

Reviewed by: _____

COMMISSIONER BOARD MINUTES
August 12, 2008

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
Commissioner Jan Beichner	Denise Jones, Chief Clerk
Rich Winkler, Solicitor	Diona Brick, Fiscal
Lisa Mumford, Admin. Assist	Sandy Sutch, Human Resources
Dave Schwille, Human Services	Sheila Boughner, News Herald
Bob Daugherty, Court Supervision	O. C. Bell, Airport
Mark Heim, WKQW	Ben Breniman, Planning
Major Smith, Prison	Matt Edwards, Taxpayer
Mike Grill, CCI	Don Plummer, Taxpayer
Joyce Plummer, Taxpayer	Bill Kresinski, MIS

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 July 22, 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.

COURT ADMINISTRATION:

Director of Court Supervision, Bob Daugherty, presented a BI Cellular Addendum to the Monitoring Service Agreement – Addendum #2. The addendum is between the Venango County Juvenile Court Supervision Services and BI Incorporated. BI Cellular Unit equipment will be added to the agreement. This equipment is used in conjunction with BI HomeGuard. It enables BI's electronic monitoring services to be installed without a telephone line connected to the client's home which would be the offender. Cellular telephone service must be available within the client's home. The cost for the Bi Cellular Unit rental charge will be \$3.50 per day per BI Cellular provided from BI inventory. Commissioner Wood made a motion to approve the addendum, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

The next item Bob Daugherty presented was for informational purposes and involved the revised Grant-In-Aid allocation – FY 2008-09. The Juvenile Court Judges' Commission voted a proportional reduction for all county Grant-In-Aid allocations. The adjustment for Venango County from July 1, 2008 thru June 20, 2009 will be as follows: Probation Services funds will be reduced from \$67,251.00 to \$20,344.00; and the Specialized Probation Services funds will be

reduced from \$231,694.00 to \$106,178. The total amount of funds to be received will be \$126,522.

PRISON:

Warden Major Smith had several items to present. The first item was a Change Order with ConverTeam, Inc. for the upgrade of the Electronic Panels at the Venango County Prison to the existing system in the amount of \$1,700. The original contract was for \$47,779 and now the total of the contract will be \$49,479. Commissioner Wood made a motion to approve the Change Order, seconded by Commissioner Beichner, aye all.

The second item presented by Major Smith was a new contract with Seneca Medical Center and the Venango County Prison. The Seneca Medical Center will monitor medical cost containment such as provide audit and review of medical bills received by the Prison from outside vendors, provide case management regarding hospital admissions and referrals to outside providers, and other such duties to help reduce the Prison's medical costs. The cost of this contract will be \$1,000.00 per month or \$12,000.00 annually; and will be in effect beginning September 1, 2008 thru December 31, 2009. This contract will expire with the current contract with Seneca Medical Center at which time both contracts will be combined. Commissioner Beichner made a motion to approve the contract, pending solicitor's approval, seconded by Commissioner Wood, aye all.

Major presented a renewal contract with Physician's Mobile X-Ray, Inc. This contract is a Radiology Agreement that will provide the Venango County Jail services of a mobile x-ray machine at a cost of \$35.00 per body parts including the interpretation by the radiologist and a \$45.00 transportation fee per trip to the Prison during regular business hours of 8:00 am to 4:00 pm Monday through Friday. Commissioner Wood made a motion to approve this renewal contract, seconded by Commissioner Beichner, aye all.

Next Major presented a renewal Preventative Maintenance Agreement between ConverTeam and the County Prison. The agreement is for maintenance on the control panels in the prison at a cost of \$5,794.00 which includes four (4) visits per year effective September 1, 2008 thru August 31, 2009. Commissioner Wood made a motion to approve the renewal maintenance agreement, seconded by Commissioner Beichner, aye all.

The last item presented by Major was the renewal Maintenance Agreement with Johnson Controls and the Prison. The cost of the renewal agreement will be \$6,351.00 effective October 1, 2008 thru September 30, 2009. Commissioner Beichner made a motion to approve the renewal contract, seconded by Commissioner Wood, aye all.

COMMUNITY SERVICES ADMINISTRATION:

O. C. Bell, Airport Director, presented a Planning Grant for the Venango Regional Airport from the Commonwealth of PA, acting through the Department of Transportation, Bureau of Aviation. The grant is to be used for marketing commercial air service, provided under the essential air service subsidy. The Department's maximum obligation payable under this office shall be \$26,459.00 from the Commonwealth Fiscal Year 2008 Aviation Development Program; and \$116,668.00 from the Federal Fiscal Year 2008 Small Community Air Service Development Program; and the Oil Region Alliance will provide the local match of \$29,167.00 over a two-year period. The effective date of this Planning Grant offer is effective August 1, 2008. Commissioner Wood made a motion to approve this grant, seconded by Commissioner Beichner, aye all.

HUMAN SERVICES:

The following items were presented for approval by Dave Schwille:

Children and Youth

Renewal agreement with Erie Homes for Children and Adults in the amount of \$69,480 to provide pregnancy support services to persons with mental illness as well as family support services to child welfare families affected by mental illness. Commissioner Beichner made a motion to approve this contract, pending solicitor's approval, seconded by Commissioner Wood, aye all.

Renewal agreement with Heart 2 Heart Parent Support Network in the amount of \$34,855 to provide parent and youth advocacy services.

Continuation of the 2007-08 contract with Child To Family Connections for up to 90 days in order to finalize rates for foster care services. This extension will include services related to providing coordination of Family Group Decision Making at last year's rate.

Contract with the University of Pittsburgh and Jessica Anthony to reimburse the county for employee expenses while Jessica is attending graduate school at Edinboro University.

New contract with Kid's Count, Inc. to provide supervised visitation services for two youth in kinship care living in Butler County.

Authorization to submit the 2009-10 Needs Based Plan and Budget

Substance Abuse Services

Renewal contract with Clem-Mar House to provide half way house services for adult males at \$93.00 per diem

Renewal agreement with The Highland House to provide halfway house services for adult females at an \$80.00 per diem.

Renewal agreement with Family Services and Children's Aide Society of a fee for service contract for drug and alcohol treatment, intensive case management, prevention, intervention student assistance and jail groups.

MH/MR

New contract with Keystone Education Council for education and training services at a maximum of \$25,650. This is pending solicitor approval of the insurance waiver request.

Renewal contract with Compro, to provide community habilitation level 2 services at a rate of \$5.53 per 15 minute unit.

Renewal contract with VNA Private Duty to provide various community rehabilitation services at a range of \$424 to \$8.13 per 15 minute unit.

Renewal of a contract with Integrated Care Corporation to provide a range of therapeutic services for Early Intervention from \$24.90 to \$36.00 per 15 minute unit.

Renewal contract with Erie homes for Children and Adults to provide a range of residential and community based services. Residential services for 4 consumers at a cost of \$23,504.87 per half month and family living for one consumer is \$1,288.17. Community based services range from \$4.95 to \$5.65 per 15 minute unit.

Renewal of a contract with Training for Self Reliance to provide residential services for 4 consumers at the rate of \$26,876.08 per half month and home and community services at the rate of \$4.61 per 15 minute unit.

Amendment to the contract with VTDC to include marketing costs for the Lifeshare and supported employment programs in the amount of \$2,600.

Amendment to the contract with UCIP to include respite in home level one services at the rate of \$4.79 per 15 minute unit.

Amendment to the contract with Diversified Family Services to provide home and community habilitation level three services at the rate of \$3.90 per 15 minute unit.

Amendment to the contract with Touchstones Solutions to add transitional work services level three at the rate of \$5.83 per 15 minute unit.

Requesting approval of the MR Stage one plan and Budget request for FY 2009-10.

Approval of the amended MR I&E report for 2006/07 to reflect additional revenue changes.

New contract with Northwest Behavioral in the amount of \$5,000.

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

Next presented by Dave was a contract with Security and Fire Systems of PA pertaining to the Monitoring Service Agreement for the security system in the new Human Services Complex Building. The service is for 24 hour alarm monitoring at a cost of \$25.00 per month which will be billed quarterly. Commissioner Wood made a motion to approve the contract, seconded by Commissioner Brooks. Commissioner Beichner opposed the contract. Motion passed with a majority vote.

An amendment to the Sekula Sign Contract was presented by Dave. The amendment is for an addition of four (4) signs needed at the new Human Services Complex Building. The total cost of this addition will be \$1,770 which is less than 10% of our existing sign contract with Sekula which is for \$17,722.53. This will bring the total contract to \$19,492.53. Commissioner Wood made a motion to approve this amendment, seconded by Commissioner Brooks. Commissioner Beichner opposed the amendment. Motion passed with a majority vote.

An amendment to the Hanna Transfer Company Contract was also presented by Dave. The Substance Abuse office and the ICS unit will be moving to the new Human Services Building location on the weekend of August 16th & 17th. Due to moving on a weekend, Hanna Transfer's fees increase for the drivers and helpers to \$39.75 per hour opposed to the original contract for moving Monday through Friday at a cost of \$26.50 per hour for drivers and helpers. The total of the original contract was in the amount of \$23,489.80. Since it can't be determined exactly how many hours it will take to move these offices, an exact price hasn't been determined.

Commissioner Wood made a motion to approve this amendment, seconded by Commissioner Brooks. Commissioner Beichner opposed the amendment. Motion passed with a majority vote.

The last item Dave presented was the award of the Custodial Services at the Human Services Complex Building. Two bids were received and reviewed by the Chief Clerk, Denise Jones. The bid was awarded to VDTC in the amount of \$39,951.90. 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.

FINANCE ADMINISTRATION:

Diona Brick presented the following warrants for approval:

Warrant HS072508	\$ 209,094.75	Human Services Expenditures
Warrant 080108	415,735.25	Non-Human Services Expenditures
Warrant HS080108	203,347.74	Human Services Expenditures
Warrant SP073108	2,022.73	Non-Human Services Expenditures
Warrant HS073108	34,370.85	Human Services Expenditures
Warrant 080808	209,093.20	Non-Human Services Expenditures
Warrant HS080808	315,313.59	Human Services Expenditures
Warrant HS080708	17,863.41	Human Services Expenditures
Warrant 081508	314,743.59	Non-Human Services Expenditures
Total Estimated Cost	\$ 1,721,585.11	

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

Next Diona presented an Audit Engagement Letter from Maher Duessel to offer their services to the County of Venango to expand the audit of the County to include an individual grant audit as required by the state. Professional fees for the additional grant audits will be \$1,900 per grant audit requested. Commissioner Wood made a motion to approve the grant audit, seconded by Commissioner Beichner, aye all.

HUMAN RESOURCES:

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

NEW HIRE – ON CALL – In Department #580 (Transportation) of **Tedd Heckathorn**, Vehicle Driver, SEIU position, On-Call Part-Time, 7 hours/pay, SEIU Pay Grade 4 Step 1 (\$7.81/hr.), **effective 08/18/08; Special Conditions:** Filling existing vacancy.

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **Arthur Attenborough**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 07/28/08; Special Conditions:** Filling existing vacancy; successfully completed C.O. testing on 06/30/08; ratified at August Prison Board meeting; of **Thomas Perry**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 07/27/08; Special Conditions:** Filling existing vacancy; successfully completed C.O. testing on 06/30/08; ratified at August Prison Board meeting.

TEMPORARY NEW HIRE – In Department #605 (County Park) of **Erick Speer**, Maintenance Worker Intern, Temporary Part-Time, 30 hours/pay, Non-Union Hourly Pay Grade

1 Step 1 (\$7.95/hr.), **effective 08/05/08; Special Conditions:** Filling position ratified at July Salary Board; assignment through September 2008.

END OF PROBATION – In Department #305 (Prison) of **Dawn Botts**, Corrections Officer, AFSCME position **from** Probationary Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.) **to** Regular Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step 1 (\$11.41/hr.) **effective 07/13/08; Special Conditions:** Ratified at August Prison Board meeting.

EXTENSION OF TEMPORARY EMPLOYMENT – In Department #520 (Children and Youth Services) of **Roxanne Black**, Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **from** 08/01/08 **to** up to an additional 1,040 hours; **Special Conditions:** Extending internship.

TRANSFER/DECREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS – In Department #270 (Sheriff) of **Bonnie Smith**, **from** Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 Step 5 (\$9.56/hr.), **to** Department #507 (Veterans Affairs), Intake Clerk II, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **effective 08/19/08; Special Conditions:** Filling existing vacancy.

PROMOTION – In Department #540 (MH/MR) of **Steve Campbell**, **from** Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 2 (\$13.55/hr.), **to** Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 1 (\$14.80/hr.), **effective 07/28/08; Special Conditions:** Filling existing vacancy.

PROMOTION/TRANSFER/DECREASE IN HOURS – In Department #125 (Public Defender) of **Sharon Filbert**, **from** Legal Secretary II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 Step 7 (\$10.82/hr.), **to** Department #210 (Domestic Relations), Caseworker (DR), Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 4 Step 7 (\$11.77/hr.), **effective 08/04/08; Special Conditions:** Filling existing vacancy.

INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS – In Department #325 (911) of **Mark Hicks**, Telecommunicator I, Non-Union Hourly Pay Grade 3 Step 5 (\$10.61/hr.), **from** On-Call Part-Time, 7 hours/pay, **to** Regular Part-Time, 40 hours/pay, **effective 08/03/08; Special Conditions:** Filling existing vacancy; probationary period waived.

JOB TITLE CHANGE/RATE ADJUSTMENT – In Department #540 (MH/MR) of **Verna Martin**, Full-Time Exempt, **from** Casework Supervisor, Exempt Pay Grade 3 (\$40,285/yr.), **to** Program Specialist II, Exempt Pay Grade 3 (\$43,508/yr.), **effective 07/27/08; Special Conditions:** Filling existing vacancy.

SEPARATION OF EMPLOYMENT – In Department #250 (Register & Recorder) of **Pamela McKenzie**, Department Clerk II, **effective 08/08/08.**

CORRECTION TO HUMAN RESOURCE AGENDA 07/22/08

DEMOTION/TRANSFER – In Department #205 (Courts) of **Jamie Kirkwood**, **from** Administrative Assistant II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 5 Step 8 (\$12.78/hr.), **to** Department #210 (Domestic Relations), Caseworker (DRO), Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 4 Step 12 (\$12.36/hr.), **effective 08/04/08; Special Conditions:** Filling existing vacancy.

NOTE: Employee rescinded request to transfer.

Commissioner Wood made a motion to approve the above items, seconded by Commissioner

Beichner, aye all.

PLANNING:

Ben Breniman of the Planning Commission presented a DCED Grant to the Venango County Commissioners for Cooperstown Borough Storm Water Project in the amount of \$20,000. This grant is to help cover costs to repair water and sewer drains in the borough. The contract will expire on June 30, 2010. Commissioner Beichner made a motion to approve the grant, seconded by Commissioner Wood, aye all.

TWO MILE COUNTY PARK:

Rich Mihalic, Park Director, presented a proposal from the Pennsylvania Game Commission for a Public Access Program Cooperative Agreement with Two Mile County Park. The agreement will permit hunting in restricted areas of the Park for a term of one (1) year. Commissioner Beichner made a motion to approve the agreement, seconded by Commissioner Wood, aye all.

Rich Mihalic publically thanked Sheila Boughner from the Venango News Herald for the article she published in the paper pertaining to the missing chainsaw at the Park. The chainsaw was returned to the Park after the article appeared in the paper. Rich also handed out the new Park brochures and thanked Bob Wilson, Deb Frawley, and Adam Hoffer for their help in mapping out the trails.

COUNTY ADMINISTRATION:

Chief Clerk, Denise Jones, had several items to present. The first item was the renewal contract between Venango County Election Board and Terry L. Williams. This renewal contract is for Election Services provided by Terry Williams for the November 2008 Fall Election. Terry will provide General Election 2008 coding, logic and accuracy testing, user training, machine set up, Election Day support, results reporting and other tasks pertaining to the election. The cost for Terry's services will be \$275.00 per day for days prior to election and for days following the election. Commissioner Wood made a motion to approve the renewal contract, seconded by Commissioner Beichner, aye all.

Next Denise presented an Amended #2008-07 Resolution. The original title on the Resolution read "Resolution to Dissolve The Venango County Park and Natural Resources Authority" which needed to be amended to read "Resolution to Dissolve The Venango Park and Natural Resources Authority". This name change was requested by the Commonwealth of PA Department of State Corporation Bureau. Commissioner Beichner made a motion to approve the amended resolution, seconded by Commissioner Wood, aye all.

The Solomon Architecture/Design Group Architectural Services invoices were presented by Denise. The services are for Project 6027A/B for renovations done to the interior of the front entry/lobby and to the exterior front stair/ramp work at the Venango County Courthouse. Total amount due is \$13,893.93 for architectural services. Commissioner Wood made a motion to approve the invoices, seconded by Commissioner Beichner, aye all.

The next item presented by Denise was the Open Flow Energy Agreement for the extension of natural gas supply arrangement to the County of Venango buildings. Available pricing options effective October 1, 2008 were as follows:

One (1) Year Fixed: October 1, 2008 – September 30, 2009 = \$10.541/Dt

Six (6) Month Fixed: October 1, 2008 – March 31, 2009 = \$10.673/Dt

The pricing above was developed on Monday, August 4, 2008. Actual fixed prices and basis figures will be determined at the time of acceptance of the agreement. A motion to table this agreement was made by Commissioner Beichner, seconded by Commissioner Wood. Commissioner Beichner is going to make calls to other vendors to check to see if better rates are available.

Denise advised the Commissioners' office will be closed from Tuesday, August 19th thru Thursday, August 21st. Denise Jones, Lisa Mumford, Sue Saltarelli, and Gerry McGuinness will be attending an Election Conference in Erie, PA.

OTHER BUSINESS:

Commissioner Brooks presented Resolution #2008-12 – Industrial Development Organization Designation. The Oil Region Alliance of Business, Industry, and Tourism Agency is designated as the Industrial Development Organization for the County of Venango. The Local Economic Development Assistance (LEDA) Program which is administered by the DCED, provides financial assistance to the industrial development agencies to implement comprehensive economic development programs in the counties of the Commonwealth. The amount of funds available to Venango County for Fiscal Year 2008-2009 is \$28,995. Commissioner Wood made a motion to approve the resolution, seconded by Commissioner Brooks. Commissioner Beichner opposed the resolution. Motion passed with majority vote.

PUBLIC COMMENT:

Commissioner Wood advised that the Commissioners have received a written report submitted by Mike Grill, Construction Code Inspector, in regards to the disability rights complaints initiated by Charles Giambrone and the Community Resources for Independence pertaining to the programs and facilities at Two Mile County Park that were in question about being handicapped accessible. The Commissioners are devising a five-year plan to correct any deficiencies, and asked for any public comment on their findings. There was no public comment. Mike Grill was present at the meeting and advised that he had met with Mr. David Strickland, AIA-Park Advisory Board Member; and Mr. Rich Mihalic, Park Director, in comprising a self-evaluation survey that needed done at different locations to meet the criteria of the self-evaluation process. Mike advised that a lot of the things that need done are workable and feasible, and that he would address the prevalent problems first. Mike's written review needs to be submitted to the Fish and Wildlife Services by August 16th.

A motion to adjourn the meeting was made by Commissioner Wood at 6:55 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.