

Reviewed by: 


COMMISSIONER BOARD MINUTES
March 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
Abby Flockerzi, Administrative Assistant	Rich Winkler, Solicitor
OC Bell, Airport	Diona Brick, Fiscal
Bill Kresinski, MIS	Pennie Maclean, HR
Rich Mihalic, Park	Jayne Romero, Human Services
Jeff Ruditis, Jail	Tom Sherman, EMA
Sheila Boughner, News Media	Pastor Trevor Hanna, The Living Word Church
Mike McCaig – Janney, Montgomery, Scott	Ron Stout, Clark Hill Thorp Reed

The Election Board, 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 6:17p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

The following changes were made to the agenda: addition of Line Item Adjustment for Emergency Solutions Grant under Human Services; Approval of UMPC Group Contract Agreement and Approval of HIPAA Privacy Rules Questionnaire under Human Resources; Approval of Appointment of Beth Graham Stumpf to Venango County Planning Commission Board under Planning; Approval of Appointment of Jason Roebach to Workforce Investment Board under County Administration.

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 February 11, 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:

There was no business to be conducted.

ROW OFFICES:

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

Ratification of Agreement with Erie County Coroner's Office for Use of Forensic Pathologist – The County of Erie has an independent pathologist on retainer and Erie County makes his services available to other counties, including Venango County, as needed for autopsies and other post mortem exams. The cost of a normal autopsy is \$850 with an additional \$35 if photographs are required. Any autopsy that goes beyond normal procedures would result in additional charges. A \$5,000 retainer is required, which would be applied to the cost of autopsies; of this \$5,000, \$3,500 comes from the Coroner's budget and \$1,500 comes from the District Attorney's budget. This is a one year agreement and is a shared expense between the District Attorney's office and the Coroner's office. In the past years, the retainer has been exhausted.

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

Approval of SAVIN Maintenance and Service Agreement between the Pennsylvania 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 \$1,714.62 which covers the full cost for 2014. The agreement is effective for the period of January 1, 2014 through December 31, 2014.

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

PRISION:

The following item was presented for approval by Warden Ruditis:

Approval of Renewal of Contract with West Law to Supply Computer Access and Update Hard Copies of Legal Information in the Prison Library – This is a renewal contract for West Law to supply computer access to legal information for inmates as well as updates and hard copy updates as required. The cost of this contract is \$673.42 per month with a three (3) percent increase over the next three (3) years. These funds will come out of the Inmate Commissary Account. The contract begins February 12, 2014 and ends February 12, 2017.

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

COMMUNITY SERVICES ADMINISTRATION:

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

Approval of MCP Services – This is a contract with Mission Critical Partners, Inc. for consulting services for emergency communications programs and is not to exceed \$10,000.

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

Approval of RFP Award – This Request For Proposal was completed on behalf of the Emergency Group for which Venango County is a fiduciary agent. The amount of the RFP is \$55,422.00 and was awarded to Coccairdy.

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

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

Approval of 2014 HMEP (Hazardous Material Emergency Planning) Grant Agreement – This is a training and planning grant the County gets through the federal government. This is an 80/20 match grant with 80% coming from the federal government and 20% coming from the County. The total amount of the grant is \$19,920.00. The federal government’s portion equals \$19,920.00 and the County’s portion amounts to \$4,980.00

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

HUMAN SERVICES:

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

NEW CONTRACTS 2013- 2014

Item 1: Mars Home for Youth and Family Services, Inc. (HS)

Synopsis: Request Commissioner Approval to enter into a contract with Mars Home for Youth and Family Services, Inc. jointly with Crawford County Human Services to provide High Fidelity Wraparound planning support for identified youth and families as authorized by the County. Crawford County will act as fiscal fiduciary for this Systems of Care Grant. The maximum reimbursement is \$144,447.37 and this contract is in effect from October 1, 2013 through September 30, 2014. There is no local match required by the County.

Item 2: Valued Relationships, Inc. (AAA)

Synopsis: Request Commissioner Approval to contract with Valued Relationships, Inc. for the period of March 1, 2014 through June 30, 2014 to provide personal emergency response systems for clients,

as authorized by Venango County Area Agency on Aging. The maximum monthly cost for this program is not to exceed \$29.00 per unit of service. There is no match required from the County.

Item3: Active Aging, Inc. (AAA)

Synopsis: Request Commissioner Approval to contract with Active Aging, Inc. for the period of March 10, 2014 through June 30th, 2014 to provide Ombudsman investigations in Venango County facilities, as authorized by the County, in the event that the Venango County Area Agency on Aging certified Ombudsman is unavailable. The provider will be reimbursed monthly at a cost of \$26.50 per hour of investigation and \$0.51 per mile of travel required for the investigations. There is no match required from the county.

CONTINUATION CONTRACTS 2013-2014

Item 1: Warren-Forest Counties Economic Opportunity Council, Inc. (CSS)

Synopsis: Request Commissioner Approval to continue to contract with Warren-Forest Counties Economic Opportunity Council for the period of November 3, 2013 through September 30, 2014 to provide weatherization assistance for low-income individuals. The contract maximum is \$107,878.00. There is no match required from the County.

Item 2: Community Services of Venango County. (EHS)

Synopsis: Request Commissioner Approval to continue to contract with Community Services of Venango County to provide Early Head Start services for 103 Venango County pregnant women, infants and toddlers for the period of March 1, 2014 through February 28, 2015. This contract reflects partial funding in the amount of \$278,552.00. The non-Federal share in the amount of \$69,638.00 is the responsibility of the Provider. The Provider can request an advance of \$46,491.00.

Item 3: Community Services Block Grant Subcontractors (CSS)

Synopsis: Request Commissioner Approval to sub-grant a total of \$66,330.00 provided through the Community Service Block Grant, with an additional \$2,750.00 being provided by the HS Block Grant, to provide specific services to identified target populations, as outlined below:

Item A: Child Development Center. (CSS)

Synopsis: Request Commissioner Approval to contract with Child Development Center for the period of January 1, 2014 through December 31, 2014 to provide transportation and the program of Camp Funshine to income eligible residents of Venango County up to a maximum reimbursement amount of \$5,400.00 for Transportation and \$3,450.00 for Camp Funshine. There is no match required from the County.

Item B: Community Services of Venango County. (CSS)

Synopsis: Request Commissioner Approval to contract with Community Services of Venango County for the period of January 1, 2014 through December 31, 2014 to conduct The Older Adult Program to income eligible residents of Venango County. The maximum reimbursement amount for this program is \$10,000.00, of which \$7,250.00 will come from CSBG funding and \$2,750.00 will come from the H.S. Block Grant.

Item C: Crawford County Coalition on Housing. (CSS)

Synopsis: Request Commissioner Approval to contract with Crawford County Coalition on Housing for the period of January 1, 2014 through December 31, 2014 to provide housing supports to income eligible individuals up to a maximum reimbursement amount of \$3,000.00. There is no match required from the County.

Item D: Franklin Area School District. (CSS)

Synopsis: Request Commissioner Approval to contract with the Franklin Area School District for the period of January 1, 2014 through December 31, 2014 to provide The Family Literacy Program to income eligible Venango County residents up to a maximum reimbursement amount of \$4,800.00. There is no match required from the County.

Item E: Oil City Area YMCA. (CSS)

Synopsis: Request Commissioner Approval to contract with Oil City Area YMCA for the period of January 1, 2014 through December 31, 2014 to provide the Summer Day Camp and Youth Volunteer Program to income eligible residents of Venango County up to a maximum reimbursement amount of \$8,000.00 for the Summer Day Camp and \$3,000.00 for the Youth Volunteer Program. There is no match required from the County.

Item F: Titusville YWCA. (CSS)

Synopsis: Request Commissioner Approval to contract with the Titusville YWCA for the period of January 1, 2014 through December 31, 2014 to provide housing support to income eligible individuals up to a maximum reimbursement amount of \$7,500.00. There is no match required from the County.

Item G: United Faith Fellowship Church of God. (CSS)

Synopsis: Request Commissioner Approval to contract with United Faith Fellowship Church of God for the period of January 1, 2014 through December 31, 2014 to provide youth recreation and field trips to income eligible youth up to a maximum reimbursement amount of \$1,000.00. There is no match required from the County.

Item H: VARHA, Inc. (CSS)

Synopsis: Request Commissioner Approval to contract with VARHA, Inc. for the period of January 1, 2014 through December 31, 2014 to provide The Therapeutic Riding Program to income eligible

individuals up to a maximum reimbursement amount of \$1,050.00. There is no match required from the County.

Item I: United Way. (CSS)

Synopsis: Request Commissioner Approval to contract with the United Way for the period of January 1, 2014 through December 31, 2014 to provide The Dolly Parton Imagination Library to income eligible individuals up to a maximum reimbursement amount of \$7,250.00. There is no match required from the County.

Item J: Women's Services. (CSS)

Synopsis: Request Commissioner Approval to contract with Women's Services for the period of January 1, 2014 through December 31, 2014 to provide housing supports to identified individuals up to a maximum reimbursement amount of \$8,000.00. There is no match required from the County.

Item K: Youth Alternatives. (CSS)

Synopsis: Request Commissioner Approval to contract with Youth Alternatives for the period of January 1, 2014 through December 31, 2014 to provide field trips and summer camp to income eligible youth up to a maximum reimbursement amount of \$3,600.00 for field trip costs and \$3,030.00 for summer camp costs. There is no match required from the County.

ADDENDUMS TO EXISTING CONTRACTS

Item 1: Family Services of Northwestern PA. (CYS)

Synopsis: Request Commissioner Approval to amend the contract with Family Services of Northwestern PA for fiscal year 2013-14 retroactive to July 1, 2013 to reduce the combined program maximum for the Triple P Parenting and Brief Services Programs from \$354,463.00 to \$174,480.00. The match requirement will come from the existing CYS match allocation.

Item 2: Hand in Hand Christian Counseling. (Human Services)

Synopsis: Request Commissioner Approval to amend the contract with Hand in Hand Christian Counseling to include an additional service of providing transportation services to Venango County clients, as authorized by the county. The provider will be reimbursed for actual expenditures. The match requirement will come from the existing match allocation.

OTHER ITEMS:

Item 1: Commonwealth of PA Department of Community and Economic Development's Community Services Block Grant Program.

Request Commissioner Approval to enter into a contract with the Commonwealth of PA Department of Community and Economic Development's Community Services Block Grant Program for the period

of January 1, 2014 through December 31, 2016. The Funding Release Form detailing the amount of this contract will be released following the State's receipt of this contract. There is no local match associated with this funding.

Item 2: Approval of CYFS Resource Family Agreements

Request Commissioner Approval to enter into a Resource Family Agreement with two families for the Foster/ Kinship Care Program.

- Jerry and Mary White
- Darrin and Lisa Smith

Item 3: Approval of Application for Advisory Board Council Member

Request Commissioner Approval to appoint Joseph Gross to the RSVP Advisory Council, who will replace a member whose term ended in November.

Item 4: Approval of CYS Advisory Board Members

Request Commissioner Approval to appoint the current members of the Mental Health and Developmental Services Advisory Board and Substance Abuse Executive Commission to the Children & Youth Services Advisory Board. Mark Baughman, Commissioner Timothy S. Brooks, Dr. Ray Feroz, Robyn Guth, Nancy Kelly, Johanna Lamberson, Rina Nerlich, Pastor John A. Wood, Nancy Linehan, Judge Oliver Lobaugh, and Commissioner Bonnie S. Summers are the current members that will be appointed to the CYS Advisory Board. The current terms of each member will apply to their new CYS Board appointment.

Item 5: Medical Assistance Transportation Program

Request Commissioner Approval to submit the Medical Assistance Transportation Program 2nd quarter report in the amount of \$245,418.00 to the state.

Line Item Budget Adjustment for Emergency Solutions Grant Program – This request is to move funds. It is not a request for more money. This is a request to move \$90,000.00. The request is due to various reasons including the County was able to provide necessary upgrades to the computer support systems through other avenues.

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

FINANCE ADMINISTRATION:

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

Warrant	021414	172,433.95	Non-Human Services Expenditures
Warrant	HS021414	202,692.80	Human Services Expenditures
Warrant	SP021014	7,076.22	Non-Human Services Expenditures
Warrant	SP021114	42,007.00	Non- Human Services Expenditures
Warrant	SP021314	8,400.00	Non-Human Services Expenditures

Warrant	022114	337,612.79	Non- Human Services Expenditure
Warrant	HS022114	173,084.84	Human Services Expenditures
Warrant	SP021914	1,940.00	Non-Human Services Expenditures
Warrant	022814	356,153.33	Non-Human Services Expenditures
Warrant	HS022814	178,395.97	Human Services Expenditures
Warrant	SP022414	57,379.28	Non-Human Services Expenditures
Warrant	SP022714	21,620.76	Non-Human Services Expenditures
Warrant	030714	166,063.23	Non-Human Services Expenditures
Warrant	SP030714	291,953.57	Human Services Expenditures
Total		\$ 2,016,813.74	

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 Bond Refunding – Mr. Ron Stout and Mr. Mike McCaig presented information concerning refinancing the County’s debt. By refinancing \$4,410,000 in debt, including a 2009 bond and a 2010 note, the County will save approximately \$143,000 and will not extend beyond the term for payment of the County’s current bond. The debt will be completely paid off in 2019. As part of the credit analysis for the transaction, the County received an A plus bond rating from Standard and Pools, which is very strong rating for a county in Pennsylvania.

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

Approval of Lease Extension Memorandum – This lease extension is for the Warren CareerLink property and is between the Northwest Pennsylvania Workforce Investment Board, CEW Properties and the County of Venango – Fiscal Agent. This also includes the supplemental lease agreement with the Air Force for space in this building.

Commissioner Witherup made a motion to approve the above memorandum and 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:

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **Alixandria Holcomb**, Corrections Monitor, AFSCME position, Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 03/07/14**; **Special Conditions:** Filling existing vacancy; to be ratified at the April Prison Board meeting; of **Michael Kirwin**, Corrections Monitor, AFSCME position, Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 02/27/14**; **Special Conditions:** Filling existing vacancy; action ratified at the March Prison Board meeting; of **Kim Rossey**,

Corrections Monitor, AFSCME position, Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 02/23/14; Special Conditions:** Filling existing vacancy; action ratified at the March Prison Board meeting; of **Robert Sampsell**, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 02/13/14; Special Conditions:** Filling existing vacancy; action ratified at the March Prison Board meeting. In Department #325 (911) of **Tracy Coursen**, Telecommunicator I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 (\$10.60/hr.), **effective 02/10/14; Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of **Maurizio Dragotta**, Transportation Aide, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 4 (\$8.00/hr.), **effective 03/03/14; Special Conditions:** Filling existing vacancy.

REHIRE – In Department #305 (Prison) of **Robert Heller**, Corrections Monitor, AFSCME position, Probationary Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 02/26/14; Special Conditions:** Filling existing vacancy; action ratified at the March Prison Board meeting.

END OF PROBATION – In Department #190 (Planning) of **Philip Gryskewicz**, GIS Planner, Full-Time, 70 hours/pay, **effective 02/26/14**. In Department #305 (Prison) of **Joseph Cloonan**, Corrections Monitor, AFSCME position, Part-Time On Call, 7 hours/pay, **effective 02/06/14; Special Conditions:** Action ratified at the March Prison Board meeting; of **Donna Maier**, 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 02/12/14; Special Conditions:** Action ratified at the March Prison Board meeting. In Department #530 (PICs) of **Gregory Nageotte**, Caseworker III, Full-Time, 80 hours/pay, **effective 02/19/14**. In Department #580 (Transportation) of **Gary Lepley**, Transportation Aide, SEIU position, Part-Time, 50 hours/pay, **effective 01/29/14**.

PROMOTION – In Department #590 (Housing) of **Karen Wenner**, **from Senior Program Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$46,605.69/yr.), to Housing Manager, Full-Time Exempt, Exempt Pay Grade 4 (\$47,537.10/yr.), effective 02/10/14; Special Conditions:** Filling existing vacancy.

PROMOTION / TRANSFER – In Department #540 (MH/DS) of **Michelle Tarr**, **from Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3 (\$44,041.98/yr.), to Department #510 (Area Agency on Aging), Area Agency on Aging Director, Full-Time Exempt, Exempt Pay Grade 5 (\$47,461/yr.), effective 03/09/14; Special Conditions:** Filling existing vacancy.

VOLUNTARY DEMOTION / TRANSFER – In Department #530 (PICs) of **Tiffany Morrow**, **from Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$16.4173/hr.), to Department #520 (Children & Youth Services), Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$15.7606/hr.), effective 02/24/14; Special Conditions:** Filling existing vacancy.

CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS – In Department #580 (Transportation) of **Ronald Shaneen**, Bus Driver, SEIU position, **from Part-Time, 50 hours/pay, SEIU Pay Grade 9 (\$10.8844/hr.), to Full-Time, 80 hours/pay, SEIU Pay Grade 9 (\$10.8844/hr.), effective 02/16/14; Special Conditions:** Filling existing vacancy.

SEPARATION OF EMPLOYMENT – In Department #405 (Airport) of **Joseph Frawley**, Maintenance Worker III, SEIU position, **effective 02/27/14; of Stephen McCauley**, Maintenance

Worker III, SEIU position, **effective 02/19/14**. In Department #510 (AAA) of Barbara Hinds, AAA Director, **effective 03/28/14**. In Department #580 (Transportation) of Julie Beers, Dispatcher/Garage Clerk, SEIU position, **effective 03/04/14**; of Darrin Sheridan, Vehicle Driver, SEIU position, **effective 01/09/14**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROBATIONARY NEW HIRE – In Department #305 (Prison) of Nicholas Olmstead, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 03/02/14**; **Special Conditions:** Filling newly created position ratified at the January Salary Board meeting; action ratified at the March Prison Board meeting.

CHANGE IN EMPLOYMENT STATUS / DECREASE IN HOURS – In Department #190 (Planning) of Emily Donaldson, Planning Intern, **from** Temporary Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **to** Part-Time, 20 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 02/25/14**; **Special Conditions:** Extension of internship through 05/09/14; filling newly created position ratified at the March Salary Board meeting.

POSITION REALLOCATION – In Department #520 (Children & Youth Services) of Natalie Prichard, **from** Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$16.4173/hr.), **to** Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$16.4173/hr.), **effective 02/16/14**; **Special Conditions:** Filling newly created position ratified at the March Salary Board meeting. In Department #535 (Substance Abuse) of Rhonda Powell, **from** Lead Drug & Alcohol Case Management Specialist, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$21.0653/hr.), **to** Drug & Alcohol Case Management Specialist II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$21.0653/hr.), **effective 02/16/14**; **Special Conditions:** Filling newly created position ratified at the March Salary Board meeting. In Department #540 (MH/DS) of Joni Baker, **from** Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.9005/hr.), **to** Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$15.9005/hr.), **effective 02/16/14**; **Special Conditions:**

Filling newly created position ratified at the March Salary Board meeting; of Kim Buser, **from** Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$16.0963/hr.), **to** Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$16.0963/hr.), **effective 02/16/14**; **Special Conditions:** Filling newly created position ratified at the March Salary Board meeting; of Barbara Hanna, **from** Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$26.1184/hr.), **to** Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$26.1184/hr.), **effective 02/16/14**; **Special Conditions:** Filling newly created position ratified at the March Salary Board meeting; of Robert O'Hara, **from** Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$19.4449/hr.), **to** Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$19.4449/hr.), **effective 02/16/14**; **Special Conditions:** Filling newly created position ratified at the March Salary Board meeting; of Sally Roddy, **from** Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$17.0783/hr.), **to** Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$17.0783/hr.), **effective 02/16/14**; **Special Conditions:**

Filling newly created position ratified at the March Salary Board meeting; of **Staci Shawgo**, from Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$17.4194/hr.), to Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$17.4194/hr.), **effective 02/16/14**; **Special Conditions:** Filling newly created position ratified at the March Salary Board meeting.

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

ROW OFFICES
Human Resource Items for Informational Purposes

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #110 (Commissioners) of **Rebecca Hoffman**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), **effective 02/18/14**; **Special Conditions:** Filling existing vacancy. In Department #310 (Court Supervision Services) of **Nicholas Stolar**, ARD Probation Officer, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 02/24/14**; **Special Conditions:** Filling existing vacancy.

INCREASE IN HOURS – In Department #225 (District Judge 3-1) of **Ashley McConnell**, District Judge Secretary, Probationary Part-Time, Non-Union Hourly Pay Grade 2 (\$9.55/hr.), **from 42 hours/pay to 70 hours/pay, effective 02/24/14**; **Special Conditions:** Temporary hours increase through 03/21/14.

SEPARATION OF EMPLOYMENT – In Department #270 (Sheriff) of **Robin Cottrell**, Department Clerk II, **effective 03/06/14**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

NONE

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

Approval of UPMC Group Contract Agreement and Approval of HIPAA Privacy Rules Questionnaire – This is the approval of the health insurance contract for coverage for County employees. This is a one (1) year contract.

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

PLANNING COMMISSION:

The following items were presented for approval by Commissioner Brooks:

Approval of Appointment of John McClelland to Venango County Planning Commission Board

Approval of Appointment of Brian Stoltenburg to Venango County Planning Commission Board

Approval of Appointment of Beth Graham Stumpf to Venango County Planning Commission Board

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

TWO MILE RUN COUNTY PARK:

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

Approval of Adopt-A-Pavilion Sponsors – The Franklin Elks Club, the Franklin Moose Club and the Oil City Pulaski Club have sponsored pavilions for this year. The Franklin Eagles Club has donated \$1,200 for a new attraction for the beach to replace the deteriorating iceberg attraction.

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

Mr. Mihalic presented the Park Activities Report:

Trout season opens April 12 and camping will be available at the Park.

The Oil City YMCA will be holding its annual May Fly Race on May 17 at the Park.

The campground will be opening on May 17.

COUNTY ADMINISTRATION:

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

Ratification of Agreement with Hicks Office Equipment for Copier in MIS and Ratification of Agreement with Hicks Office Equipment for Copier in Human Resources – These two copiers are being replaced by Hicks Office Equipment from Hermitage, Pennsylvania. The MIS copier will be replaced at a cost of \$525.08 per month for 60 months. The Human Resources copier is being replaced at a cost of \$170.69 per month for 60 months.

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

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

Approval of Change Order Numbers 1 and 2 for Sandycreek Industrial Park in the Total Amount of \$23,686.65 – These two change orders are for the water line extension project. This brings the County's share of this project to \$212,000.

Commissioner Witherup made a motion to approve the above change orders, seconded by

Commissioner Summers, aye all.

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

Approval of Appointment of Garry Coleman to the Safety Committee – This appointment is finish the term of Barb Hinds who recently retired from the County. The appointment will be effective until June 30, 2014.

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

The following item was presented for approval by Commissioner Brooks:

Approval of Eagle Scout Proclamation - Michael Curtis Bower – This proclamation recognizes Michael Curtis Bower from Boy Scout Troop #34 from the Frenchcreek Council, Colonel Drake District for his attainment of Eagle Scout. The actual Eagle Scout ceremony will be held on March 15th, 2014.

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

The following item was presented for approval by Commissioner Summers:

Approval Appointment of Jason Roebach to Northwest Pennsylvania Workforce Investment Board – This is a two (2) year appointment.

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

OTHER BUSINESS

There was no other business conducted.

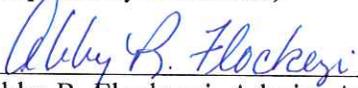
PUBLIC COMMENT

There was no public comment offered.

ADJOURNMENT

The meeting adjourned at 6:45pm upon a motion by Commissioner Summers and a second by Commissioner Witherup, aye all.

Respectfully submitted,


Abby R. Flockerzi, Admin. Assist.