

Reviewed by: _____

COMMISSIONER BOARD MINUTES
October 14, 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
Pat Bajorek, Tax Claim
Dave Schwille, Human Services
Ben Breniman, Planning
Bill Kresinski, MIS
Ray Beichner, Taxpayer
Terri McFadden, Auditor

Commissioner Troy Wood
Denise Jones, Chief Clerk
Lisa Mumford, Admin. Asst.
Connie Hazelton, Human Resources
Sheila Boughner, News Herald
O. C. Bell, Airport
Rich Mihalic, Park Director
Gary Hutchison, Taxpayer
Rick Cook, City of Oil City

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 September 23, 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 County Administration.

ROW OFFICES:

Chief Clerk, Denise Jones presented on behalf of the District Attorney's office, a Statewide Automated Victim Information and Notification (SAVIN) Maintenance and Service Agreement between the Pennsylvania District Attorneys Institute and Venango County. This service will provide notification to registered persons regarding the release from custody or transfer from one facility to another of persons held in custody. In doing so it enhances existing or previous victims' services efforts by creating and implementing an automated system of notification that will be available to victims and other interested parties 24/7. The cost of this service agreement is for \$631.31 which covers the full cost for 2009. The District Attorney's office will contribute 25% of the maintenance cost for this program and PCCD will be responsible for the remaining 75% of the cost. Commissioner Beichner made a motion to approve this agreement, pending solicitor's review, seconded by Commissioner Wood, aye all.

COMMUNITY SERVICES ADMINISTRATION:

O. C. Bell, Airport Director presented a renewal service agreement between Boughner Grader Services and the Venango County Board of Commissioners. Boughner Grader Services will

provide 24/7 day a week on-call snow plowing services to the County Airport beginning December 1, 2008 through March 31, 2009. The cost of the services will be \$3,000 per month plus \$250.00 per month insurance reimbursement for the months of December 2008 thru March 2009. Total cost of the service will be \$13,000. Commissioner Wood made a motion to approve the service contract, pending solicitor's review, seconded by Commissioner Beichner, aye all.

HUMAN SERVICES:

The following items were presented for approval by Dave Schwillie:

Children Youth and Families

Agreement with Pathways Adolescent Center to provide group care for dependent and delinquent youth. Per diem sheet is attached to the contract and ranges from \$125 to \$135 depending on service and gender.

Agreement with Keystone Adolescent Center to provide group care for dependent and delinquent youth. Per diem sheet is attached to the contract and ranges from \$130 to \$198 depending on service and gender.

Agreement with Youth Alternatives to provide a range of community based services. The maximum amount of the contract is \$231,084. Services include After School Program, Lice Eradication Program, Alternative to Education Program and Steps to Tomorrow Independent Living Program. Matching funds are provided through various community trusts.

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

Agreement with Parkside Psychological Associates for services to victims of sexual abuse. The maximum contact amount is \$75,000, however most costs will be covered through HealthChoices. Commissioner Wood made a motion to approve the agreement, pending solicitor's review, seconded by Commissioner Beichner, aye all.

Contract with Barb Benedict to provide fiscal consultation regarding the child welfare budget. Maximum contract amount is \$3,500. Commissioner Wood made a motion to approve this contract, pending solicitor's review, seconded by Commissioner Beichner, aye all.

Transportation

Application to PENN DOT for capital improvement funds for the following projects: garage renovations, purchase of computer software and hardware and upgrades of the bus shelters and signs. The total cost is \$167,000 with \$141,000 in grant funds and \$26,000 local funds, none from the general fund. Commissioner Wood made a motion to approve this application, seconded by Commissioner Beichner, aye all.

Weatherization

Contract with the Warren Forest OEO to provide weatherization funds for Venango County in the amount of \$145,435. Commissioner Wood made a motion to approve this contract, seconded by Commissioner Beichner, aye all.

Mental Health and Mental Retardation

New contract with Stairways Behavioral Health to provide consultation relative to the development of housing and housing related services/supports for targeted consumers in the MH and CYS systems. The rate is 14.43 per 15 minute unit plus up to \$2,300 in mileage and related expenses. The Maximum that may be paid out under this contract is \$12,000.00. Commissioner Wood made a motion to approve this new contract, pending solicitor's review, seconded by Commissioner Beichner, aye all.

Continue to contract with Baker's Transportation Service to provide transportation to vocational activities for MR and MH consumers. The rate is \$11.20 per one way trip for Zone 1, and \$43.59 per trip for Zone 2. Zone 2 costs include transportation and one-to-one aid support.

Amendment to the contract with VTDC to purchase receptionist support for the County Human Services Complex. The cost is \$10/hr and will be shared among AAA, MH/MR and CYS based on a time study.

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

AAA

Addendum to the contract with Visiting Nurses Association of Venango County, Inc. extending the term of the agreement through June 30, 2009 and increasing the rate effective August 1, 2008 to \$18.76 per hour for Personal Care, Personal Assistance, and Home Support Services.

Addendum to the contract with Nutrition, Inc. for meals provided for congregate meal sites, and home delivered meal consumers. The rate for regular hot meals is increased to \$3.46, and to \$3.68 for each frozen or hot meal in a throw away container, while the rate for shelf stable emergency meals are decreased to \$2.75 each effective October 1, 2008.

Addendum to the contract with Tracy Jo's Personal Care Home/Adult Day Care that extends the term of the agreement through June 30, 2009 and increases the rate for a full day of Older Adult Day Care Services to \$53.00 and for each day 4 hours or less to \$42.00 effective October 1, 2008.

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

FINANCE ADMINISTRATION:

Pat Bajorek, Tax Claim Director presented the following warrants for approval:

Warrant	HS092208	\$	391.70	Human Services Expenditures
Warrant	HS092608		266,971.74	Human Services Expenditures
Warrant	SP092508		3,433.00	Non-Human Services Expenditures
Warrant	100308		357,779.93	Non-Human Services Expenditures
Warrant	HS100308		339,131.07	Human Services Expenditures
Warrant	HS100208		1,890.00	Human Services Expenditures
Warrant	101008		176,578.07	Non-Human Services Expenditures

Warrant HS101008	319,905.60	Human Services Expenditures
Warrant 101708	<u>1,042,581.59</u>	Non-Human Services Expenditures

Total Estimated Cost \$ 2,508,662.70

Commissioner Beichner 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 #250 (Register & Recorder) of **Donna Manross**, Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 Step 1 (\$9.18/hr.), **effective 09/30/08; Special Conditions:** Filling existing vacancy. In Department #270 (Sheriff) of **Cassandra Kilgore**, Administrative Assistant II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.92/hr.), **effective 10/15/08; Special Conditions:** Filling existing vacancy; must successfully complete pre-employment drug screening. In Department #305 (Prison) of **Joshua Cherish**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 10/15/08; Special Conditions:** Filling existing vacancy; action to be ratified at November Prison Board meeting; of **Phillip Davis**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 10/15/08; Special Conditions:** Filling existing vacancy; action to be ratified at November Prison Board meeting; of **Frederick Horos**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 Step X (\$9.38/hr.), **effective 10/27/08; Special Conditions:** Filling existing vacancy; action to be ratified at November Prison Board meeting. In Department #510 (AAA) of **Christine Spencer**, Aging Care Manager II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 10/01/08; Special Conditions:** Filling existing vacancy. In Department #540 (MH/MR) of **Kim Buser**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 1 (\$13.42/hr.), **effective 10/06/08; Special Conditions:** Filling existing vacancy. In Department #570 (OEO) of **Felicia Bixler**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **effective 10/17/08; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #160 (Maintenance) of **Kim Blauser**, Maintenance Worker III, SEIU position, Full-Time, 80 hours/pay, **effective 10/03/08; Special Conditions:** No change in pay grade or step. In Department #250 (Register & Recorder) of **Victoria Quen**, Department Clerk II, Full-Time, 70 hours/pay, **effective 09/23/08; Special Conditions:** No change in pay grade or step. In Department #305 (Prison) of **Brynne Deeter**, 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 09/26/08; Special Conditions:** Ratified at October Prison Board meeting; of **Jill Dixon**, 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 09/20/08; Special Conditions:** Ratified at October Prison Board meeting.

EXTENSION OF TEMPORARY EMPLOYMENT – In Department #605 (County Park) of **Danny Norris**, Grounds & Facilities Worker, Temporary Part-Time, 40 hours/pay, Non-Union Hourly Pay Grade 2 Step 1 (\$9.18/hr.), **from** 10/01/08 **to** 10/31/2008.

PROMOTION/TRANSFER – In Department #265 (Prothonotary) of **Sarah Lind**, **from**

Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 Step 2 (\$9.28/hr.) to Department #310 (Court Supervision), Collections Coordinator, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 4 Step 1 (\$11.07/hr.), **effective 10/14/08; Special Conditions:** Filling existing vacancy.

TRANSFER/CHANGE IN EMPLOYMENT STATUS – In Department #310 (Court Supervision Services) of **Marie Plumer**, from Alcohol Highway Safety Instructor/CRN Evaluator, On-Call, Per Diem (\$450/class), to Department #540 (MH/MR), Program Specialist II, Full-Time, Exempt Pay Grade 3 (\$41,188/yr.), **effective 09/30/08; Special Conditions:** Filling existing vacancy.

PROMOTION – In Department #145 (Assessment) of **Robert Agin**, from Field Assessor Trainee, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 2 (\$13.55/hr.), to Field Assessor, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 Step 2 (\$14.95/hr.), **effective 09/22/08; Special Conditions:** Acquired Certified PA Evaluator certification. In Department #155 (MIS) of **Jeffrey Rettinger**, from IT Support Technician, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 7 Step 5 (\$15.41/hr.), to Network Administrator, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 9 Step 8 (\$18.63/hr.), **effective 07/13/08; Special Conditions:** Filling existing vacancy.

REALLOCATION – In Department #155 (MIS) of **Robert Wilson**, GIS Analyst, Full-Time, 75 hours/pay, from Non-Union Hourly Pay Grade 9 Step 4 (\$17.92/hr.) to Non-Union Hourly Pay Grade 10 Step 10 (\$20.53/hr.), **effective 07/13/08.**

OUT OF CLASS COMPENSATION – In Department #270 (Sheriff) of **Robin Rutter**, Department Clerk II, Full-Time, 70 hours/pay, from Non-Union Hourly Pay Grade 2 Step 1 (\$9.18/hr.) to Non-Union Hourly Pay Grade 2 Step 9 (\$9.94/hr.), **effective 09/26/08; Special Conditions:** Temporary assignment involving increased responsibilities for no longer than 10/17/08. In Department #520 (Children and Youth Services) of **David Schville**, Human Services Adm./CYS Director, Full-Time Exempt, from Exempt Pay Grade 7 (\$60,478/yr.) to Exempt Pay Grade 7 (\$65,316/yr.), **effective 09/15/08; Special Conditions:** Temporary increased duties and responsibilities for no longer than six months.

SEPARATION OF EMPLOYMENT – In Department #190 (Planning) of **C. Lynn Lawrence**, Planner I, **effective 10/17/08.** In Department #205 (Courts) of **Alisha Stevens**, Administrative Assistant II, **effective 10/14/08.** In Department #305 (Prison) of **Arthur Attenborough**, Corrections Officer, **effective 10/07/08; Special Conditions:** To be ratified at November Prison Board meeting; of **Nicholas Bell**, Corrections Officer, **effective 10/07/08; Special Conditions:** To be ratified at November Prison Board meeting of **Nancy Bodien**, Corrections Officer, **effective 10/10/08; Special Conditions:** To be ratified at November Prison Board meeting.

CORRECTION TO 08/26/08 HR AGENDA

SEPARATION OF EMPLOYMENT--RETIREMENT – In Department #535 (Substance Abuse) of **Bonnie Summers**, Substance Abuse Director, **effective 09/12/08.**

NOTE: Separation date has changed to 09/19/08.

CORRECTION TO 09/09/08 HR AGENDA

PROBATIONARY NEW HIRE – In Department #155 (MIS) of **Curtis Bower**, Systems Analyst, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 11 Step 23 (\$25.23/hr.), **effective 10/01/08; Special Conditions:** Filling newly created position ratified at September Salary Board meeting.

NOTE: Probationary period waived; benefits and entitlements effective immediately.

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

PLANNING:

Ben Breniman with the Planning Commission presented three (3) applications to DCED for Single Application for Assistance to be ratified by the Commissioners. The grants will be available during the summer of 2009. Listed below are the requested grants:

Two Mile Run County Park for a Pickup Truck, Trailer, and Commercial Mower.
Grant \$30,000/County \$15,000 (proposed)

Richland Township for a Tractor/High Lift
Grant \$30,000/Township \$36,000 (proposed)

Irwin Township for a Tractor/Mower
Grant \$30,000/Irwin Township \$24,000 (proposed)

Commissioner Wood made a motion to ratify the above grants, seconded by Commissioner Beichner, aye all.

Rick Cook, Oil City Zoning Officer requested \$40,000 from the County's Affordable Housing Trust Fund. Oil City is applying for a \$300,000 HOMES grant from the state DCED to help rehabilitate 13 to 18 owner-occupied homes in Oil City. In order for the City to receive the \$300,000, they need to come up with a match of \$40,000 which the City does not have. Commissioner Brooks requested the Commissioners have more time to review this request. Commissioner Wood made a motion to table this request, seconded by Commissioner Beichner, aye all.

TWO MILE COUNTY PARK:

Rich Mihalic, Park Director advised there would be a meeting at the Courthouse Annex on Thursday, October 16, 2008 in Room 100 at 1:00 p.m. to discuss the handicap accessibility at the Park. Rich also advised that he had a request about the possibility of holding a national outboard boat race at the Park next July. Commissioner Wood asked for more information on this matter from the race organizers.

COUNTY ADMINISTRATION:

Commissioner Brooks announced the County is facing a \$3 million deficit in the budget. He advised that there would be no increase in taxes. To avoid raising taxes, Commissioner Brooks advised there would be no raises for County employees.

Gary Hutchison, a former County Commissioner advised that he was against privatizing the County's Drug and Alcohol Program. Gary also questioned whether the retirees would be receiving a cost of living raise. Denise Jones advised the retirement board will consider this matter.

Ray Beichner asked if the Commissioners have given any more thought as to having some type of sound system installed for the public meetings. The Commissioner advised they are still

looking into this matter. Ray also asked why the Two Mile County Park Lake isn't opened up year around for gas powered boats. Commissioner Brooks said he was advised by the State Fish and Boat Commission that since the lake is in a rural setting, the agency did not want to disturb that setting by allowing outboard motors all the time.

A motion to adjourn the meeting was made by Commissioner Wood at 6:33 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.