

Reviewed by: \_\_\_\_\_  
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**COMMISSIONER BOARD MINUTES**  
**June 10, 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  
Sheila Boughner, News Herald  
Ray Beichner, Taxpayer  
Jane Richey, Taxpayer

Commissioner Troy Wood  
Denise Jones, Chief Clerk  
Diona Brick, Fiscal  
Connie Hazelton, Human Resources  
Mark Heim, WKQW  
Tom Sherman, EMA Director  
Wayne Edmondson, 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 6:04 p.m. A motion was made by Commissioner Wood to approve the minutes from the May 27, 2008 meeting, seconded by Commissioner Beichner, 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 on behalf of Court Supervision Services a Memorandum of Understanding between CCAP and the County of Venango. The MOU is to recognize the critical need to create data consistency early in the offender management process through the District Attorney system, and then subsequent data quality in the County Jail and Adult Probation systems, the program will be designed around developing a set of defined goals and related objectives. Commissioner Wood made a motion to approve the MOU, seconded by Commissioner Beichner, aye all.

**COMMUNITY SERVICES ADMINISTRATION:**

Tom Sherman, EMA Director presented a Signature for Emergency Management Performance Grant Agreement. This Grant Agreement is in the amount of \$31,939.00 which covers state reimbursement wages for EMA employees. The two approved staffing positions are for an Emergency Management Coordinator and a Clerk Typist 2. The Grant Period is from October

1, 2007 thru to September 30, 2008. Commissioner Beichner made a motion to approve the grant, seconded by Commissioner Wood, aye all.

The next item presented by Tom Sherman was his request for appointment to the Board of Directors to EMMCO West for a two-year term (2008-2010). Commissioner Beichner made a motion to approve his appointment to the EMMCO West Board of Directors, seconded by Commissioner Wood, aye all.

### **HUMAN SERVICES:**

The following items were presented for approval by Dave Schwille:

### **CONTINUATION CONTRACTS (FY 2008/09)**

#### **Item 1: Community Services of Venango County, Inc (C/FST)**

**Synopsis:** Request Commissioner approval to continue to contract with Community Services of Venango County to deliver Consumer Family Satisfaction Team (C/FST) services as required by OMHSAS as a component of Health Choices. The Team will conduct a minimum of 165 satisfaction surveys with randomly selected consumers who receive MA reimbursable mental health and substance abuse services. Community services will provide VBH with the satisfaction data collected in their required submission format. CSVC will be reimbursed for actual expenditures. The maximum payable under this contract is \$35,000. There is a 10% county match on \$15,000 of the \$35,000, which will come from the existing MH/MR match allocation.

#### **Item 2: United Community Independence Programs (FY 2008/09)**

**Synopsis:** Request Commissioner approval to continue to contract with UCIP to provide services to 31 MR consumers. Residential rates include an average of \$2,273.26 (waiver eligible plus waiver ineligible) per half month for 25 consumers receiving group home level of care, and an average of \$951.74 per half month for 5 consumers receiving Life Sharing level of care. Other rates include Home and Community Habilitation Level 3 at \$4.70 per 15 minute unit, Home and Community Level 1 at \$1.88 per 15 minute unit, and Job Finding/Job Support at a rate of \$8.45 per 15 minute unit. This is a fee for service contract. Service utilization is managed via service authorization. As the vast majority of this contract is paid with Waiver funds, there is very limited County match. It is 10% of base for non-waiver funded consumers only.

#### **Item 3: Butler County MH/MR for Health Care Quality Unit support**

**Synopsis:** Request Commissioner approval to continue to contract with Butler County MH/MR to receive \$5,000 to carry out DPW/ODP activities related to providing HCQU support. As the lead County, Butler County receives and disseminates this funding for a 9 county HCQU region. Please note that, in addition to the Commissioners, the Chief Clerk and County Solicitor must also sign this contract.

## **CONTRACT ADDENDUMS (FY 2007/08)**

### **Item 1: Easter Seals Society of Western Pennsylvania**

**Synopsis:** Request Commissioner approval to amend the contract with Easter Seals to purchase a handicapped accessible van (estimated at \$38,000.00) and other items needed for equipment/supplies in their three group homes (estimated at \$2,800). Reimbursement will be made for actual expenses, based upon the submission of invoices. There is no County match on this addendum.

### **Item 2: Diversified Family Services**

**Synopsis:** Request approval to amend the contract with DFS retroactive to July 1, 2007 to reflect a rate increase from \$3,364.75 to \$3,612.67 for waiver eligible costs and from \$159.96 to \$219.70 for waiver ineligible costs. This change is needed to cover costs associated with a vacancy in the home (which is permitted by DPW/ODP). The addendum will also provide DFS with reimbursement up to \$2,460 to purchase department approved residential supplies/equipment. Actual invoices must be submitted to receive reimbursement. There is no County match on this contract.

### **Item 3: Community Services of Venango County**

**Synopsis:** Request Commissioners' approval to amend the Contract with CSVC to reflect a rate increase in the Early Intervention "Direct Contact" rate. The rate will go from \$24.75 to \$26.62 per 15 minute unit. The provider will not be paid \$5.97 per 15 minute unit for non-direct contact activities, as these efforts are now reflected in the new direct contact rate. This change is retroactive to July 1, 2007. There is a 10% county match which will come from the existing MH/MR match allocation.

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

Chief Clerk, Denise Jones presented several bids for approval pertaining to work that needs to be done at the new Human Services Complex Building which was formerly the West Unit. First being the award of the Key Locking System at the HS Complex Building. Two bids were received and also reviewed by the Administrator Officer/CYS, Jim Sandok. The bid was awarded to Blair's Locksmith Services in the amount of \$12,649.65. Commissioner Wood made a motion to approve the bid award, seconded by Commissioner Brooks. Commissioner Beichner opposed the contract. Motion passed with a majority vote.

Denise Jones next presented the award of the ADA Compliant Signage bid for the HS Complex Building. Sekula Sign Corp. was awarded the bid in the amount of \$17,722.53. This bid was reviewed by the Administrator Officer, CYS, Jim Sandok. Commissioner Wood made a motion to approve the bid award, seconded by Commissioner Brooks. Commissioner Beichner opposed the contract. Motion passed with a majority vote.

The third bid award presented by Denise for the HS Complex Building was for the Electronic Access Control System. Three bids were received and reviewed by the Administrator Officer/CYS, Jim Sandok. The bid was awarded to Blair's Locksmith Service in the amount of \$21,578.54. Commissioner Wood made a motion to approve the bid award, seconded by

Commissioner Brooks. Commissioner Beichner opposed the contract. Motion passed with a majority vote.

The last contract presented by Denise was for Temporary Janitorial Services for the CYS portion of the Human Service Complex Building. The bid was awarded to VTDC in the amount of \$734.00 per month. Commissioner Wood made a motion to approve the temporary bid award, seconded by Commissioner Brooks. Commissioner Beichner opposed the contract. Motion passed with a majority vote.

**FINANCE ADMINISTRATION:**

Diona Brick presented the following warrants for approval:

|         |          |    |                   |                                |
|---------|----------|----|-------------------|--------------------------------|
| Warrant | 060608   | \$ | 166,731.97        | Non-Human Services Expenditure |
| Warrant | HS060608 |    | 148,940.33        | Human Services Expenditure     |
| Warrant | SP060608 |    | 777,115.00        | Non-Human Services Expenditure |
| Warrant | 061308   |    | <u>145,847.47</u> | Non-Human Services Expenditure |

Total Estimated Cost                    **\$ 1,238,634.77**

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 Connie Hazelton:

**TEMPORARY NEW HIRE** – In Department #305 (Prison) of **Maria Doyle**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 05/20/08; Special Conditions:** Filling existing vacancy; to be ratified at the July Prison Board meeting; of **Leonard Thornley**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 06/05/08; Special Conditions:** Filling existing vacancy; ratified at the June Prison Board meeting. In Department #520 (Children and Youth Services) of **Valerie McGuire**, Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 06/16/08; Special Conditions:** Filling newly created position ratified at May Salary Board meeting; position not to exceed 1040 hours.

**LATERAL TRANSFER** – In Department #520 (Children and Youth Services) of **Holly Dayton**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **to** Department #510 (AAA), Aging Care Manager II, **effective 06/29/08; Special Conditions:** Filling existing vacancy; of **Melissa McCullough**, Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **to** Department #530 (Integrated Crisis Services), **effective 05/12/08; Special Conditions:** Filling newly created position ratified at June Salary Board meeting. In Department #530 (Integrated Crisis Services) of **Bonnie Reed**, Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 4 (\$15.24/hr.), **to** Department #520 (Children and Youth Services), **effective 06/01/08; Special Conditions:** Filling existing vacancy.

**LATERAL TRANSFER/INCREASE IN HOURS** – In Department #580 (Transportation) of **Leon Shoffstall, Jr.**, Vehicle Driver, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 4 Step 4 (\$8.06/hr.), **to** Department #405 (Airport), Custodial Worker III, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 4 Step 4 (\$8.06/hr.), **effective 06/09/08; Special Conditions:** Filling existing vacancy; benefits effective immediately.

**LATERAL TRANSFER/RATE ADJUSTMENT** – In Department #530 (Integrated Crisis Services) of **Amie Wood-Wessell**, Caseworker III, Part-Time, 48 hours/pay, Non-Union Hourly Pay Grade 7 Step 14 (\$16.85/hr.), **to** Department #520 (Children and Youth Services), Caseworker III, Part-Time, 48 hours/pay, Non-Union Hourly Pay Grade 7 Step 6 (\$15.56/hr.), **effective 06/15/08; Special Conditions:** Filling newly created position ratified at June Salary Board meeting.

**SEPARATION OF EMPLOYMENT – RETIREMENT** – In Department #160 (Maintenance) of **John Woloszyn**, Maintenance Worker III, **effective 06/13/08.**

**SEPARATION OF EMPLOYMENT** – In Department #130 (Human Resources) of **Tammy Hall**, Payroll Coordinator, **effective 06/20/08.**

Connie Hazelton announced the retirement of maintenance worker John Woloszyn who has worked for the County for 35 years. His last day will be Friday, June 13<sup>th</sup>.

#### **COUNTY ADMINISTRATION:**

Chief Clerk, Denise Jones presented the Otis Elevator Maintenance Agreement with the County Exchange Building. Otis Elevator will conduct a five year, full load safety test on the elevator at the Exchange Building at a cost of \$1,575. ORA has agreed to pay half of the charge. Commissioner Wood made a motion to approve the agreement, seconded by Commissioner Beichner, aye all.

Next Denise presented an Amendment to the Dotter Road Bridge Agreement #010N03-B with PennDOT that increases the total cost for design work from \$741,800 to \$781,800 and increases the County's share of that cost from \$40,000 to about \$50,000. Commissioner Wood made a motion to approve the amendment, seconded by Commissioner Beichner, aye all.

County Solicitor, Rich Winkler presented Amendment #4 to Lease with Option to Purchase Agreement with Sugar Creek Station. The amendment is to re-certify 28 Medicare beds at Sugar Creek Station. The previous amendment was to de-certify 28 Medicare beds. Commissioner Beichner made a motion to approve the amendment, seconded by Commissioner Wood, aye all.

Commissioner Beichner announced a prescription discount card that is now available through the County. The card is in addition to the NACo card offered by the National Association of Counties. The new card, known as the Solution Card, is offered by Comprehensive Healthcare Solutions. It will be available at no charge to uninsured or underinsured county residents and can help save up to 30 percent on prescriptions. The County will receive approximately \$.10 back when this card is used. There is no cost to the County for this card. The cards will be available at the Commissioners' office, schools, pharmacies and human services agencies

throughout the County. Commissioner Wood made a motion to approve the prescription discount card, seconded by Commissioner Beichner, aye all.

**OTHER BUSINESS:**

Commissioner Beichner wanted to thank Commissioner Troy Wood and Bill Kresinski for their help in the set-up of video-streaming the Commissioners' public meetings via high speed Internet. The public can access the meetings thru the County's website. The cost for equipment used for video taping is \$1,949.92 and to archive the videos will be \$15.

**PUBLIC COMMENT:**

Jane Richey asked who would be funding the new prescription discount card. Commissioner Beichner advised that there is no cost to the County.

Jane Richey extended an invitation to the Commissioners and the public to a free concert to be held Sunday, June 29<sup>th</sup> at 7:00 p.m. at the Franklin Park Band Stand sponsored by WAWN Radio in honor of our military.

Ray Beichner asked what happens to Sugar Creek Station when the lease agreement is up with the County. He was advised that the decision would be up to either the VNA or UPMC as they have the option to pay the balloon payment at the end of the lease, or return Sugar Creek Station back to the County.

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

Respectfully submitted,

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Lisa Mumford, Admin. Assist.