the CYS existing match allocation.

Item 3: Oil City YMCA (CYS)

Synopsis: Request Commissioner approval to amend the contract with The Oil City YMCA NYPUM program for fiscal year 2013-14 retroactive to July 1, 2013 to remove the Provider funded match requirement. The match requirement will come from the CYS existing match allocation.

Item 4: Community Services of Venango County (Housing)

Synopsis: Request Commissioner approval to amend the contract for fiscal year 2013-14 with Community Services of Venango County to include the provision of staff support for the Venango County Human Services Housing Unit. The provider agrees to provide an employee to perform the maintenance requirements of the Cherry Hill Apartments and perform Section 8 inspections. The County will reimburse the Provider for actual cost incurred plus a 3% administration fee. There is no match requirement associated with this addendum.

Item 5: The Arc of Clarion & Venango County (MH/DS)

Synopsis: Request Commissioner approval to amend the contract for fiscal year 2013-14 with The Arc of Clarion/ Venango County to include the provision of staff support for the Human Services Enclave Program to staff the café and receptionist area when the County is operational with individuals that are self-identified as having a disability. The Provider will be reimbursed \$7.75 per hour of staff time. The match requirement will come from the existing MH/DS match allocation.

Item 6: Touch-Stone Solutions (MH/DS)

Synopsis: Request Commissioner approval to amend the contract for fiscal year 2013-14 with Touch-Stone Solutions to reimburse provider for the actual costs associated with the startup of a specialized

personal care home. The county will reimburse up to a maximum of \$15,178 for the associated expenses. The match requirement will come from the existing MH/DS match allocation.

Item 7: Keystone SMILES Community Learning Center (SA)

Synopsis: Request commissioner approval to amend the contract for fiscal year 2013-14 with Keystone SMILES to reimburse for two coordinated trips for at risk youth and for supplies associated with the HOUSE OF TRADES SOS Initiative program. Maximum reimbursement for these expenses is \$4,000.00 and local match will come from the existing Substance Abuse match allocation.

OTHER ITEMS:

Item 1: Approval of Title 6 Transportation Policies and Procedures required by the Pennsylvania Department of Transportation

Request Commissioner approval of the Transportation policies and procedures developed by the Venango County Transportation department as required by the PA Dept. of Transportation.

Item 2: Approval for the extension of the 2012 Community Services Block Grant through March 31, 2014

Request Commissioner approval to extend the 2012 Community Services Block Grant through March 31, 2014. The contract amount is \$84,541 and this amount remains the same as the original funding amount that would have ended December 31, 2013.

Item 3: Application of the 2014 Community Services Block Grant

Request Commissioner approval to submit an application for the 2014 Community Services Block Grant. These funds not only support CSS programs but are also contracted to service providers via the RFP process to support activities for income eligible participants.

Item 4: Approval of Lease Agreement between CSS and Child To Family Connections

Request Commissioner approval of the lease agreement between Venango County Community Support Services and Child to Family Connections for the rental of office space to support staff in Crawford County Community Support Services for the period of January 2014 through June 2014. The monthly rate including utilities is \$170.00

Item 5: Approval of CYFS Resource Family Agreement

Request Commissioner approval to enter into a Resource Family Agreement with a family for the Foster/ Kinship Care Program.

- Jennifer Denardo

Item 6: Approval of Agreement between Venango County and Tri-County Industries.

Request Commissioner approval to enter into an agreement with Tri-County Industries for trash pickup at the Polk Enhanced Personal Care Home. The total monthly commercial charge is \$120.00.

Item 7: Approval of Agreement between Area Agency on Aging and Forever Broadcasting

Request Commissioner approval to enter into an agreement with Forever Broadcasting for radio advertising for the Area Agency on Aging’s special program offerings. The total cost of the four months of advertng is \$3,520.00.

Item 8: Approval of Agreement between Area Agency on Aging and the Franklin Christian & Missionary Alliance Church

Request Commissioner approval to enter into an agreement with The Franklin Christian & Missionary Alliance Church for space to hold AAA special programs. There is no charge to the county for the use of the space.

Approval of Civil Rights Compliance Application – This is a renewal questionnaire and is submitted each year.

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

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

Approval of Early Intervention – Promotional License Agreement with Cranberry Mall for Children’s Day on April 6, 2014 – This agreement permits the County CYF to participate in Children’s Day scheduled to be held on April 6, 2014 at the Cranberry Mall.

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

FINANCE ADMINISTRATION:

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

Warrant	011714	\$	229,061.49	Non-Human Services Expenditures
Warrant	HS011714		276,900.94	Human Services Expenditures
Warrant	012414		370,683.86	Non- Human Services Expenditures
Warrant	HS012414		211,289.34	Human Services Expenditures
Warrant	SP012214		20,000.00	Non-Human Services Expenditures
Warrant	HS012314		575.52	Human Services Expenditure
Warrant	013114		559,475.89	Non-Human Services Expenditures
Warrant	HS013114		212,343.48	Human Services Expenditures
Warrant	SP012814		2,782.00	Non- Human Services Expenditures
Warrant	020714		83,967.28	Non-Human Services Expenditures

<u>Prior job title:</u>	<u>New job title:</u>	<u>Pay Grade:</u>
Aging Care Manager	Aging Care Manager II	NUHR 6
Aging Casework Trainee	Aging Care Manager I	NUHR 5
Casework Trainee	Caseworker I	NUHR 5
Caseworker	Caseworker II	NUHR 6
Drug & Alcohol Casework Trainee	Drug & Alcohol Case Mgt. Spec. I	NUHR 5
Drug & Alcohol Case Mgt. Spec.	Drug & Alcohol Case Mgt. Spec. II	NUHR 6
Senior Caseworker	Caseworker III	NUHR 7

As a result, the Commissioner Board of Venango County hereby approves that all employees currently classified in the above positions will have their positions reclassified as indicated above effective immediately.

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #125 (Public Defender) of **Jeannine Guth**, Assistant Public Defender, Full-Time Exempt, Legal Exempt Pay Grade 2 (\$43,012/yr.), **effective 02/04/14; Special Conditions:** Filling existing vacancy; of **Jeffrey Misko**, Chief Public Defender, Full-Time Exempt, Legal Exempt Pay Grade 4 (\$64,500/yr.), **effective 02/18/14; Special Conditions:** Filling existing vacancy; contingent upon successful completion of the pre-employment process. In Department #520 (Children & Youth Services) of **Molly Stanley**, Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 01/21/14; Special Conditions:** Filling existing vacancy. In Department #530 (PICs) of **William Noel**, Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 02/03/14; Special Conditions:** Filling existing vacancy.

PROMOTION – In Department #520 (Children & Youth Services) of **Kayla Edwards**, from Casework Intern, Temporary Full-Time, 80 hours/pay; Non-Union Hourly Pay Grade 1 (\$8.5388/hr.), to Casework Trainee, Probationary Full-Time, Non-Union Hourly Pay Grade 5 (\$12.40/hr.), **effective 02/03/14; Special Conditions:** Filling existing vacancy; benefits effective immediately.

RATE ADJUSTMENT – In Department #320 (EMA) of **Todd Johnson**, Operations, Training & Safety Officer, Full-Time, 80 hours/pay, **from** Non-Union Hourly Pay Grade 5 (\$12.40/hr.) **to** Non-Union Hourly Pay Grade 5 (\$12.8030/hr.), **effective 01/01/14; Special Conditions:** Salary increase for 2014. In Department #510 (AAA) of **Sara Bell**, Aging Care Manager, Full-Time, 80 hours/pay, **from** Non-Union Hourly Pay Grade 6 (\$14.7840/hr.) **to** Non-Union Hourly Pay Grade 6 (\$15.2645/hr.), **effective 01/01/14; Special Conditions:** Salary increase for 2014. In Department #520 (Children & Youth Services) of **Luann Hartman**, Children & Family Services Director, Full-Time Exempt, **from** Exempt Pay Grade 6 (\$51,986/yr.) **to** Exempt Pay Grade 6 (\$53,675.55/yr.), **effective 01/01/14; Special Conditions:** Salary increase for 2014. In Department #590 (Housing) of **Melissa Reed**, Housing Specialist, Full-Time Exempt, **from** Exempt Pay Grade 2 (\$35,300/yr.) **to** Exempt Pay Grade 2 (\$36,447.25/yr.), **effective 01/01/14; Special Conditions:** Salary increase for 2014.

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #540 (MH/DS) of **David Schuille**, Clinical Director, **effective 02/20/14.**

SEPARATION OF EMPLOYMENT – In Department #125 (Public Defender) of **Charles Phillips**, Assistant Public Defender, **effective 01/31/14**. In Department #305 (Prison) of **Dawn Botts**, Corrections Officer, **effective 02/20/14**; **Special Conditions:** Action to be ratified at the March Prison Board meeting. In Department #590 (Housing) of **James Lewellen**, Housing Manager, **effective 02/04/14**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

TEMPORARY NEW HIRE – In Department #520 (Children & Youth Services) of **Chasity McCrillis**, Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 01/21/14**; **Special Conditions:** Filling newly created position ratified at the February Salary Board meeting; temporary assignment through 05/6/14; of **Ashley Myers**, Casework Intern, Temporary Part-Time, 32 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 01/21/14**; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; temporary assignment for no more than 180 hours.

REHIRE – In Department #125 (Public Defender) of **Jeri Bolton**, Assistant Public Defender, Probationary Part-Time Exempt, 48 hours/pay, Legal Exempt Pay Grade 2 (\$28,257.88/yr.), **effective 03/03/14**; **Special Conditions:** Filling newly created position ratified at the February Salary Board meeting; contingent upon successful completion of the pre-employment process.

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

ROW OFFICES

Human Resource Items for Informational Purposes

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #225 (District Judge 3-1) of **Ashley McConnell**, District Judge Secretary, Part-Time, 42 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.55/hr.), **effective 02/10/14**; **Special Conditions:** Filling existing vacancy; contingent upon successful completion of the pre-employment process.

PROMOTION / TRANSFER – In Department #265 (Prothonotary) of **Billie Jo Vidovich**, Department Clerk II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2 (\$10.1809/hr.) to Department #310 (Court Supervision Services), Collections Coordinator, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 4 (\$11.52/hr.), **effective 01/27/14**; **Special Conditions:** Filling existing vacancy.

SEPARATION OF EMPLOYMENT – In Department #205 (Courts) of **Eileen Reed**, Court Recording Monitor/Transcriptionist, **effective 01/13/14**.

CORRECTION TO 01/14/14 ROW OFFICES HR AGENDA

NEW HIRE – In Department #205 (Courts) of Richard Way, Court Crier/Tipstaff, Part-Time On Call, 7 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 01/06/14**; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting.

NOTE: Position was ratified at the February Salary Board meeting.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

NEW HIRE – In Department #205 (Courts) of Gwendolyn Calhoun, Court Reporter, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 4 (\$16.3853/hr.), **effective 03/03/14**; **Special Conditions:** Filling newly created position ratified at the February Salary Board meeting; of Richard Goldsmith, Booking Officer/TAC, Part-Time, 38 hours/pay, Non-Union Hourly Pay Grade 6 (\$15.36/hr.), **effective 01/17/14**; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; contingent upon successful completion of pre-employment process.

PLANNING COMMISSION:

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

Approval of County Service Provider Agreement for Stormwater Manager between VC Regional Planning Commission and Frenchcreek Township – This agreement sets forth that the County will administer but not enforce a flood plain ordinance for Frenchcreek Township effective November 14, 2013.

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

TWO MILE RUN COUNTY PARK:

Mr. Mihalic presented the Park Activities Report:

Ice fishing at the Park is excellent right now.

WinterFest, which took place on January 25, 2014, had 74 folks in attendance and had eight (8) for ski lessons.

The free Learn-to-Ski day scheduled for the February 8 had eight+ (8+) folks in attendance.

A meeting is scheduled for February 26th with a representative from National Forest to design trails for horseback riding at Lockwood and possibly camp plans.

A Horseback Challenge Ride is scheduled for June 14th. Registration forms are currently available on the internet on the Park's website.

The Mountain Bike Race is scheduled for August 17th and the registration forms are also available on the Park's website.

March 15th is the next Full Moon Hike.

COUNTY ADMINISTRATION:

The following item was presented for approval by Commissioner Witherup:

Approval of Transfer of Equipment to the Liberty Galleria Business Incubator – The County of Venango donated four (4) surplus partitions to the 501c3 non-profit corporation Franklin Moving Forward, Inc. These partitions would have normally gone to the County auction.

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

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

Approval of Select Security Agreement for 196 Church Street Property in Polk – This agreement is for a digital monitoring system at a cost of \$20.00 per month.

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

The following items were presented for approval by Commissioner Brooks:

Correction to Appointment of Dr. Ray Feroz to the NW Workforce Investment Board: from a three (3) year term to a four (4) year term: 1/1/2014 – 1/1/2018 – This is a correction to an item that appeared on the January 14, 2014 Commissioner Board agenda. This corrects the term of Dr. Feroz from a three (3) year term to a four (4) year term.

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

Appointment of Priseilla Earhart to the Venango County Transportation Advisory Committee for a two (2) year term, effective March 14, 2014 – This appointment is for a two (2) year term beginning March 14, 2014. This two (2) year term is due to Ms. Earhart fulfilling the remainder of Audrey Turner's term who retired.

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

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

Approval of Safety Manual – This was a task for the Safety Committee to complete. A sub-committee was formed and completed this task upon the recommendation of the County's insurance company.

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

The following was presented by Commissioner Brooks and Commissioner Summers:

Presentation of Certificate of Appreciation – Louis Kraft – Commissioner Brooks read a Certificate of Appreciation prior to presenting it to Mr. Kraft. The certificate of appreciation thanks Mr. Kraft and highlights his 14 years of service with the NW Workforce Investment Board. Mr. Kraft thanked the Commissioners. Commissioner Summers thanked Mr. Kraft for the difference he has made in the lives of the area's youth.

The following item was presented by Commissioner Witherup:

Presentation of Eagle Scout Proclamation – Donald Scott Taylor – This proclamation recognizes Donald Scott Taylor from Boy Scout Troop #111 from Seneca, Pennsylvania for his attainment of Eagle Scout. The actual Eagle Scout ceremony will be held on Wednesday, February 26th.

OTHER BUSINESS

There was no other business conducted.

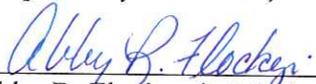
PUBLIC COMMENT

On behalf of FICDA and Franklin Moving Forward, as a board member, Mr. Mihalic thanked the Commissioners for the partitions.

ADJOURNMENT

The meeting adjourned at 6:30pm upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,



Abby R. Flockerzi, Admin. Assist.