

Reviewed by: _____

COMMISSIONER BOARD MINUTES
June 24, 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
Lisa Mumford, Admin. Asst.
Diona Brick, Fiscal
Dave Schwille, Human Services
Steve Rembold, 9-1-1
Sheila Boughner, News Herald
Bill Kresinksi, MIS
Mark Heim, WKQW
Charles Giambrone, CRI
Don Plummer, Taxpayer

Commissioner Troy Wood
Denise Jones, Chief Clerk
Rich Winkler, Solicitor
Connie Hazelton, Human Resources
Tom Sherman, EMA
O. C. Bell, Airport
Rich Mihalic, Park Director
Ray Beichner, Taxpayer
Frank Toothman, Taxpayer
Rodney Bedow, Taxpayer

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 6:02 p.m. A motion was made by Commissioner Wood to approve the minutes from the June 10, 2008 meeting, seconded by Commissioner Beichner, aye all.

Charles Giambrone with CRI did have a public comment. He advised he had a conference call with the Transportation Alliance and a representative from PennDot reported that Venango County had a deficiency in the PWD Program. The Commissioners and Chief Clerk, Denise Jones advised that they had not received information on this from OEO and they will look into this matter immediately.

There was no business to come before the Board from Court Administration, the Row Offices, the Prison, or the Planning Commission.

COMMUNITY SERVICES ADMINISTRATION:

O. C. Bell, Airport Director presented a Change Order #1 between Lee-Simpson Associates and the Venango Regional Airport pertaining to Contract #07-2 - Internal Order #7888126061 for Hanger Door Replacement/Hangar Upgrade. The following Change Order #1 is for installation of electric wiring to allow for the use of a portable generator to open the hangar doors in the event of a power failure. The cost of installation of an exterior weatherproof receptacle at the Con Air hangar will be \$1,598.00, and to install an exterior weatherproof receptacle at the Penn Air hangar will be \$1,493.00 for a total of \$3,091. State funding will cover 50% of the cost of this change. Commissioner Beichner made a motion to approve the Change Order, seconded by Commissioner Wood, aye all.

The next item O. C. Bell presented for approval was Change Order #2 between Lee-Simpson Associates and the Venango Regional Airport pertaining to Contract #0-1 – Block Grant #07-10 to Apply Seal Coat on GA Apron; Crack Seal Taxiway. Change Order #2 is to cover shoulder grading and seeding T-Hangar taxiway for a total of \$1,800. This change is 95% Federal and 2.5% State funding. Commissioner Wood made a motion to approve the Change Order #2, seconded by Commissioner Beichner, aye all.

Steve Rembold, 9-1-1 Director had several items for consideration. The first item was a new contract with SBM Electronics for a RACAL Wordnet Recorder. The recorder is a requirement under state legislation and records all phone and radio traffic. This is to replace an existing audio Recorder. Steve advised that 9-1-1 had originally upgraded the one we had, but has been having problems with it. The total cost of the contract will be \$47,980.00. SBM will give credit to 9-1-1 for the previous upgrade. This contract will be funded by a reallocation of unused Wireless money. Commissioner Beichner made a motion to approve the contract, seconded by Commissioner Wood, aye all.

Next Steve presented a contract amendment with MobilCom to replace equipment that was borrowed from Clarion County when Dutch Hill tower site was struck by lightning. The total price of the contract is \$16,992.98. Commissioner Wood made a motion to approve the contract, seconded by Commissioner Beichner, aye all.

The last item presented by Steve was a contract amendment with MobilCom to finish the backup system they have in place at the 911 center in case of radio failure. The total price of the contract is \$12,762.29. Commissioner Wood made a motion to approve the contract, seconded by Commissioner Beichner, aye all.

Tom Sherman, EMA Director presented the new Emergency Operation Plan Book. This book needs to be updated every five (5) years or when there is a major change in the Board of Commissioners. The book will be on view for 10 days and also advertised in the newspaper. Commissioner Beichner made a motion to approve the Emergency Operation Plan Book, seconded by Commissioner Wood, aye all.

HUMAN SERVICES:

The following items were presented for approval by Dave Schwille:

Substance Abuse Services

Amendment to the contract with Family Services and Children's Aide Society to include shelter services in the amount of \$50.00 per diem to a maximum of \$10,000.

Amendment the contract with Family Services and Children's Aide Society in the amount of \$15,000 for start up cost for the adolescent outpatient program.

Children and Youth Services

Amendment to the contract with Community Services of Venango County in the amount of \$1,601 for work performed for the Focus on our Future Collaborative Board.

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Darla Dodds in the amount of \$5,000 for counseling services
Dr. Allen Ryen for assessment services in the amount of \$100 per hour
Penncrest School District in the amount of \$17,200 to support the in-school teen parenting program
Grace Learning Center in the amount of \$68,500 to support the after school program
Child Development Centers in the amount of \$130,251 to support and after school as well as a parenting program
Community Services of Venango County in the amount of \$105,080 to support the Welcome Every Child and the Nurse Home Visitation programs

New contract

Contract with Connect Synergy in the amount of \$1,300 to provide outcomes training for staff involved in the provision of HSDF funded services. Request a waiver of the required insurance due to the small amount and training only.

Mental Health and Mental Retardation

New Contracts

Allegheny Valley School for community habilitation services at the rate of \$2.19 per 15 minute unit

Renewal Contracts

Community Ambulance Services to provide transportation for medically eligible individuals requiring psychiatric in patient evaluation, up to the MA rate

The City of Oil City to cover overtime payments for when officers transport city residents for emergency psychiatric assessment.

Hand to Hand Christian Counseling for skills training in the amount of \$21,112

Seneca Medical Center to provide physician backup services for the crisis services unit at the rate of \$1,000 per month.

Henry Gent, Esq. as the solicitor for MH/MR at the rate of \$100 per hour plus costs associated with filings, etc.

Hutchison Psychological Services to provide psychological assessment, consultation and training for MR consumers at the rate of \$52.50 per hour as well as Home and Community Habitation Level III at the rate of \$11.12 per 15 minute unit.

New Directions Psychiatry for 8 hours per week of service split between the County Jail and the Base Services Unit as well as one hour of compensation per week to provide backup to the crisis unit and Seneca Medical Center. The hourly rate is \$130.

Gail Donaldson to provide speech therapy for Early Intervention at the rate of \$31.00 per 15 minute unit.

BHC Advanced Services Department to provide MIS support and administrative analyst services in the amount of \$131,992.

Gina Harry to provide speech therapy for Early Intervention in the at the rate of \$30.00 per 15 minute unit.

M. Y. Physical Therapy to provide Physical Therapy Services for Early Intervention at the rate of \$30.00 per 15 minute unit.

Next Step Physical Therapy to provide Occupational Therapy at the rate of \$30.08 per 15 minute unit, physical therapy at the rate of \$30.08 per 15 minute unit, special instruction at the rate of \$26.77 per 15 minute unit for Early Intervention and the above services for MR consumers at the rate of 422.75 per 15 minute unit.

Family Services and Children's Aide Society to provide Home and Community Habilitation Level III services at the rate of \$5.83 per 15 minute unit, Family Based Mental Health Services for non MA eligible consumers at the rate of \$26.93 per 15 minute unit and Student Assistance Program at the rate of \$49.00 per hour to a maximum of 1,426 hours.

Point of Caring to provide residential services to one MR consumer at the rate of \$5,633.41 per half month.

Regional Counseling Center to provide outpatient mental health services in the amount not to exceed \$237,984 (Oil City), and \$15,000 (Franklin), medication support \$4,728, depression/bi-polar support group (\$4,000, illness management and recovery group, \$13,824 and independent housing service up to \$10,000, representative payee services at the rate of \$49.19 per month and forensic counseling services at the rate of \$55.00 per hour.

Family Services of Northwestern Pennsylvania to provide family based mental health services to non-MA eligible consumers at the rate of \$26.83 per 15 minute unit.

Easter Seals Society of Western PA to provide residential services for 10 MR consumers at the rate of \$29,545.25 as well as special instruction at the rate of \$27.71 per 15 minute unit, occupational, speech and physical therapy at the rate of \$31.45 per 15 minute unit and vision therapy at the rate of \$17.16 per 15 minute unit Early Intervention.

Sugar Valley Lodge to provide personal care services and a life enhancement skills building program to 45 MH consumers to a maximum of \$227,750 for the personal care portion and \$6,482 for the life enhancement program.

Contract amendments

United Community Independence Program to purchase a van and miscellaneous supplies at a maximum of \$26,833 and maintenance costs at two MR group Homes for \$30,000 and to retroactively change the rate for Home and Community Habilitation Level III services from \$4.70 to \$5.50 per 15 minute unit.

Sugar Valley Lodge to cover costs associated with a recovery conference to a maximum of \$3,500.

Diversified Family Services for the purchase of the West 1st St. home in Oil City in the amount of \$36,250 which is 25% of the purchase price of \$145,000 as well as closing costs of \$3,474.

Family Services and Children's Aid Society to upgrade the AV equipment in the family therapy rooms as well as safety and esthetic upgrades to the family therapy room up to \$9,975.

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

Dave had several other items to present. He first presented the award of the Move of Human Services Offices from the County Exchange Building to the Human Services Complex Building bid to Hanna Transfer in the amount of \$23,489.80. This bid was reviewed by Administrator Officer, 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.

Next Dave presented for approval the appointment of Det. Mark Baughman to the Venango County Substance Abuse Program Executive Commission. Commissioner Wood made a motion to approve the appointment, seconded by Commissioner Beichner, aye all.

Dave presented for approval the award of the 2008-2009 Transportation Bid to the following:

Baker's Area Transportation Service – Shared Ride: \$39.80/hr; Dispatching/Scheduling services: \$12.75/hr.; Majority of Exclusive MATP Service: \$38.10/hr.

Yellow Rose Transit – Other Exclusive MATP Services: \$40/hr.

Community Ambulance – Urgent Care Services & Other MATP Exclusive: \$18/trip in County; Out of County: \$2.25/mile, plus \$16 hourly wait time.

These bids were reviewed by Sally Mays, OEO Director. Commissioner Wood made a motion to approve the above bid award, seconded by Commissioner Beichner, aye all.

The next award for Garbage Collection at the new Human Services Complex Building bid was awarded to Veolia Environmental Services in the amount of \$92.61 per month. The first month will be at no charge and no fuel surcharge for the first year. 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 item presented by Dave for approval was the 2007-08 CSBG Contract Extension. The CSBG will be going on a calendar year beginning January 1, 2009. As a result, they have extended the 2007-08 grant until December 31, 2008. Commissioner Beichner made a motion to approve the contract extension, seconded by Commissioner Wood, aye all.

FINANCE ADMINISTRATION:

Diona Brick, County Fiscal Administrator presented the following warrants for approval:

Warrant	HS061308	\$	816,571.92	Human Services Expenditure
Warrant	062008		202,892.73	Non-Human Services Expenditure
Warrant	HS062008		429,638.86	Human Services Expenditure
Warrant	SP061908		9,358.00	Non-Human Services Expenditure
Warrant	062708		<u>188,956.00</u>	Non-Human Services Expenditure

Total Estimated Cost \$ 1,647,417.51

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

HUMAN RESOURCES:

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

PROBATIONARY NEW HIRE – In Department #510 (Area Agency on Aging) of **Rebecca Lux**, RSVP Project Advisor, Full-Time Exempt, Exempt Pay Grade 3 (\$31,353/yr.), **effective 06/30/08; Special Conditions:** Filling existing vacancy.

TEMPORARY NEW HIRE – In Department #160 (Maintenance) of **Rory Bowler**, Bridge Crew, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 06/09/08; Special Conditions:** Filling newly created position ratified at May’s Salary Board meeting; assignment through August 2008; of **Eric Caffrey**, Bridge Crew, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 06/09/08; Special Conditions:** Filling newly created position ratified at May’s Salary Board meeting; assignment through August 2008; of **Tony Van Horn**, Bridge Crew, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 06/23/08; Special Conditions:** Filling newly created position ratified at May’s Salary Board meeting; must successfully complete pre-employment drug screening; assignment through August 2008. In Department #605 (Park) of **Stephanie Irwin**, Department Clerk Intern, Temporary Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 1 Step X (\$7.15/hr.), **effective 06/14/08; Special Conditions:** Filling newly created position ratified at June’s Salary Board meeting; position in effect for no more than 18 weeks.

REHIRE – In Department #160 (Maintenance) of **Cody McConnell**, Bridge Crew, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 06/09/08; Special Conditions:** Filling newly created position ratified at May’s Salary Board meeting; assignment through August 2008.

END OF PROBATION – In Department #270 (Sheriff) of **Andrew Falco**, Deputy Sheriff, Full-Time, 80 hours/pay, **effective 06/12/08; Special Conditions:** No change in pay grade or step; of **Frank Grzasko**, Deputy Sheriff, Full-Time, 80 hours/pay, **effective 06/06/08; Special Conditions:** No change in pay grade or step; of **Adam Haun**, Deputy Sheriff, Full-Time, 80 hours/pay, **effective 06/07/08; Special Conditions:** No change in pay grade or step.

INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS – In Department #580 (Transportation) of **Donald Schons**, Vehicle Driver, SEIU position, SEIU Pay Grade 4 Step 2 (\$7.89/hr.), **from** On-Call Part-Time, 7 hours/pay, **to** Regular Part-Time, 50 hours/pay, **effective 06/23/08; Special Conditions:** Filling existing vacancy.

SEPARATION OF EMPLOYMENT – In Department #155 (MIS) of **Stacy Winder**, Network Administrator, **effective 07/02/08**. In Department #305 (Prison) of **Heather Baker**, Bookkeeper-Secretary, **effective 06/25/08**. In Department #535 (Substance Abuse) of **William Paxton**, Drug and Alcohol Case Management Specialist, **effective 06/27/08**. In Department #540 (MH/MR) of **Janet Carlson**, Department Clerk II, **effective 06/25/08**; of **Lauren Murphy**, Caseworker III, **effective 06/11/08**.

CORRECTION TO HUMAN RESOURCE AGENDA 05/13/08

SEPARATION OF EMPLOYMENT – In Department #260 (District Attorney) of **Susan Shilling**, Victim Witness Coordinator, **effective 06/06/08**.

NOTE: Effective date has changed to 06/20/08.

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

COUNTY ADMINISTRATION:

Denise Jones, Chief Clerk presented a Change Order #1 to the Veteran's Bridge Repair Project. The Change Order #1 is to repair the drainage fabric below the expansion dam between spans 1 and 2. The cost of this change order is \$6,700. The original contract price was \$67,095.00 which the total contract price will now be \$73,795. Commissioner Beichner made a motion to approve the Change Order, seconded by Commissioner Wood, aye all.

The next item presented for approval by Denise was a contract with Mike Grill a Construction Code Inspector to perform consulting services at Two Mile Run County Park. This is in response to the disability rights complaint filed by Charles Giambrone on behalf of Donald Plummer. Mr. Grill will complete a self-evaluation for persons with disabilities, covering the programs and facilities offered at Two Mile Run County Park. Mr. Grill has proposed an hourly rate of \$95.00 per hour plus travel expenses for any meetings conducted outside of Venango County, for a total cost not to exceed \$1,500. There is a 60-day extension for the completion and submission of the self-evaluation, approved by the Fish and Wildlife Services Department from a letter dated June 16, 2008. Commissioner Beichner made a motion to approve the consulting services, seconded by Commissioner Wood, aye all.

OTHER BUSINESS:

Commissioner Beichner advised that anyone viewing the Commissioner's public meeting through video-streaming via the internet can forward their comments or ask questions about the meeting by emailing the Commissioners at their email addresses.

Commissioner Beichner also advised that she has not yet received the report from the test results she had previously requested pertaining to checking for mold, asbestos and radiation in the former West Unit Building.

Rich Mihalic, Park Director requested approval of a \$1,000 grant from the Edith S. Charitable Trust to replace some of the rusted charcoal grills at the Park. Commissioner Beichner made a motion to approve the grant, seconded by Commissioner Wood, aye all.

Rich Mihalic also requested permission to pursue a grant from the Justus Charitable Trust for replacing the roofs on the farmhouse and cottage at the Park. Also Rich has been discussing two possible projects with the PA Fish Commission. One is to add a permanent boat dock. The money would come from a 75/25 grant. The Park's labor and equipment would be used towards their part of the 25% match. The other project would be to renovate the fish pond on Speer Road. The Commissioners did approve permission for Rich to pursue these projects.

Rich advised the phones are hooked-up at the Park and they are working at updating the Park's website.

PUBLIC COMMENT:

Rob Bedow is pleased to have the Park back under the County's control and that it is looking good. He suggested a GPS locator for the Park be put on the website.

Commissioner Wood made a motion to adjourn the meeting at 6:30 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.