

Reviewed by: _____

COMMISSIONER BOARD MINUTES
April 8, 2008

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

Commissioner Tim Brooks
Commissioner Jan Beichner
Rich Winkler, Solicitor
Lisa Mumford, Admin. Assist
Dave Schwille, Human Services
Frank Toothman, Taxpayer
Jane Richey, Taxpayer
Frank Toothman, Taxpayer
Dave Hazelton, Taxpayer
Ray Beichner, Taxpayer
Don Baker, Taxpayer
Eric Malliard, Boy Scout
Treasurer Deborah Sharpe

Commissioner Troy Wood
Denise Jones, Chief Clerk
Diona Brick, Fiscal
Connie Hazelton, Human Resources
Mark Heim, WKQW
Sheila Boughner, News Herald
R. Dean Sherman, Taxpayer
Rod Bedow, Taxpayer
Garnet Wood, Taxpayer
B. J. Brooks, Taxpayer
Catherine Malliard, Taxpayer
Darla Sherman, Taxpayer

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

The Retirement and the Salary Board meetings were convened and adjourned prior to the beginning of the Commissioner Board meeting.

COMMISSIONER BOARD:

Commissioner Brooks called the meeting to order at 6:07 p.m. A motion was made by Commissioner Wood to approve the minutes from the March 25, 2008 meeting, seconded by Commissioner Beichner, aye all.

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

ROW OFFICES:

Chief Clerk, Denise Jones presented an application to the PCCD for a sub grant of the STOP Violence Against Women Program administered through the District Attorney's Office. This grant is to improve the community response to violence against women through a collaborative effort of law enforcement, prosecutors, health care professionals and victim's services. This is an annual continuation with a Federal Fund Source of \$78,478.00 and an in-kind match of \$9,905.00 for a total of \$88,383.00. Project start date is 07/01/08 with an end date of 06/30/09. Commissioner Beichner made a motion to approve the application, seconded by Commissioner Wood, aye all.

Next presented by Denise was a change to the Courthouse Security Plan that will permit all attorneys with practices in Venango County to obtain an ID badge that will permit them access to the rear door of the courthouse. The previous policy only made that provision for those attorney's belonging to the Venango County Bar Association.

Commissioner Wood made a motion to approve the change to the security policy, seconded by Commissioner Beichner, aye all.

HUMAN SERVICES:

Dave Schulle had three items to present for approval. The first item was the re-appointment of Dr. Ray F. Feroz to the MH/MR Advisory Board/Substance Abuse Executive Commission. Dr. Ray F. Feroz will be re-appointed to a second three-year term effective March 1, 2008, through March 31, 2011.

Commissioner Beichner made a motion to approve the re-appointment of Dr. Feroz, seconded by Commissioner Wood, aye all.

Next Dave presented the Human Services Development Fund (HSDF) proposed services from July 1, 2008 thru June 30, 2009. The County of Venango will receive a tentative allocation of \$178,493 through the HSDF, administered by the PA Department of Public Welfare, to provide numerous human service programs to eligible Venango County residents. HSDF provides funding for services that promote, improve and sustain the quality of family life in Pennsylvania.

Commissioner Wood made a motion to approve the HSDF proposal, seconded by Commissioner Beichner, aye all.

The last item presented by Dave was an addendum to the contract with the Hermitage House. The addendum is to include the revised Boys/Girls Emergency Shelter rate increase of \$219.50 per day. All provisions of the original contract remain in force.

Commissioner Wood made a motion to approve the contract addendum, seconded by Commissioner Beichner, aye all.

FINANCE ADMINISTRATION:

Diona Brick presented the following warrants for approval:

Warrant	SP032408	\$	932.87	Non-Human Services Expenditures
Warrant	HS032808		173,147.95	Human Services Expenditures
Warrant	040408		235,904.82	Non-Human Services Expenditures
Warrant	HS040408		167,117.29	Human Services Expenditures
Warrant	SP040108		1,733.74	Non-Human Services Expenditures
Warrant	HS040108		425.00	Human Services Expenditures
Warrant	SP040408		20,000.00	Non-Human Services Expenditures
Warrant	HS040208		13,540.88	Human Services Expenditures
Warrant	041108		<u>222,288.73</u>	Non-Human Services Expenditures
Total Estimated Cost		\$	835,091.28	

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

Next presented by Diona was a 2008 Budget Transfer in the amount of \$3,500 from the Contingency Account to the District Judge 3-2 budget to cover the cost of carpeting for the office.

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

The last item presented by Diona was the USA Choice Internet Service Contract to provide high speed Internet service to the West Unit on 1 Dale Avenue. The contract with USA Choice includes \$87,000.00 for the construction of the fiber-optic line from the Courthouse Annex to 1 Dale Avenue and a monthly cost of \$2,070. The capital cost of \$87,000.00 was less than what was budgeted for by the County.

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

HUMAN RESOURCES:

The following Human Resource Agenda was presented for approval by Connie Hazelton:

PROBATIONARY NEW HIRE – In Department #270 (Sheriff) of **Terry O’Neil**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 03/31/08; Special Conditions:** Filling existing vacancy. In Department #305 (Prison) of **Brynn Deeter**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 03/26/08; Special Conditions:** Filling existing vacancy; ratified at April Prison Board meeting.

TEMPORARY NEW HIRE – In Department #305 (Jail) of **Nicholas Bell**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 04/14/08; Special Conditions:** Filling existing vacancy; to be ratified at May Prison Board meeting; of **Scott Krzinsky-Wagner**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 04/06/08; Special Conditions:** Filling existing vacancy; to be ratified at May Prison Board meeting.

REHIRE – In Department #325 (911) of **Kelly Buchanan**, Telecommunicator I, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 Step 1 (\$10.19/hr.), **effective 03/31/08; Special Conditions:** Filling existing vacancy. In Department #509 (Human Services Fiscal) of **Lorraine Rynski**, Fiscal Technician, SEIU position, Probationary Full-Time, 75 hours/pay, SEIU Pay Grade 10 Step 1 (\$10.81/hr.), **effective 04/07/08; Special Conditions:** Filling existing vacancy.

PROMOTION – In Department #510 (AAA) of **Stephanie Puleo**, from Aging Care Manager II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 6 (\$14.10/hr.), **to** Aging Care

Management Supervisor I, Full-Time, Exempt Pay Grade 3 (\$37,444/yr.), **effective 04/07/08**; **Special Conditions:** Filling existing vacancy.

OUT OF CLASS COMPENSATION – In Department #520 (Children and Youth Services) of **Laine McCullon**, Caseworker II, Full-Time, 80 hours/pay, **from** Non-Union Hourly Pay Grade 6 Step 2 (\$13.55/hr.) **to** Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.), **effective 04/07/08**; **Special Conditions:** Temporary assignment involving increased responsibilities not to exceed 90 days.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Debora Morobitto**, Corrections Officer, **effective 04/02/08**; **Special Conditions:** To be ratified at May Prison Board; of **Kenneth Thompson**, Corrections Officer, **effective 03/31/08**; **Special Conditions:** To be ratified at May Prison Board. In Department #520 (Children and Youth Services) of **Amber Reese**, Caseworker II, **effective 04/11/08**.

CORRECTION TO HUMAN RESOURCE AGENDA 03/25/08

PROBATIONARY NEW HIRE – In Department #270 (Sheriff) of **Frank Grzasko**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 03/17/08**; **Special Conditions:** Filling existing vacancy; of **Adam Haun**, Deputy Sheriff, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 03/17/08**; **Special Conditions:** Filling existing vacancy.

NOTE: For accurate payroll processing, transaction should read as follows:

PROBATIONARY NEW HIRE – In Department #270 (Sheriff) of **Frank Grzasko**, Deputy Sheriff, Teamsters position, Full-Time, 80 hours/pay, Teamsters Pay Grade 11 Step 1 (\$11.29/hr.), **effective 03/17/08**; **Special Conditions:** Filling existing vacancy; of **Adam Haun**, Deputy Sheriff, Teamsters position, Full-Time, 80 hours/pay, Teamsters Pay Grade 11 Step 1 (\$11.29/hr.), **effective 03/17/08**; **Special Conditions:** Filling existing vacancy.

REALLOCATION – In Department #270 (Sheriff) of **Frank Grzasko**, Deputy Sheriff, Full-Time, 80 hours/pay, **from** Teamsters Pay Grade 11 Step 1 (\$11.29/hr.) **to** Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 03/24/08**; **Special Conditions:** Teamsters union decertification; of **Adam Haun**, Deputy Sheriff, Full-Time, 80 hours/pay, **from** Teamsters Pay Grade 11 Step 1 (\$11.29/hr.) **to** Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 03/24/08**; **Special Conditions:** Teamsters union decertification.

SEPARATION OF EMPLOYMENT--RETIREMENT - In Department #535 (Substance Abuse) of **Frank Fay**, Drug & Alcohol Case Management Specialist, **effective 04/11/08**.

NOTE: Personnel transaction revoked.

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

COUNTY ADMINISTRATION:

Commissioner Brooks had several items to present. The first item was the appointment of Matthew R. Carlson to the Venango County Planning Commission Board. Commissioner Wood made a motion to approve the appointment, seconded by Commissioner Beichner, aye all.

The second item presented by Commissioner Brooks was an Eagle Scout Proclamation which was earned by Daniel Deeter of Franklin. Commissioner Beichner made a motion to approve the Proclamation, seconded by Commissioner Wood, aye all.

Next Commissioner Brooks proclaimed the month of April as the "Great PA Clean Up" month. This Proclamation is to inspire and encourage the residents of Venango County to participate in the *Pick It Up PA Days* in an effort to promote a clean and green community. Commissioner Wood made a motion to approve the Proclamation, seconded by Commissioner Beichner, aye all.

The last item presented by Commissioner Brooks was Resolution #2008-07 to dissolve the Venango County Park and Natural Resources Authority. Effective April 8, 2008, the Two Mile Run County Park will again become a county-owned entity. Commissioner Wood made a motion to approve this Resolution, seconded by Commissioner Beichner, aye all.

OTHER BUSINESS:

Eric Malliard from Boy Scout Troop #34 requested permission for his troop to use the city park bandstand and 15 parking spaces behind the County Courthouse Annex for the weekend of April 25th thru April 26th, 2008 for a Boy Scout Jamboree. Permission was granted from the Commissioners for Eric and his Boy Scout Troop to use the mentioned facilities.

PUBLIC COMMENT:

Rod Bedow asked what qualifications Matthew Carlson had to serve on the Venango County Planning Commission Board. Commissioner Brooks advised that this was a voluntary position and that Mr. Carlson had previously been employed with the Sugarcreek Police Department and was appointed as the Zoning Officer for the Borough.

A motion to adjourn the meeting was made by Commissioner Wood at 6:24 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.