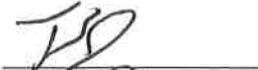


Reviewed by:


**COMMISSIONER BOARD MINUTES**  
**May 10, 2016**

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

Commissioner Timothy Brooks	Commissioner Vince Witherup
Commissioner Albert Abramovic	Denise Jones, Chief Clerk/County Administrator
Shelly Hartle, Interim Chief Clerk	Rich Winkler, Solicitor
Abby Flockerzi, Administrative Assistant	Diona Brick, Fiscal
Bill Kresinski, MIS	Gerry McGuinness, Voter Registration
Rich Mihalic, Park	Jayne Romero, Human Services
Jeff Ruditis, Prison	Deborah Sharpe, Treasurer
Sandy Sutch, Human Resources	
Sally Bell, News Media	
Pastor Eric Reamer, Oil City Free Christian Church	

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 6:08 p.m.

**APPROVE / AMEND COMMISSIONER BOARD AGENDA:**

The following change was made to the agenda: removal of Approval of Service Agreement with Edisa Berberkic under Finance Administration – Fiscal Agent for Northwest Pennsylvania Emergency Response Group (NWP AERG).

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

**APPROVAL OF MINUTES FROM THE APRIL 12, 2016 MEETING:**

Commissioner Abramovic made a motion to approve the minutes from the April 12, 2016 meeting, seconded by Commissioner Witherup, aye all.

**PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:**

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

**COURT ADMINISTRATION:**

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

Approval of Sublicense and Sales Agreement with National Curriculum and Training Institute, Inc. – This is to extend the expiration date of the sublicense and sales agreement with National Curriculum and Training Institute, Inc. to October 1, 2016.

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

**ROW OFFICES:**

There was no business to be conducted.

**PRISION:**

The following item was presented for approval by Warden Ruditis:

Ratification of Memorandum of Understanding – Mutual Housing Agreement between Butler County and the Butler County Prison and Venango County and the Venango County Prison – This Memorandum of Understanding is to house inmates at the Butler County Jail at the cost of \$60 per day per inmate. Currently Venango County has 24 inmates being housed in the Butler County Prison due to overcrowding at the Venango County Prison.

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

**COMMUNITY SERVICES ADMINISTRATION:**

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

Approval of Bid Award to Terra Works for Hangar Number 6 Parking Apron at the Venango Regional Airport – Three (3) bids were received for this project.

Commissioner Witherup made a motion to table this bid award until the paperwork could be located, seconded by Commissioner Abramovic, aye all.

Approval of Maintenance Agreement with Reno Brothers, Inc. for Building Environmental Systems – This maintenance agreement is for maintenance and inspection of the heating and cooling systems at the Venango Regional Airport. The cost of this agreement is \$1,237.33 per quarter for a total of \$4,949.32 for a year. This agreement begins on May 15, 2016 and ends on May 14, 2017.

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

**HUMAN SERVICES:**

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

**CONTINUATION AGREEMENTS 2015-2016**

**Item 1: Mid Atlantic Youth Services, Corp.**

**Synopsis:** Request Commissioner approval to continue the contract with Mid Atlantic Youth Services, Corp for the period April 1, 2016 through June 30, 2016 to provide residential and secure residential services to children authorized by the county at a rate ranging from \$270.50 to \$348.25 per day, determined by the individual's needed level of care. The local match will come from the existing match allocation.

**CONTINUATION AGREEMENTS 2016-2017**

**Item 1: Kara Smith** (EI)

**Synopsis:** Request Commissioner approval to continue to contract with Kara Smith for the period July 1, 2016 through June 30, 2017 to provide Special Instruction and evaluations to individuals referred and authorized by the Venango County Early Intervention Program. The rates are set by the PA Office of Child Development & Early Learning currently \$27.99 per 15 minute unit of service. The required match will come from the existing match allocation.

**Item 2: Dr. Derek Roemer** (ID)

**Synopsis:** Request Commissioner approval to continue to contract with Dr. Derek Roemer for the period July 1, 2016 through June 30, 2017 to provide consultation and evaluation services. The Provider will be reimbursed \$64.35 per consultation hour and \$55.60 per evaluation hour for individuals with no third party means of reimbursement as authorized by the County. Local match will come from the existing match allocation.

**Item 3: The Arc of Crawford County** (ID)

**Synopsis:** Request Commissioner approval to continue to contract with The Arc of Crawford County for the period July 1, 2016 through June 30, 2017 to act as the Agency with Choice (AWC) as required by the PA Department of Public Welfare, Office of Developmental Programs (ODP). Monthly administrative fees equaling \$150.00 per AWC Client will be paid to the Provider in addition to the cost of service negotiated between the client and their service worker. The local match will come from the existing match allocation.

**Item 4: The Franklin Police Department** (MH)

**Synopsis:** Request Commissioner approval to continue to contract with The Franklin Police Department for the period July 1, 2016 through June 30, 2017 to provide emergency transport of individuals originating within the Franklin limits to the UPMC-Northwest Medical Center located in Seneca, Pennsylvania, as authorized by the MHDS Administrator or delegates of the Venango County Mental Health Department, pursuant to Article III, Section 301 and Section 302 of the of the Commonwealth of Pennsylvania Mental Health Procedures Act of 1976, As Amended, 1978. The County shall pay the Provider for officer overtime costs at a rate of the 1.5 times the actual hourly pay plus any other statutory or contractual costs of any officer that must be engaged in an overtime capacity to provide the transport services agreed upon herein. The local match will come from the existing match allocation.

**Item 5: The Oil City Police Department** (MH)

**Synopsis:** Request Commissioner approval to continue to contract with The Oil City Police Department for the period July 1, 2016 through June 30, 2017 to provide emergency transport of individuals originating within the Oil City limits to the UPMC-Northwest Medical Center located in Seneca, Pennsylvania, as authorized by the MHDS Administrator or delegates of the Venango County Mental Health Department, pursuant to Article III, Section 301 and Section 302 of the of the Commonwealth of Pennsylvania Mental Health Procedures Act of 1976, As Amended, 1978. The County shall pay the Provider for officer overtime costs at a rate of the 1.5 times the actual hourly pay plus any other statutory or contractual costs of any officer that must be engaged in an overtime capacity to provide the transport services agreed upon herein. The local match will come from the existing match allocation.

**Item 6: Easter Seal Society of Western PA** (EI)

**Synopsis:** Request Commissioner approval to continue to contract with Easter Seals Society of Western PA for the period July 1, 2016 through June 30, 2017 to provide Special Instruction and evaluation (\$27.99 per 15 minute unit), and Physical, Speech and Occupational therapy and evaluation (\$31.76 per 15 minute unit) to individuals referred and authorized by the Venango County Early Intervention Program. The rates are set by the PA Office of Child Development & Early Learning. The required match will come from the existing match allocation.

**Item 7: Care Unlimited, Inc.** (OAS)

**Synopsis:** Request Commissioner approval to continue to contract with Care Unlimited, Inc. for the period July 1, 2016 through June 30, 2017 to provide 1) Personal Care, Home Support and Personal Assistance services at the rate of \$19.48 per hour; 2) Home Health Nursing – LPN at the rate of \$11.02 per 15 minute unit; and 3) Home Health Nursing – RN at the rate of \$16.55 per 15 minute unit as authorized by Venango County Older Adult Services. There is no local match requirement.

**Item 8: Heartfelt Home Healthcare Services, Inc.** (OAS)

**Synopsis:** Request Commissioner approval to continue to contract with Heartfelt Home Healthcare Services, Inc. for the period July1, 2016 through June 30, 2017 to provide 1) Home Health Aide services at the rate of \$19.85 per hour; and 2) Skilled Nursing at the rate of \$100 per visit as authorized by Venango County Older Adult Services. There is no local match requirement.

**Item 9: Titusville Area Senior Citizens Corporation** (OAS)

**Synopsis:** Request Commissioner approval to continue to contract with Titusville Area Senior Citizens Corporation for the period July 1, 2016 through June 30, 2017 to provide Senior Center Services for Venango County seniors at the rate of \$11 per day as authorized by Venango County Older Adult Services. There is no local match requirement.

**Item 10: Visiting Nurses Association of Venango County.** (OAS)

**Synopsis:** Request Commissioner approval to continue to contract with Visiting Nurses Association of Venango County. for the period July 1, 2016 through June 30, 2017 to provide 1) Personal Care at the rate of \$19.76 per hour and 2) Home Support at the rate of \$19.48 per hour as authorized by Venango County Older Adult Services. There is no local match requirement.

**Item 11: Connect America, LLC** (OAS)

**Synopsis:** Request Commissioner approval to continue to contract with Connect America, LLC for the period July 1, 2016 through June 30, 2017 to provide Basic PERS at \$25 per month, Basic PERS w/Fall Detector Pendant at \$35 per month, Cellular PERS at \$30 per month, Cellular PERS w/Fall Detector Pendant at \$40 per month Mobile/GPS at \$35 per month, and Mobile PERS w/Fall Detector Pendant at \$45 per month as authorized by Venango County Older Adult Services. There is no local match requirement.

**Item 12: Colleen Breene** (MD)

**Synopsis:** Request Commissioner approval to continue to contract with Colleen Breene for the period July 1, 2016 through June 30, 2017 to provide consultation and evaluation services. The Provider will be reimbursed \$64.35 per consultation hour and \$55.60 per evaluation hour for individuals with no third party means of reimbursement as authorized by the County. Local match will come from the existing match allocation.

**Item 13: Avanco Provider Agreement** (CYS)

**Synopsis:** Request Commissioner approval to continue to contract with Avanco to provide user access, secure and backup client data, and provide telephone support for the period July 1, 2016 through June 30, 2017. The client will be reimbursed \$9,895.60 per quarter for a total of \$39,582.40. The required match will come from the existing match allocation.

**Item 14: Avanco Consulting Agreement** (CYS)

**Synopsis:** Request Commissioner approval to continue to contract with Avanco to provide consulting time as requested by the county at a fee ranging from \$54.50/hr to \$125.00/hr dependent on the level of programmer (from research Analyst to Project Director) assigned. The maximum to be reimbursed under this agreement is \$10,000. The required match will come from the existing match allocation.

**Item 15: The ARC of Clarion and Venango Counties**

**Synopsis:** Request Commissioner approval to continue to contract with The ARC of Clarion and Venango Counties for the period July 1, 2016 through June 20, 2017 to provide companion services (\$5.41 per 15 minute), supported employment (\$15.71 per minute), Respite Home Based - 24 Hour (214.09 per day), home and community habitation Level 3 (\$6.38 per 15 minute), and home and community habilitation Level 4 (rate still unknown) to ID consumers, as authorized by

the Base Service Unit. The rates are set by the PA Department of Human Services, Office of Developmental Programs and local match will come from the existing match allocation.

**Item 16: CASA of Venango County CY5**

**Synopsis:** Request Commissioner approval to continue to contract with CASA of Venango County for the period July 1, 2016 through June 30, 2017 by funding a grant in the amount of \$10,000 to assist with operating costs to include but not limited to rent/utilities, postage, printing, equipment lease and general liability insurance. The local match will come from the existing match allocation.

**Item 17: Gail I. Donaldson EI**

**Synopsis:** Request Commissioner approval to continue to contract with Gail I. Donaldson, MS CCC/SLC for the period July 1, 2016 through June 30, 2017 to provide Speech therapy and evaluation for children in early intervention as authorized by the county. The provider will be reimbursed the rate of \$31.76 per 15 minute unit of service. The rates for EI services are set by the PA Office of Child Development and Early Learning. The required local match will come from the existing match allocation.

**Item 18: Helpmates, Inc. OAS**

**Synopsis:** Request Commissioner approval to continue to contract with Helpmates, Inc. for the period July 1, 2016 through June 30, 2017 to provide 1) Personal Care at the rate of \$19.87 per hour and 2) Home Support at the rate of \$17.71 per hour as authorized by Venango County Older Adult Services. There is no local match requirement.

**CONTRACT ADDENDUMS 2015-16**

**Item 1: Community Services of Venango County, Inc. OAS, CY5**

**Synopsis:** Request Commissioner approval to amend the contract with Community Services of Venango County, Inc. for fiscal year 2015-16 in order to reimburse the provider for the following: 1) for actual costs incurred to the maximum of \$10,310 to expand the Parents as Teachers Program; 2) for actual costs incurred to the maximum of \$8,940 to expand the New Beginnings program; 3) for actual costs incurred to a maximum of \$11,000 to provide staff support for the Older Adult Senior Center Program for the period May 1, 2016 through June 30, 2016; 4) for actual costs incurred for additional start-up needs for the Cranberry Senior Center to include but not limited to office equipment and supplies, staff training, furniture relocation costs, insurance, and staff acquisition costs to the maximum of \$10,000. The local match for programs 1 and 2 listed above will come from the local match allocation. There is no match requirements for Older Adult Services.

**OTHER ITEMS:**

**Item 1: Approval of CYFS Resource Family Agreements (CYS)**

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

**Item2: Data Release Agreement MATP**

Request Commissioner approval to enter into an agreement with the PA Department of Human Services regarding the disclosure and use of information regarding the eligibility status of MATP recipients in relation to the administration of the Medical Assistance program.

**Item 3: Rocky Grove Fire Hall rental agreement OAS**

Request Commissioner approval to enter into an agreement with the Rocky Grove Volunteer Fire Department for the rental of their large room on August 12th at the cost of \$300. There is no local match requirement.

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

Approval of Down Payment and Closing Cost Assistance Grant Agreement – Request Commissioner approval of the First Time Home Buyer Application in the amount of \$5,000 for Kristen Huffman.

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

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

Ratification of Veterans Affairs Grant – This grant, in the amount of \$3,700, is to provide outreach services to veterans. This grant will pay the tuition for veterans who would like to attend the Small Business Jump Start program.

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

**FINANCE ADMINISTRATION:**

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

041516	518,231.06	Non-Human Service Warrant
SP041216	4,972.86	Non-Human Service Warrant
HS041516	298,936.56	Human Service Warrant
SP041316	8,031.18	Non-Human Service Warrant
042216	172,672.35	Non-Human Service Warrant
HS042216	205,885.96	Human Service Warrant

SP042116	2,531.77	Non-Human Service Warrant
042916	1,517,261.54	Non-Human Service Warrant
HS042916	60,021.38	Human Service Warrant
SP042816	312,011.67	Non-Human Service Warrant
SP042916	537.20	Non-Human Service Warrant
050616	343,308.49	Non-Human Service Warrant
HS050616	161,126.81	Human Service Warrant
EL050616	25,578.70	Non-Human Service Warrant
	<b>Total:</b>	<b>\$ 3,631,107.53</b>

Commissioner Abramovic 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 Transfer – This budget transfer is in the amount of \$9,043 from Contingency to the Auditor’s budget to increase days for 2016 by 20 per Auditor for completion of a special project.

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

Approval of Understanding of Services with Maher Duessel for Audit of Sugar Valley Lodge – This is an engagement letter for the year-end audit for June 30, 2016 for Sugar Valley Lodge, Inc. The fee for this service will be billed at hourly rates not to exceed \$12,000.

Commissioner Abramovic made a motion to approve the above engagement letter, seconded by Commissioner Witherup, aye all.

**Fiscal Agent for NW Workforce Development Board (NWWDB)**

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

Approval of Memorandum of Understanding – Regional Plan – This memorandum of understanding is between the West Central Job Partnership and the North West Workforce Development Board to develop a Regional Plan. The State requires the Regional Plan to overlap what they call the prep area that the Northwest Commission serves. This includes the six (6) counties in our area and Mercer and Lawrence counties.

Commissioner Witherup made a motion to approve the above memorandum of understanding, seconded by Commissioner Abramovic, aye all.

Approval of Kelly Services Agreement – This agreement is to obtain a temporary greeter in the

Erie CareerLink®.

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

Approval of Copier Lease – Erie CareerLink® – This lease is a 39 month lease at a cost of \$243 per month.

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

### **HUMAN RESOURCES:**

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

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

**PROBATIONARY NEW HIRE** – In Department #305 (Prison) of **Lee Ann Bush**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 04/17/16; Special Conditions:** Filling existing vacancy; Action ratified at the May Prison Board meeting; of **Mark Hannold**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 04/17/16; Special Conditions:** Filling existing vacancy; Action ratified at the May Prison Board meeting; of **Shane King**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 05/09/16; Special Conditions:** Filling existing vacancy; Action to be ratified at the June Prison Board meeting; of **Rachel Nuhfer**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 04/17/16; Special Conditions:** Filling existing vacancy; Action ratified at the May Prison Board meeting. In Department #520 (Children & Youth) of **David Owens**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 05/09/16; Special Conditions:** Filling existing vacancy. In Department #580 (Transportation) of **Gary Parson**, Transportation Aide, SEIU Position, Part-Time, 50 hours/pay, SEIU Pay Grade 4, **effective 04/25/16; Special Conditions:** Filling existing vacancy.

**PROMOTION / CHANGE IN EMPLOYMENT STATUS / TRANSFER / INCREASE IN HOURS** – In Department #540 (MH/DS) of **Hope Taneyhill** from Casework Intern, Temporary Full-Time, 72 hours/pay, Non-Union Hourly Pay Grade 1 to Department #520 (Children & Youth), Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5, **effective 05/09/16; Special Conditions:** Filling existing vacancy. 1 year assignment; Retention and Recruitment Program.

**POSITION REALLOCATION / RATE ADJUSTMENT** – In Department #190 (Planning) of **Emily Donaldson** from Planner II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.8235/hr.) to Deputy Director of Planning, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 8 (\$17.9800/hr.), **effective 04/25/16.**

**INCREASE IN HOURS / JOB TITLE CHANGE** – In Department #190 (Planning) of **Sarah McGuinness** from Planner I, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 6 to GIS

Planner, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 05/16/16; Special Conditions:** Filling existing vacancy.

**JOB TITLE CHANGE / RATE ADJUSTMENT** – In Department #190 (Planning) of **Erik Johnson** from Planner II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$17.3327/hr.) to Senior Planner, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$18.0260/hr.), **effective 04/25/16.**

**JOB TITLE CHANGE** – In Department #540 (MH/DS) of **Shannon Mahoney** from Casework Supervisor, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 3 to Senior Program Specialist, Exempt Full-Time, 80 hours/pay, Exempt Pay Grade 3, **effective 05/16/16; Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #305 (Prison) of **Luke Curik**, Corrections Officer, AFSCME Position, **effective 04/18/16; Special Conditions:** Action ratified at the May Prison Board meeting. In Department #520 (Children & Youth) of **Courtney Hartle**, CYFS Program Director, **effective 03/28/16.** In Department #530 (PIC Unit) of **Nathaniel Rhoades**, Caseworker III, **effective 04/26/16;** of **Christinia Hall**, Caseworker III, **effective 04/26/16.**

**SEPARATION OF EMPLOYMENT – RETIREMENT** – In Department #520 (Children & Youth) of **Margaret Howell Beall**, Social Worker I, **effective 04/15/16;** of **Shirley Heim**, Community Health Nurse II, **effective 04/29/16; Special Conditions:** Furlough due to ESP program transferring to another agency. In Department #580 (Transportation) of **Clarence Exley**, Bus/Van Driver, **effective 04/05/16.**

**SEPARATION OF EMPLOYMENT** – In Department #190 (Planning) of **Philip Gryskewicz**, GIS Planner, **effective 05/13/16.** In Department #305 (Prison) of **Mark Hannold**, Corrections Officer, AFSCME Position, **effective 04/17/16; Special Conditions:** Action ratified at the May Prison Board meeting; of **Steven Dashner**, Corrections Officer, AFSCME Position, **effective 05/17/16; Special Conditions:** Action to be ratified at the June Prison Board meeting. In Department #325 (911 Center) of **Kelly Myers**, Telecommunicator I, **effective 05/06/16.** In Department #520 (Children & Youth) of **Jessica Anthony**, Casework Supervisor, **effective 04/29/16; Special Conditions:** Furlough due to ESP program transferring to another agency; of **Glenda Fulmer**, Casework Intern, **effective 04/29/16; Special Conditions:** Furlough due to ESP program transferring to another agency. In Department #531 (Human Service Clerical) of **Wendy Hoover**, Department Clerk III, SEIU Position, **effective 04/27/16.** In Department #580 (Transportation) of **Gary Lepley**, Transportation Aide, **effective 05/09/16.**

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

**PROBATIONARY NEW HIRE** – In Department #305 (Prison) of **Miranda Baumeratz**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 05/09/16; Special Conditions:** Filling newly created position ratified at the April Salary Board meeting; Action to be ratified at the June Prison Board meeting; of **Erica Ketcham**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 04/24/16; Special Conditions:** Filling newly created position ratified at the April Salary Board meeting; Action ratified at the May Prison Board meeting; of **Kevin Roess**,

Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 04/17/16; Special Conditions:** Filling newly created position ratified at the April Salary Board meeting; Action ratified at the May Prison Board meeting.

**RE-HIRE** – In Department #305 (Prison) of Eric Caffrey, Corrections Officer, AFSCME Position, Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 04/17/16; Special Conditions:** Filling newly created position ratified at the April Salary Board meeting; Action ratified at the May Prison Board meeting.

**TEMPORARY NEW HIRE** – In Department #520 (Children & Youth) of Mallory Hilinski, Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1, **effective 05/16/16; Special Conditions:** Filling newly created position ratified at the April Salary Board meeting as part of the Summer 2016 Intern Recruiting and Retention Program; assignment to last no longer than 08/12/16 of Matthew Veronesi, Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1, **effective 05/16/16; Special Conditions:** Filling newly created position ratified at the April Salary Board meeting as part of the Summer 2016 Intern Recruiting and Retention Program; assignment to last no longer than 08/12/16. In Department #540 (MH/DS) of Shannon Albert, Casework Intern, Temporary Full-Time, 72 hours/pay, Non-Union Hourly Pay Grade 1, **effective 05/18/16; Special Conditions:** Filling newly created position ratified at the April Salary Board meeting as part of the Summer 2016 Intern Recruiting and Retention Program; of Alexandra Davidson, Casework Intern, Temporary Full-Time, 72 hours/pay, Non-Union Hourly Pay Grade 1, **effective 05/18/16; Special Conditions:** Filling newly created position ratified at the April Salary Board meeting as part of the Summer 2016 Intern Recruiting and Retention Program; assignment to last no longer than 08/12/16; of Vanessa Dufford, Casework Intern, Temporary Full-Time, 72 hours/pay, Non-Union Hourly Pay Grade 1, **effective 05/18/16; Special Conditions:** Filling newly created position ratified at the April Salary Board meeting as part of the Summer 2016 Intern Recruiting and Retention Program; assignment to last no longer than 08/12/16; of Nichole Roessler, Casework Intern, Temporary Full-Time, 72 hours/pay, Non-Union Hourly Pay Grade 1, **effective 05/18/16; Special Conditions:** Filling newly created position ratified at the April Salary Board meeting as part of the Summer 2016 Intern Recruiting and Retention Program; assignment to last no longer than 08/12/16.

**VOLUNTARY DEMOTION / TRANSFER** – In Department #530 (PIC Unit) of Cathy Lackatos from Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 to D&A Case Management Specialist II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6, **effective 06/06/16; Special Conditions:** Filling newly created position ratified at the April Salary Board meeting.

Commissioner Abramovic 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:**

**OUT OF CLASS COMPENSATION** – In Department #205 (Courts) of **Christy McCann**, Legal Secretary II, Probationary Full-Time, 75 hours/pay **from** Non-Union Hourly Pay Grade 3 (\$10.60/hr.) **to** Non-Union Hourly Pay Grade 3 (\$11.52/hr.), **effective 04/25/16**; **Special Conditions:** Salary increase through 06/28/16 while performing Central Court Coordinator duties; of **Holly Watson**, Legal Secretary II, Full-Time, 75 hours/pay **from** Non-Union Hourly Pay Grade 3 (\$10.8915/hr.) **to** Non-Union Hourly Pay Grade 3 (\$12.40/hr.), **effective 05/10/16**; **Special Conditions:** Salary increase while performing Administrative Assistant II duties to last no longer than 08/02/16.

**SEPARATION OF EMPLOYMENT** – In Department #205 (Courts) of **I. Christine Ralston**, Central Court Coordinator, Temporary Full-Time, **effective 04/22/16**.

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

**POSITION REALLOCATION / INCREASE IN HOURS / CHANGE IN EMPLOYMENT STATUS** – In Department #205 (Courts) of **Christy McCann** **from** Legal Secretary II, Probationary Part-Time, 48 hours/pay, Non-Union Hourly Pay Grade 3 **to** Legal Secretary II, Probationary Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 3, **effective 04/25/16**; **Special Conditions:** Filling newly created position ratified at the May Salary Board meeting; position reallocation to provide additional support in Central Court and various Magisterial District Judge Offices of Venango County.

Approval of Revisions to Workplace Violence Prevention Policy – Policy #16-02 – This policy was originally developed in the late 1990's and has not been updated since. This revision includes minor revisions mostly to bring the policy into the 21 century; for example including incidents of bullying.

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

**PLANNING COMMISSION:**

There was no business to be conducted.

**TWO MILE RUN COUNTY PARK:**

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

Approval of Permit from Pennsylvania Fish and Boat Commission – Boat Races on Justus Lake – 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. The races will be held May 29 and 29, Memorial Day weekend.

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

Approval of Adopt-A-Pavilion Project Agreement – Oil City Rotary Club – Lakeside Pavilion – The Oil City Rotary Club has been sponsoring the Lakeside Pavilion for many years.

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

Mr. Mihalic presented the Park Activities Report:

The campground will open on Friday, May 13. This is one week earlier than usual due to the help the Park staff received from Sharon Thomas and the Community Service folks.

The boat races are scheduled for Memorial Day weekend. The format has changed and the races will be Divisional races this years. At this time all sites in front of the Nature Lodge are already sold out and the reservable sites in the camp ground are sold out as well.

The annual Trail ride Event will be held on June 11. This is to generate revenue for the maintenance on the trails.

**COUNTY ADMINISTRATION:**

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

Approval of Timber Sale Agreement with Allegheny Wood Products – This is an agreement with Allegheny Wood Products for the sale of timber in the amount of \$58,323. This is part of the long-term forestry preservation plan at Two Mile Run County Park. Our Forester, Mr. Mike McKain, times these timber sales to when the prices are advantageous to the County, as this money goes back to the Park for expenses.

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

Approval of Act 13 Bridge Funding – Pinegrove Township Request – Pinegrove Township has a project they have worked with PennDot, the engineers and Jason Ruggiero from Planning on. They are requesting \$110,000 from Act 13 – the At Risk Bridge Program.

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

Approval of Award of Rehabilitate Runway Pavement and Marking Project to Axtell's Pavement Solution – This bid has been reviewed and recommended to be awarded to Axtell's Pavement Solution by GAI Consultants, the engineering firm for the Airport. The bid amount is \$279,468.50 and includes alternate 1 and 2.

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

Approval of Bid Award to J & T Paving, Inc. for Troy A. Wood Human Services Complex Parking Lot Expansion Project – By expanding the parking lot, the County will be able to accommodate all of the visitors that come to the Troy A. Wood Human Services Complex. This bid was awarded to J & T Paving and the cost is \$227,108. J & T Paving was the low bidder.

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

Approval of Bid Award to Terra Works for jail Sanitary Sewer Improvement Project – The County’s engineering firm, Lennon, Smith, Souleret Engineering reviewed this project and recommended the project be awarded to Terra Works. Terra Works was the low bidder at \$41,140.

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

Ratification of Supplemental Engineering Proposal – Miller Farm Road Bridge – Bridge Replacement to Bride Rehabilitation Project – The County’s bridge engineers, Frank Taylor Engineering, have recommended rehabilitating this bridge verses replacing the bridge. There was additional work for the engineers to complete that was contained in the supplemental agreement.

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

**OTHER BUSINESS**

Commissioner Abramovic commented that this would be Ms. Jones’ last Commissioner Board meeting as Chief Clerk / County Administrator. All three (3) Commissioners thanked Mr. Jones for her service. Commissioner Witherup welcomed Ms. Hartle who will be filling the position of Chief Clerk when Ms. Jones retires on May 31, 2016.

**PUBLIC COMMENT**

There was no public comment offered.

**ADJOURNMENT**

The meeting adjourned at 6:36 p.m. upon a motion by Commissioner Abramovic and a second by Commissioner Witherup, aye all.

Respectfully submitted,

  
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Abby R. Flockerzi, Administrative Assistant