

Reviewed by: \_\_\_\_\_  
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**COMMISSIONER BOARD MINUTES**  
**April 28, 2009**

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

Commissioner Tim Brooks  
Commissioner Troy Wood  
Rich Winkler, Solicitor  
Diona Brick, Fiscal  
Sheila Boughner, News Herald  
Mark Heim, WKQW  
Rich Mihalic, Park Director  
Bill Gabrys, City of Franklin

Commissioner Jan Beichner  
Denise Jones, Chief Clerk  
Lisa Mumford, Admin. Asst.  
Bill Kresinski, MIS  
Sandy Sutch, Human Resources  
David Schwille, Human Services  
Tracy Jamieson, City of Franklin

The meeting began with a moment of silent prayer and then Commissioner Brooks led the group in the Pledge of Allegiance.

**COMMISSIONER BOARD:**

Commissioner Brooks called the meeting to order at 6:05 p.m. A motion was made by Commissioner Beichner to approve the minutes from the April 14, 2009 meeting, seconded by Commissioner Wood, aye all.

No public comment on the agenda. There was no business to come before the Board from the Row Offices, the Prison, or the Planning Commission.

**COURT ADMINISTRATION:**

Chief Clerk, Denise Jones presented two Westlaw Contracts on behalf of Court Administration. The Westlaw Contracts provide internet access for the law library. The first contract is for the Patron Access Upgrade which this upgrade will allow users to access briefs that come up as a result of a query. This contract is for 36 months at a cost of \$8,929.68 per year or \$744.14 per month. The second contract is for a new Government Select Westlaw plan. This upgraded plan will include two new databases. This contract is for 36 months at a cost of \$11,405 per year or \$950 per month. Commissioner Wood made a motion to approve the contracts, seconded by Commissioner Beichner, aye all.

**COMMUNITY SERVICES:**

Chief Clerk, Denise Jones presented the award of the Airport Rehabilitate Runway 12-30 and 12-30 Safety Areas Bid to Glenn O. Hawbaker, Inc. in the amount of \$1,221,496.35. Commissioner Wood made a motion to approve the bid award, seconded by Commissioner Beichner, aye all.

**HUMAN SERVICES:**

The following items were presented for approval by Dave Schwille, Human Services Director:

## **Children and Youth**

New contract with Clover Psychological Associates for psychological assessments primarily for new foster parents. Commissioner Beichner made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Wood, aye all.

Renewal contract with Northwestern Human Services for foster care and therapeutic foster care services. Commissioner Beichner made a motion to approve the contract, seconded by Commissioner Wood, aye all.

## **OEO**

Approval of the Human Services Development Fund 2009-10 pre-expenditure plan in the amount of \$176,174.

Approval of the 2009 Community Services Block Grant amendment with the full calendar year funding level of \$375,583. This represents an annualized increase of about \$25,000.

## **Substance Abuse Services**

Amendment to the contract with BPC Management Group dba Turning Point to add a new facility, Freedom Center for Women. Rates remain the same.

Commissioner Beichner made a motion to approve the above items, seconded by Commissioner Wood, aye all.

## **MH/MR**

Amendment to the contract with Regional Counseling Center to fund research, through the University of Pittsburgh School of Social Work, for the Transitional Aged Youth program. Contract maximum is \$47,052.

Amendment to the contract with Diversified family services in the amount of \$11,600 to provide environmental upgrades to their MR group home.

Amendment to the contract with Family Services and Children's Aid Society in the amount of \$22,275 to provide start-up costs connected with an additional family based mental health team. Additionally, this amendment is providing \$1,700 for two lap top computers for their Home and Community Habitation Program.

Amendment to the contract with Next Step Therapy in the amount of \$750 to provide support for a program for children with autism spectrum disorder.

Amendment to the contract with Hand in Hand Christian Counseling in the amount of \$1,524.25 to fund training in psychosocial rehabilitation.

Amendment to the contract with Community Services of Venango County in the amount of \$15,000 for roof replacement on property used to house MH consumers.

Amendment to the contract with Venango Training and Development Center in the amount of \$24,304 to provide training, supplies and equipment upgrades for various programs funded through MH/MR.

Renewal contract with Vallonia Industries to provide pre vocational services staff support at the rate of \$1.83 per 15 minute unit.

Approval of the 2010-11 mental health plan update.

Approval of the revised Income and Expenditure report.

Commissioner Beichner made a motion to approve the above items, seconded by Commissioner Wood, aye all.

### **FINANCE ADMINISTRATION:**

The following warrants were presented for approval by Diona Brick, Fiscal Director:

Warrant	SP041409	\$ 9,088.80	Non-Human Services Expenditures
Warrant	042409	1,083,673.51	Non-Human Services Expenditures
Warrant	HS042409	461,340.75	Human Services Expenditures
Warrant	SP042409	4,325.00	Non-Human Services Expenditures
Warrant	050109	<u>310,552.42</u>	Non-Human Services Expenditures

**Total** **\$ 1,868,980.48**

Commissioner Wood made a motion to approve the above warrants, seconded by Commissioner Beichner, aye all.

### **HUMAN RESOURCES:**

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

**TEMPORARY NEW HIRE** – In Department #155 (MIS) of **Eric Castonguay**, GIS Intern, Temporary Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 05/11/09; Special Conditions:** Filling newly created position to be ratified at May Salary Board meeting; temporary assignment through 08/21/09; must successfully complete pre-employment drug screening.

**END OF PROBATION** – In Department #305 (Prison) of **Joshua Cherish**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, **from** AFSCME Pay Grade 11 Step X (\$9.38/hr.) **to** AFSCME Pay Grade 11 Step 1 (\$11.41/hr.), **effective 04/15/09; Special Conditions:** To be ratified at May Prison Board meeting; of **Phillip Davis**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, **from** AFSCME Pay Grade 11 Step X (\$9.38/hr.) **to** AFSCME Pay Grade 11 Step 1 (\$11.41/hr.), **effective 04/15/09; Special Conditions:** To be ratified at May Prison Board meeting. In Department #540 (MH/MR) of **Amanda Witherell**, Department Clerk II, Full-Time, 75 hours/pay, **effective 04/16/09; Special Conditions:** No change in pay grade or step.

**PROMOTION** – In Department #520 (Children and Youth Services) of **Jade Hummel**, **from** Caseworker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.92/hr.) **to** Caseworker II, Full-Time 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 01/26/09.**

**RETURN FROM LEAVE OF ABSENCE/RATE ADJUSTMENT** – In Department #520 (Children and Youth Services) of **Hope Thomas**, Caseworker II, Full-Time, 80 hours/pay, **from** Non-Union Hourly Pay Grade 6 Step X (\$12.69/hr.) **to** Non-Union Hourly Pay Grade 6 Step 5 (\$13.96/hr.), **effective 05/04/09; Special Conditions:** CWEL leave of absence began 08/27/07.

**SEPARATION OF EMPLOYMENT** – In Department #305 (Prison) of **Jeffrey Larsen**, Corrections Officer, **effective 04/06/09; Special Conditions:** Action to be ratified at the May Prison Board meeting. In Department #530 (Integrated Crisis Services) of **Samuel Saeli, Jr.**, Casework Manager I, **effective 04/16/09.**

### **CORRECTION TO 04/14/09 HR AGENDA**

**REHIRE** – In Department #509 (Human Services Fiscal) of **Barbara Benedict**, Budget Analyst II, Full-Time Exempt, Exempt Pay Grade 4 (\$43,409/yr.), **effective 04/06/09; Special Conditions:** Filling existing vacancy.

**Note: Special Conditions should reflect filling newly created position ratified at April Salary Board meeting.**

Commissioner Beichner made a motion to approve the above items, seconded by Commissioner Wood, aye all.

### **TWO MILE COUNTY PARK:**

Park Director, Rich Mihalic announced that the Park will officially open on Friday, May 22, 2009. He also advised that two pavilions have been adopted. When you adopt a pavilion you pay to have your advertisement on the pavilion. The cost to adopt a pavilion is \$250 for a small ad and \$500 for a large ad.

### **COUNTY ADMINISTRATION:**

Denise Jones presented for approval the County of Venango Safety Policy. The policy is to provide a clear standard of safety for all Venango County employees and to maintain a safety conscious attitude throughout all departments. The policy is effective as of April 28, 2009. Commissioner Beichner made a motion to approve the policy, seconded by Commissioner Wood, aye all.

The next items Denise presented were Resolution #2009-05 – dotGrants and the Agreement to Authorize Electronic Access to PennDot Systems. The resolution is an agreement between PennDot and the County of Venango to use the dotGrants on-line reporting system to file the required Liquid Fuels forms annually, including but not limited to the MS-995, MS-329- and IVS-999 forms. The agreement to authorize electronic access to PennDot systems is allowing the County to submit applications, such as those for liquid fuels funds, electronically. Commissioner Wood made a motion to approve the resolution and agreement, seconded by Commissioner Beichner, aye all.

Rich Mihalic presented Resolution #2009-06 – Two Mile Run County Park Handicap Accessible Recreational and Educational Project. This resolution is approving handicapped-accessible improvements at Two Mile Run County Park. The park has applied for a grant from the state Department of Conservation and Natural Resources that would provide half of the funding for the \$278,000 project. CDBG funds have been set aside to fund the remainder of the project cost. Commissioner Wood made a motion to approve the resolution, seconded by Commissioner Beichner, aye all.

Tracy Jamieson with the City of Franklin requested a Memorandum of Understanding between the City of Franklin and the County of Venango. The MOU reads that the County agrees to forfeit their share from the Justice Assistant Grant Program Award and provide the City of Franklin the entire \$10,725. The monies will be used for the Franklin Police Dispatch Radio Equipment Upgrade Project. Commissioner Beichner made a motion to approve the MOU, seconded by Commissioner Wood, aye all.

The next item Denise Jones presented was the relocation of two polling locations. Allegheny Township voting location will be moved from the Allegheny Township building in Pleasantville to the Pleasantville Fire Hall, and Rockland #2 will be moved from Seneca Hardwoods to the New Life Community Chapel in Cranberry. Commissioner Beichner made a motion to approve the relocation of the polling locations, seconded by Commissioner Wood, aye all.

The last item Denise Jones presented is the addition of a fax card to be placed in the new copier at the jail so it can provide fax capabilities. The additional cost for this fax card will be \$13.20 per month. Commissioner Beichner made a motion to approve the fax card, seconded by Commissioner Wood, aye all.

**OTHER BUSINESS:**

Commissioner Beichner announced that the commissioners will participate in a town meeting at 7:00 p.m., Wednesday, May 6 at the Scrubgrass Grange.

A motion to adjourn the meeting at 6:26 pm was made by Commissioner Wood, seconded by Commissioner Beichner, aye all.

Respectfully submitted,

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Lisa Mumford, Admin. Assist.