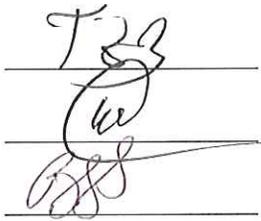


Reviewed by: 

**COMMISSIONER BOARD MINUTES**  
**April 8, 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
Judy Barrett, Planning	OC Bell, Airport
Diona Brick, Fiscal	Eric Foy, Sheriff
Bill Kresinski, MIS	Pennie Maclean, HR
Rich Mihalic, Park	Jayne Romero, Human Services
Tom Sherman, EMA	Sheila Boughner, News Media
Reverend Rob Kifer, Heckathorn United Methodist Church	
Lynn Kifer, Heckathorn United Methodist Church	
Michelle Hoovler, Paint Venango County Purple,	Connie Shull, Paint Venango County Purple
BJ Brooks, Public	

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 Approval of Resolution 2014-03 – Resolution Certifying the Local Match for State Operating Financial Assistance and the Approval of Resolution 2014-04 – Resolution Certifying Scheduling of Local match Payments for FY 2014-2015 State Operating Financial Assistance under Human Services – Transportation; Approval of Partnership with State for High Fidelity Wrap Around under Human Services.

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 March 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 item was presented for approval by Ms. Jones:

Approval of Victims of Juvenile Offenders Victim / Witness Provider Grant Application – This is a grant that is submitted on a yearly basis to assist with the salary and benefits of the Victim / Witness Provider. The amount of the grant is for \$8,008.00 and the timeframe is from July 1, 2014 to June 30, 2015.

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

**PRISION:**

There was no business to be conducted.

**COMMUNITY SERVICES ADMINISTRATION:**

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

Approval of Assignment and Assumption Agreement with GAI – This agreement is necessary due to the engineering firm the County uses, Lee Simpson and Associates, being purchased by GAI. This will enable the County to now be billed under GAI. This agreement has been reviewed by the Solicitor.

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

Approval of Hanger Lease with David Jones – This is a standard lease agreement with David Jones in the amount of \$131.44 per month.

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

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

Approval of Emerson Network Power / Liebert Services Maintenance Contract – This is for the County 911 Building located at 1052 Grandview Road in Oil City. This contract covers the timeframe of April 1, 2014 through March 31, 2015. This contract covers essential service and preventive maintenance service at a cost of \$3,512.00.

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

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

Approval of Request to Place HazMat Billing Ordinance on Display – This is an abatement/recovery ordinance providing for the reimbursement for extraordinary EMA expenses and services, and the administration of the collection of fees as reimbursement for those services and expenses. Copies of the proposed ordinance may be examined at the Commissioners’ Office prior to its adoption at the next Commissioners’ Public Meeting.

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

The following item was presented for approval by Commissioner Brooks:

Approval of National Public Safety Telecommunicator’s Week Proclamation – 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 Ms. Romero:

**NEW CONTRACTS 2013- 2014**

**Item 1: Mustard Seed Missions** (Human Services)

**Synopsis:** Request Commissioner approval to enter into an agreement with Mustard Seed Missions of Venango County for the period of January 1, 2014 through June 30, 2014. The County will grant \$10,000 to cover start-up costs associated with the organization. The local match requirement will come from the existing match allocation.

**Item 2: Connect America, LLC.** (AAA)

**Synopsis:** Request Commissioner approval to contract with Connect America, LLC. 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 \$30.00 per unit of service. There is no match required from the County.

**Item 3: Pressley Ridge** (CYS)

**Synopsis:** Request Commissioner approval to contract with Pressley Ridge for the period of April 1, 2014 through June 30, 2014 to provide out of home placement to youth involved in the Child Welfare System at a daily per diem of \$65.37 for Community Residential Rehabilitation and \$102.23 for Treatment Foster Care. The local match requirement will come from the existing match allocation.

## **ADDENDUMS TO EXISTING CONTRACTS**

### **Item 1: Community Services of Venango County** (CYS)

**Synopsis:** Request Commissioner approval to amend the contract with Community Services of Venango County for fiscal year 2013-14 retroactive to July 1, 2013 to 1) increase the rate from \$145.00 to \$191.00 per Welcome Every Child Basket delivered, 2) to increase the rate from \$83.59 to \$93.59 per visit for the Nurse Home Visitor Program for TANF eligible families, 3) provide start-up funds in the amount of \$10,625 to expand the Parent as Teachers Program, and 4) provide start-up funds in the amount of \$10,625 to expand the Early Head Start Program to work with families presenting with addiction issues. The contract maximum will increase from \$83,504 to \$121,334. The local match requirement will come from the existing match allocation.

### **Item 2: Family Services and Children's Aid Society** (CYS)

**Synopsis:** Request Commissioner approval to amend the contract with Family Services and Children's Aid Society for fiscal year 2013-14 retroactive to July 1, 2013 to reduce the contract maximum from \$104,800 to \$87,000 for the Venango County Fatherhood Initiative Program. The match requirement will come from the existing CYS match allocation.

### **Item 3: Regional Counseling Center** (MH)

**Synopsis:** Request Commissioner approval to amend the contract with Regional Counseling Center for fiscal year 2013-14, retroactive to July 1, 2013 to increase the Mobile Medication rate to \$86.72 per hour, as authorized by the County, for individuals with no other third party means of reimbursement. The match requirement will come from the existing MH/DS match allocation.

## **OTHER ITEMS:**

### **Item 1: Approval of Application to Restore Early Head Start Funding**

Request Commissioner approval to submit an application to the Department of Health and Human Services for Cola funding (\$10,641) and funding for the restoration of the operational fund (\$43,137) reduced by sequestration for the period of March 1, 2014 through February 28, 2015. Non-federal share is the responsibility of Community Services of Venango County, Inc. with who the County contracts for service delivery.

### **Item 2: Approval of Inter-Agency Agreement between Venango County Housing Authority and the County of Venango.** (Human Services)

Request Commissioner approval to amend the Inter-Agency Agreement with Venango County Housing Authority for the period of December 23, 2013 through June 30, 2014 for the County to provide general management of the operations for the Authority. There is no match required from the County.

**Item 3: Approval of CYFS Resource Family Agreements**

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

- Dan and Paula Curzo
- Brian and Stacy Peebles
- Mark and Heather Hacherl
- David and Liesel Biletnikoff
- George and Robin Hartle

**Item 4: Approval of Application for Advisory Board Council Member**

Request Commissioner approval to appoint Vicki Atkinson, Diana Beck, Pat Dilley and Dick Swartzlander to the RSVP Advisory Council to fill the current vacancies.

**Item 5: Approval of Application for Drug-Free Communities Support Program Grant**

Request Commissioner approval to submit an application for the Drug-Free Communities Support Program Grant in the amount of \$125,000. This grant would enhance the Together We Can Coalition to implement evidence based programs throughout the county. The local in-kind non-federal share for this grant is 100% of funding to a maximum of \$125,000.

**Item 6: Ratify the Appointment of AAA Advisory Council Board Members**

Request Commissioner approval to ratify the appointment of Lisa Weisman and Maria Galla to a third three term on the Venango County Area Agency on Aging Advisory Council.

**Item 7: Approval of Grant Application through the Department of Aging**

Request Commissioner approval to submit an application for a \$110,606 grant through the Department of Aging to expand the activity program, increase participation in senior centers, and enhance the Scrubgrass Senior Center environment.

**Item 8: Sub- lease Agreement for individual identified by Venango County MH/DS**

Request Commissioner approval to enter into a sub-lease agreement for an individual identified by the County Human Services for a property located in Franklin that is zoned for apartment living. This agreement will be in effect March 17, 2014 through March 17, 2015.

**Item 9: Appointment of Members to Affordable Housing Trust Board**

Request Commissioner approval to re-appoint Deb Lutz and to appoint Rick Cook to the Affordable Housing Trust Board.

**Item 10: Approval of the First Time Home Buyer Application**

Request Commissioner approval to approve the First Time Home Buyer Application in the amount of \$2,600 for Kirk Morrison.

Approval of Partnership Agreement with the State for High Fidelity Wrap Around – This agreement confirms the commitment of the County to establish a System of Care specifically designed to serve youth age 8 – 18 that have serious behavioral health problems and are involved in child welfare and / or juvenile justice, especially those that are in or at risk for residential placement.

Approval of Resolution Certifying the Local match for State Operating Financial Assistance – Resolution VC 2014-03 – This is completed on an annual basis and certifies that the operating financial assistance is needed during the fiscal year. The amount for the 2014 -15 Fiscal Year is \$24,146.

Approval of Resolution Certifying Schedule of Local Match Payments for FY 2014 – 2015 State Operating Financial Assistance – Resolution VC 2014-04 – This resolution details the schedule of the local match payments and is completed on an annual basis.

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

Approval of New Bus Schedules – The Transportation Committee, the bus drivers and consumers evaluated the routes and rode the buses to determine routes that would be more efficient for the schedules.

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

Commissioner Summers stated that it was recommended the Commissioners take a ride on the County bus and she agreed this would be a good idea.

**FINANCE ADMINISTRATION:**

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

Warrant SP030514	\$ 62,175.64	Non-Human Services Expenditures
Warrant 031414	149,175.49	Non-Human Services Expenditures
Warrant HS031414	78,129.45	Human Services Expenditures
Warrant SP03171	11,670.56	Non-Human Services Expenditures
Warrant 032114	427,306.49	Non- Human Services Expenditures
Warrant HS032114	385,401.36	Human Services Expenditures
Warrant 032814	558,262.53	Non-Human Services Expenditures
Warrant HS032814	136,453.03	Human Services Expenditures
Warrant SP032414	2,355.00	Non-Human Services Expenditures
Warrant SP032814	6,500.00	Non-Human Services Expenditures
Warrant 040414	282,313.97	Non-Human Services Expenditures
Warrant HS040414	60,284.13	Human Services Expenditures
Warrant SP040414	2,360.00	Non-Human Services Expenditures
<b>Total</b>	<b>\$ 2,162,387.65</b>	

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 Budget Transfers – A Budget Transfer was requested in the amount of \$2,945 from Contingency to the Sheriff’s budget for the purchase of a metal detector. A Budget Transfer was requested in the amount of \$33,000 from Contingency to the Courthouse budget to complete the renovations to the addition and a Budget Transfer was requested in the amount of \$2,600 to increase the Affordable Housing budget to fund a First Time Home Buyer.

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

Approval of Facilities Use Agreement – The County of Venango is acting as a Fiscal Agent on behalf of the Workforce Investment Board for this agreement. The Industry Partnerships use Edinboro as a meeting place and a facilities use agreement needs to be approved. The Solicitor has reviewed this agreement.

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

#### **HUMAN RESOURCES:**

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

#### **PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:**

**PROBATIONARY NEW HIRE** – In Department #405 (Airport) of **Justin Grant**, Maintenance Worker III, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 10 (\$10.81/hr.), **effective 04/07/14; Special Conditions:** Filling existing vacancy. In Department #520 (Children and Youth Services) of **Margaret Beall**, Social Worker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 8 (\$19.00/hr.), **effective 03/17/14; Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of **Oliver Braden**, Bus Driver, SEIU position, Part-Time, 40 hours/pay, SEIU Pay Grade 9 (\$10.21/hr.), **effective 04/03/14; Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #160 (Maintenance) of **Daniel Hartle**, Maintenance Worker III, SEIU position, Full-Time, 80 hours/pay, **effective 03/06/14**. In Department #305 (Prison) of **Lorraine Wagner**, 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 04/06/14; Special Conditions:** Action ratified at the April Prison Board meeting. In Department #530 (PICs) of **Angello Perillo**, Caseworker III, Full-Time, 80 hours/pay, **effective 03/12/14**. In Department #531 (Human Services Clerical) of **Wendy Hoover**, Department Clerk II, SEIU position, Full-Time, 80 hours/pay, **effective 03/18/14**.

**TRANSFER / DECREASE IN HOURS / RATE ADJUSTMENT** – In Department #531 (Human Services Clerical) of **Stephanie Alex**, **from** Department Clerk II, SEIU position, Full-Time, 80

hours/pay, SEIU Pay Grade 6 (\$9.0806/hr.), to Department #270 (Sheriff), Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.55/hr.), **effective 04/14/14; Special Conditions:** Filling existing vacancy.

**TRANSFER / CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS / RATE ADJUSTMENT** – In Department #305 (Prison) of **Robert Heller**, from Corrections Monitor, AFSCME position, Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), to Department #580 (Transportation), Vehicle Driver, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 7 (\$9.00/hr.), **effective 03/28/14; Special Conditions:** Filling existing vacancy; action to be ratified at May Prison Board.

**PROMOTION** – In Department #520 (Children and Youth Services) of **Elizabeth Lofink**, from Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 (\$12.803/hr.), to Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 03/10/14.**

**POSITION REALLOCATION** – In Department #580 (Transportation) of **Karen Clark**, Transportation Specialist, Full-Time Exempt, from Exempt Pay Grade 3 (\$40,223.10/yr.), to Exempt Pay Grade 4 (\$43,012/yr.), **effective 03/31/14.**

**SEPARATION OF EMPLOYMENT – RETIREMENT** – In Department #507 (Veterans’ Affairs) of **Charles Tarr**, Director of Veterans’ Affairs, **effective 04/25/14.**

**SEPARATION OF EMPLOYMENT** – In Department #125 (Public Defender) of **Daisylynn Tafoya**, Paralegal/Investigator, **effective 03/28/14.** In Department #305 (Prison) of **Douglas Buchanan**, Corrections Officer, AFSCME position, **effective 03/18/14; Special Conditions:** Action ratified at the April Prison Board meeting.

.....

**PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:**

**PROBATIONARY NEW HIRE** – In Department #540 (MH/DS) of **Willard Buchna**, Administrative Officer I, Full-Time Exempt, Exempt Pay Grade 1 (\$34,172.60/yr.), **effective 04/28/14; 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 #265 (Prothonotary) of **Carol Hoover**, Department Clerk II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.55/hr.), **effective 03/19/14**; **Special Conditions:** Filling existing vacancy.

**TRANSFER / DECREASE IN HOURS / RATE ADJUSTMENT** – In Department #531 (Human Services Clerical) of **Stephanie Alex**, **from** Department Clerk II, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$9.0806/hr.), **to** Department #270 (Sheriff), Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.55/hr.), **effective 04/14/14**; **Special Conditions:** Filling existing vacancy.

**CHANGE IN EMPLOYMENT STATUS / DECREASE IN HOURS** – In Department #265 (Prothonotary) of **Clarice Koby**, Department Clerk Intern, **from** Temporary Part-Time, 42 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.9975/hr.), **to** Non-Regular Part-Time, 36 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.9975/hr.), **effective 03/17/14**.

\*\*\*\*\*

**PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:**

**NONE**

**PLANNING COMMISSION:**

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

2014 CDBG Public Hearing (First Hearing) – The funding has not yet been announced by the U. S. Department of Housing and Urban Development. Venango County’s funding can be used in 27 non-entitlement municipalities. Ms. Barrett is anticipating approximately \$200,000 as a planning figure for this year.

Approval of Venango County Regional Planning Commission 2013 Annual Report – The annual report reviews the programs and activities the Regional Planning Commission conducted during 2013.

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

Approval of Resolution #2014-02 – Fair Housing Resolution – This resolution is required for the CDBG application.

Commissioner Summers made a motion to approve the above resolution, 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.

Approval of Application to Hold Boat Races on Memorial Day Weekend – 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. The races will be held May 24 and 25, Memorial Day weekend.

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

Approval of Appointment of Deb Frawley to Park Advisory Board – This is a four (4) term appointment.

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

Mr. Mihalic presented the Park Activities Report:

Trout season opens April 12 and the lake has been stocked. The handicapped accessible dock is ready to be installed.

Anyone who would like to be Camp Host for this camping season is invited to apply. The Camp Host is responsible for making sure campers have the proper tags. You must bring your own camper and you will receive free camping and hook-up for the summer. Training is provided.

#### **COUNTY ADMINISTRATION:**

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

Ratification of Bid Award for Renovation of Office Space at the Courthouse – This bid was for the renovation of the office space in the rear of the Courthouse. The bid was awarded to Clark Construction from Titusville, Pennsylvania at a cost of \$32,262.00.

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

Approval of Appointment of Brenda Thoma to the Workforce Investment Board – This approval was tabled due to the Workforce Investment Board not being able to contact Ms. Thoma prior to the meeting.

Commissioner Brooks made a motion to table the above appointment, seconded by Commissioner Witherup, aye all.

The following items were 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 at the Cranberry Mall on April 26 & 27. There will be many activities including bands, Photo Ops and Inflatable Bowling.

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

Approval of Childhood Cancer Awareness Week – April 20 – 26, 2014 Proclamation – This proclamation recognizes that one (1) in five (5) of our nation’s children loses his or her battle with cancer and many infants, children and teens will suffer from long-term effects of comprehensive treatment, including secondary cancers. To honor a child’s determination and bravery to fight the battle against childhood cancer, April 20 – 26 is proclaimed childhood Cancer Awareness Week in Venango County.

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:

**OTHER BUSINESS**

There was no other business conducted.

**PUBLIC COMMENT**

There was no public comment offered.

**ADJOURNMENT**

The meeting adjourned at 6:40pm upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,

  
Abby R. Flockerzi, Admin. Assist.

*The mission of the employees of Venango County is to promote a spirit of cooperation and commitment by encouraging the active and informal partnership of Venango County residents in government thereby empowering citizens to shape a better community.  
"We will strive to honor the past, serve the present, and touch the future."*

## COMMISSIONERS' PUBLIC MEETING AGENDA

April 8, 2014

Invocation – Pastor Rob Kifer, Heckathorn United Methodist Church, Seneca, Pennsylvania  
(Participation is voluntary)

Pledge of Allegiance

### ELECTION BOARD

1. Call to Order
2. Approval of Minutes from the March 11, 2014 Meeting
3. Public Comment on Agenda
4. Update on 2014 Primary Election Preparations
5. Other Business
6. Public Comment
7. Adjournment

### RETIREMENT BOARD

1. Call to Order
2. Approval of Minutes from March 11, 2014 Meeting
3. Public Comment on Agenda
4. Retirement Board Items for Consideration – Attachment A
5. Other Business
6. Public Comment
7. Adjournment

### SALARY BOARD

1. Call to Order
2. Approval of Minutes from March 11, 2014 Meeting
3. Public Comment on Agenda
4. Salary Board Items for Consideration – Attachment B
5. Other Business
6. Public Comment
7. Adjournment

### COMMISSIONER BOARD

1. Call to Order
2. Approve/Amend Commissioner Board Agenda
3. Approval of Minutes from March 11, 2014 Meeting

4. Public Comment on Commissioner Board Agenda
5. **Court Administration:** No business to be presented
6. **Row Offices:**
  - a. Approval of Victims of Juvenile Offenders Victim/Witness Provider Grant Application
7. **Prison:** No business to be presented
8. **Community Services Administration:**
  - a. Approval of Assignment and Assumption Agreement with GAI
  - b. Approval of Hanger Lease with David Jones
  - c. Approval of Liebert Services Maintenance Contract
  - d. Approval of HazMat Billing Ordinance
  - e. Approval of National Public Safety Telecommunicator's Week Proclamation
9. **Human Services:**
  - a. Human Services Agenda for Approval – Attachment C
  - b. Approval of New Bus Schedules
10. **Finance Administration:**
  - a. Warrants – Attachment D
  - b. Approval of Budget Transfers
  - c. Approval of Facilities Use Agreement
11. **Human Resources:**
  - a. Human Resources Agenda for Approval – Attachment E
  - b. Human Resources Agenda for Row Offices – Attachment E-1
12. **Planning Commission:**
  - a. 2014 CDBG Public Hearing (First Hearing)
  - b. Approval of Venango County Regional Planning Commission 2013 Annual Report
  - c. Approval of Resolution # 2014-02 – Fair Housing Resolution
13. **Two Mile Run County Park:**
  - a. Approval of Adopt-A-Pavilion Sponsors
  - b. Approval to Hold Boat Races on Memorial Day Weekend
  - c. Approval of Appointment of Deb Frawley to Park Advisory Board
  - d. Update on Park Activities and Events
14. **County Administration:**
  - a. Ratification of Bid Award for Renovation of Office Space at the Courthouse
  - b. Approval of Appointment of Brenda Thoma to Workforce Investment Board
  - c. Approval of Relay For Life – Paint Venango County Purple Proclamation
  - d. Approval of Childhood Cancer Awareness Week – April 20 – 26, 2014 Proclamation

15. **Other Business**

16. **Public Comment**

17. **Adjournment**

**NOTE:**

The next public meeting will be held on May 13, 2014 at 6:00 p.m. in Room 103 of the Courthouse Annex to conduct County business.

RETIREMENT BOARD AGENDA

Date: 04/08/14 Time: \_\_\_\_\_

Attendance:

**Approval of Minutes:**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to waive the reading of the minutes of the 03/11/14 meeting, make them available for public inspection and approve them as submitted; aye all. Motion carried and was approved.

**Public Comments:**

\_\_\_\_\_  
\_\_\_\_\_

**Retirement Board Items for Consideration:**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the application for the following employees to enter the Retirement Fund System:

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>PERCENTAGE</u>
Margaret H. Beall (FT) Children & Youth Services	03/17/14	9%
Jeri L. Bolton (PT) Public Defender	03/03/14	9%
Gwendolyn J. Calhoun (FT) Courts	03/03/14	9%
Maurizio Dragotta (PT) Transportation	03/03/14	9%
Carol J. Hoover (FT) Prothonotary	03/19/14	9%
Nicholas Olmstead (FT) Prison	03/02/14	9%

Aye all; Motion carried and was approved.

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to authorize the Treasurer of the Retirement Board to issue checks to the following persons who are withdrawing their contributions plus interest in accordance with the Plan and County pension law:

<u>NAME</u>	<u>DISBURSEMENT DATE</u>
Stephen L. McCauley	04/30/14
Daisylynn M. Tafoya	04/30/14

Aye all; Motion carried and was approved.

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the following retirements: [Refunds; Normal (Superannuation) Retirements; Early Retirements; Death Benefits]

1) Notice to the Retirement Board of the death of retiree Dolores J. DeWoody on 03/21/14. There is

no pension benefit, pro rata or otherwise, payable to her estate or beneficiaries.

- 2) Motion to approve the superannuation retirement of David P. Schwille effective 02/21/14. He has elected Option Two which entitles him to receive a monthly annuity of \$1,494.06 payable throughout his lifetime. Also, he is entitled to a pro rata benefit of \$426.87 to be paid for 8 days in February.

**Other Business:** [Buy-backs; Administrative issues]

- 1) Because Stephen L. McCauley failed to execute or file pension withdrawal documents within the established time frame, his accumulated deductions are being withdrawn in accordance with Retirement Board policy.

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_; aye all. Motion was approved.

**VENANGO COUNTY RETIREMENT BOARD**

Timothy S. Brooks

Vincent L. Witherup

Bonnie S. Summers

Deborah H. Sharpe

Denise W. Jones

SALARY BOARD  
ITEMS FOR CONSIDERATION

April 8, 2014

DEPARTMENT #125 – PUBLIC DEFENDER

ABOLISH

Paralegal/Investigator  
Full-Time  
Non-Union Hourly Pay Grade 5  
Effective 04/03/14

CREATE

Administrative Assistant II  
Full-Time  
Non-Union Hourly Pay Grade 5  
Effective 04/03/14

DEPARTMENT #580 – TRANSPORTATION

ABOLISH

Transportation Aide  
SEIU position  
Part-Time  
SEIU Pay Grade 4  
Effective 03/18/14

POSITION REALLOCATION

Transportation Specialist  
Full-Time Exempt  
**From** Exempt Pay Grade 3  
**To** Exempt Pay Grade 4  
Effective 03/31/14

ABOLISH

Vehicle Driver – 2 positions  
SEIU position  
Full-Time  
SEIU Pay Grade 7  
Effective 03/18/14

ABOLISH

Vehicle Driver – 4 positions  
SEIU position  
Part-Time  
SEIU Pay Grade 7  
Effective 03/18/14

**DEPARTMENT #590 – HOUSING**

**ABOLISH**

Senior Program Specialist (Housing/Marketing)  
Full-Time Exempt  
Exempt Pay Grade 3  
Effective 03/11/14

**CREATE**

Senior Housing Specialist  
Full-Time Exempt  
Exempt Pay Grade 3  
Effective 03/11/14

**DEPARTMENT #605 – PARK**

**CREATE**

Department Clerk Intern  
Temporary Full-Time  
Non-Union Hourly Pay Grade 1  
Effective 05/19/14  
Note: Temporary seasonal position through 08/17/14.

**CREATE**

Maintenance Worker Intern  
Temporary Full-Time  
Non-Union Hourly Pay Grade 1  
Effective 05/19/14  
Note: Temporary seasonal position through 08/17/14.

TO: County Commissioners  
FR: Jayne Romero  
DT: 4/3/14  
RE: Items for Commissioner Approval

**NEW CONTRACTS 2013- 2014**

**Item 1: Mustard Seed Missions** (Human Services)

**Synopsis:** Request Commissioner approval to enter into an agreement with Mustard Seed Missions of Venango County for the period of January 1, 2014 through June 30, 2014. The County will grant \$10,000 to cover start-up costs associated with the organization. The local match requirement will come from the existing match allocation.

**Item 2: Connect America, LLC.** (AAA)

**Synopsis:** Request Commissioner approval to contract with Connect America, LLC. 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 \$30.00 per unit of service. There is no match required from the County.

**Item 3: Pressley Ridge** (CYS)

**Synopsis:** Request Commissioner approval to contract with Pressley Ridge for the period of April 1, 2014 through June 30, 2014 to provide out of home placement to youth involved in the Child Welfare System at a daily per diem of \$65.37 for Community Residential Rehabilitation and \$102.23 for Treatment Foster Care. The local match requirement will come from the existing match allocation.

**ADDENDUMS TO EXISTING CONTRACTS**

**Item 1: Community Services of Venango County** (CYS)

**Synopsis:** Request Commissioner approval to amend the contract with Community Services of Venango County for fiscal year 2013-14 retroactive to July 1, 2013 to 1) increase the rate from \$145.00 to \$191.00 per Welcome Every Child Basket delivered, 2) to increase the rate from \$83.59 to \$93.59 per visit for the Nurse Home Visitor Program for TANF eligible families, 3) provide start-up funds in the amount of \$10,625 to expand the Parent as Teachers Program, and 4) provide start-up funds in the amount of \$10,625 to expand the Early Head Start Program to work with families presenting with addiction issues. The contract maximum will increase from \$83,504 to \$121,334. The local match requirement will come from the existing match allocation.

**Item 2: Family Services and Children's Aid Society (CYS)**

**Synopsis:** Request Commissioner approval to amend the contract with Family Services and Children's Aid Society for fiscal year 2013-14 retroactive to July 1, 2013 to reduce the contract maximum from \$104,800 to \$87,000 for the Venango County Fatherhood Initiative Program. The match requirement will come from the existing CYS match allocation.

**Item 3: Regional Counseling Center (MH)**

**Synopsis:** Request Commissioner approval to amend the contract with Regional Counseling Center for fiscal year 2013-14, retroactive to July 1, 2013 to increase the Mobile Medication rate to \$86.72 per hour, as authorized by the County, for individuals with no other third party means of reimbursement. The match requirement will come from the existing MH/DS match allocation.

**OTHER ITEMS:**

**Item 1: Approval of Application to Restore Early Head Start Funding**

Request Commissioner approval to submit an application to the Department of Health and Human Services for Cola funding (\$10,641) and funding for the restoration of the operational fund (\$43,137) reduced by sequestration for the period of March 1, 2014 through February 28, 2015. Non-federal share is the responsibility of Community Services of Venango County, Inc. with who the County contracts for service delivery.

**Item 2: Approval of Inter-Agency Agreement between Venango County Housing Authority and the County of Venango.** (Human Services)

Request Commissioner approval to amend the Inter-Agency Agreement with Venango County Housing Authority for the period of December 23, 2013 through June 30, 2014 for the County to provide general management of the operations for the Authority. There is no match required from the County.

**Item 3: Approval of CYFS Resource Family Agreements**

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

**Item 4: Approval of Application for Advisory Board Council Member**

Request Commissioner approval to appoint Vicki Atkinson, Diana Beck, Pat Dilley and Dick Swartzlander to the RSVP Advisory Council to fill the current vacancies.

**Item 5: Approval of Application for Drug-Free Communities Support Program Grant**

Request Commissioner approval to submit an application for the Drug-Free Communities Support Program Grant in the amount of \$125,000. This grant would enhance the Together We Can Coalition to implement evidence based programs throughout the county. The local in-kind non-federal share for this grant is 100% of funding to a maximum of \$125,000.

**Item 6: Ratify the Appointment of AAA Advisory Council Board Members**

Request Commissioner approval to ratify the appointment of Lisa Weisman and Maria Galla to a third three term on the Venango County Area Agency on Aging Advisory Council.

**Item 7: Approval of Grant Application through the Department of Aging**

Request Commissioner approval to submit an application for a \$110,606 grant through the Department of Aging to expand the activity program, increase participation in senior centers, and enhance the Scrubgrass Senior Center environment.

**Item 8: Sub- lease Agreement for individual identified by Venango County MH/DS**

Request Commissioner approval to enter into a sub-lease agreement for an individual identified by the County Human Services for a property located in Franklin that is zoned for apartment living. This agreement will be in effect March 17, 2014 through March 17, 2015.

**Item 9: Appointment of Members to Affordable Housing Trust Board**

Request Commissioner approval to re-appoint Deb Lutz and to appoint Rick Cook to the Affordable Housing Trust Board.

**Item 10: Approval of the First Time Home Buyer Application**

Request Commissioner approval to approve the First Time Home Buyer Application in the amount of \$2,600 for Kirk Morrison.



# Venango County

## Courthouse Annex

1174 Elk Street, P O Box 831  
814/432-9503 FAX 814/432-9511

**Commissioners**  
Timothy S. Brooks  
Vincent L. Witherup  
Bonnie S. Summers

**Solicitor**  
Richard Winkler

**Chief Clerk**  
Denise W. Jones

**Administrator, Finance**  
Diona L. Brick

**TO:** Board of Commissioners  
**FROM:** Diona Brick, Administrator, Finance & Management Services  
**DATE:** April 8<sup>th</sup> 2014

The following warrants are submitted for your approval:

Warrant	SP030514	\$	62,175.64	Non-Human Services Expenditures
Warrant	031414		149,175.49	Non-Human Services Expenditures
Warrant	HS031414		78,129.45	Human Services Expenditures
Warrant	SP031714		11,670.56	Non-Human Services Expenditures
Warrant	032114		427,306.49	Non-Human Services Expenditures
Warrant	HS032114		385,401.36	Human Services Expenditures
Warrant	032814		558,262.53	Non-Human Services Expenditures
Warrant	HS032814		136,453.03	Human Services Expenditures
Warrant	SP032414		2,355.00	Non-Human Services Expenditures
Warrant	SP032814		6,500.00	Non-Human Services Expenditures
Warrant	040414		282,313.97	Non-Human Services Expenditures
Warrant	HS040414		60,284.13	Human Services Expenditures
Warrant	SP040414		<u>2,360.00</u>	Non-Human Services Expenditures

**Total** \$ 2,162,387.65

**HUMAN RESOURCE AGENDA ITEMS  
APRIL 8, 2014**

**PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:**

**PROBATIONARY NEW HIRE** – In Department #405 (Airport) of **Justin Grant**, Maintenance Worker III, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 10 (\$10.81/hr.), **effective 04/07/14**; **Special Conditions:** Filling existing vacancy. In Department #520 (Children and Youth Services) of **Margaret Beall**, Social Worker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 8 (\$19.00/hr.), **effective 03/17/14**; **Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of **Oliver Braden**, Bus Driver, SEIU position, Part-Time, 40 hours/pay, SEIU Pay Grade 9 (\$10.21/hr.), **effective 04/03/14**; **Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #160 (Maintenance) of **Daniel Hartle**, Maintenance Worker III, SEIU position, Full-Time, 80 hours/pay, **effective 03/06/14**. In Department #305 (Prison) of **Lorrene Wagner**, 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 04/06/14**; **Special Conditions:** Action ratified at the April Prison Board meeting. In Department #530 (PICs) of **Angello Perillo**, Caseworker III, Full-Time, 80 hours/pay, **effective 03/12/14**. In Department #531 (Human Services Clerical) of **Wendy Hoover**, Department Clerk II, SEIU position, Full-Time, 80 hours/pay, **effective 03/18/14**.

**TRANSFER / DECREASE IN HOURS / RATE ADJUSTMENT** – In Department #531 (Human Services Clerical) of **Stephanie Alex**, **from** Department Clerk II, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$9.0806/hr.), **to** Department #270 (Sheriff), Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.55/hr.), **effective 04/14/14**; **Special Conditions:** Filling existing vacancy.

**TRANSFER / CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS / RATE ADJUSTMENT** – In Department #305 (Prison) of **Robert Heller**, **from** Corrections Monitor, AFSCME position, Part-Time On Call, 7 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **to** Department #580 (Transportation), Vehicle Driver, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 7 (\$9.00/hr.), **effective 03/28/14**; **Special Conditions:** Filling existing vacancy; action to be ratified at May Prison Board.

**PROMOTION** – In Department #520 (Children and Youth Services) of **Elizabeth Lofink**, **from** Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 (\$12.803/hr.), **to** Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 03/10/14**.

**POSITION REALLOCATION** – In Department #580 (Transportation) of **Karen Clark**, Transportation Specialist, Full-Time Exempt, **from** Exempt Pay Grade 3 (\$40,223.10/yr.), **to** Exempt Pay Grade 4 (\$43,012/yr.), **effective 03/31/14**.

**SEPARATION OF EMPLOYMENT – RETIREMENT** – In Department #507 (Veterans' Affairs) of **Charles Tarr**, Director of Veterans' Affairs, **effective 04/25/14**.

**SEPARATION OF EMPLOYMENT** – In Department #125 (Public Defender) of **Daisylynn Tafoya**, Paralegal/Investigator, **effective 03/28/14**. In Department #305 (Prison) of **Douglas Buchanan**, Corrections Officer, AFSCME position, **effective 03/18/14**; **Special Conditions:** Action ratified at the April Prison Board meeting.

.....

**PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:**

**PROBATIONARY NEW HIRE** – In Department #540 (MH/DS) of **Willard Buchna**, Administrative Officer I, Full-Time Exempt, Exempt Pay Grade 1 (\$34,172.60/yr.), **effective 04/28/14**; **Special Conditions:** Filling newly created position ratified at the March Salary Board meeting.

**ROW OFFICES**  
**Human Resource Items for Informational Purposes**  
**April 8, 2014**

**PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:**

**PROBATIONARY NEW HIRE** – In Department #265 (Prothonotary) of **Carol Hoover**, Department Clerk II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.55/hr.), **effective 03/19/14**; **Special Conditions**: Filling existing vacancy.

**TRANSFER / DECREASE IN HOURS / RATE ADJUSTMENT** – In Department #531 (Human Services Clerical) of **Stephanie Alex**, **from** Department Clerk II, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 (\$9.0806/hr.), **to** Department #270 (Sheriff), Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 (\$9.55/hr.), **effective 04/14/14**; **Special Conditions**: Filling existing vacancy.

**CHANGE IN EMPLOYMENT STATUS / DECREASE IN HOURS** – In Department #265 (Prothonotary) of **Clarice Koby**, Department Clerk Intern, **from** Temporary Part-Time, 42 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.9975/hr.), **to** Non-Regular Part-Time, 36 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.9975/hr.), **effective 03/17/14**.

\*\*\*\*\*

**PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:**

**NONE**