

Reviewed by: \_\_\_\_\_  
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**COMMISSIONER BOARD MINUTES**  
**November 25, 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  
Dave Hazelton, Taxpayer

Commissioner Troy Wood  
Denise Jones, Chief Clerk  
Diona Brick, Fiscal  
Connie Hazelton, Human Resources  
O. C. Bell, Airport Director  
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 Election Board meeting was convened and adjourned prior to the beginning of the Commissioner Board meeting.

**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 November 12, 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 Row Offices, the Prison, the Planning Commission, or Two Mile County Park.

**COMMUNITY SERVICES:**

O. C. Bell, Airport Director, gave an update of the air service at the Venango County Airport since they have been flying Continental Airlines. O. C. advised that the first month 89 passengers were enplaned; the second month, 91 passengers enplaned. He also urged that the County encourage local businesses and the public to use the air services as they do need more passengers.

**HUMAN SERVICES:**

The following items were presented for approval by Dave Schwille:

**Children and Youth**

New contract with White Deer Run/Cove Forge for residential drug and alcohol treatment of a delinquent youth. Per Diem, as established by the Commonwealth is \$209. While this is a new contract, the standard residential contract agreement has been reviewed by the solicitor. Commissioner Beichner made a motion to approve the new contract, pending solicitor's approval, seconded by Commissioner Wood, aye all.

**MH/MR**

Amendment to the contract with Family Services and Children’s Aid Society to increase the non-MA reimbursement for Family Based Mental Health Services to \$16,080 from \$15,000.

Amendment to the contract with the Regional Counseling Center to increase the Outpatient Mental Health contract from \$252,984 to \$273,673, the DBSA Support Group from \$4,000 to \$4,120 and the Representative Payee rate from \$49.49 to \$50.67, which is a 3% increase consistent with the MH fiscal regulations.

Amendment to the contract with VTDC to provide them with \$37,000 to be used as a down payment for the purchase of the building now used to house their life skills program, which will ultimately reduce their rental payment, as well as provide \$35,000 to purchase and start up a supported employment business and any profit realized will offset funds provided to the Fairweather Lodge Housing program.

Approval/signature on a management letter from ACF regarding finding in the 2006 county audit regarding Early Head Start. Both Diona Brick and Bob Cooke have reviewed this letter.

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

**FINANCE ADMINISTRATION:**

Diona Brick presented the following warrants for approval:

Warrant	SP110708	\$ 1,250.00	Non-Human Services Expenditures
Warrant	HS111408	332,957.79	Human Services Expenditures
Warrant	EL111208	24,159.50	Non-Human Services Expenditures
Warrant	SP111408	1,633.40	Non-Human Services Expenditures
Warrant	112108	132,519.71	Non-Human Services Expenditures
Warrant	HS112108	648,977.73	Human Services Expenditures
Warrant	120108	243,911.55	Non-Human Services Expenditures

**Total Estimated Cost        \$ 1,385,409.68**

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

Diona also presented for approval the renewal of the Neopost Equipment Contract. The contract is for the postage machine located in Magisterial District Judge Andrew Fish’s office. The cost of the contract is in the amount of \$391.47 annually, and the renewal period is from November 18, 2008 thru November 17, 2009. Commissioner Beichner made a motion to approve the contract, 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 #205 (Courts) of **Gwen Doyle**, Administrative Assistant II, Full-Time, 75 hours/pay, Non-Union Hourly Pay Grade 5 Step 1

(\$11.92/hr.), **effective 11/17/08; Special Conditions:** Filling existing vacancy. In Department #210 (Domestic Relations) of **Tracy Carbaugh**, Department Clerk I, Part-Time, 35 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 12/01/08; Special Conditions:** Filling newly created position ratified at 11/12/08 Salary Board; must successfully complete pre-employment drug screening. In Department #265 (Prothonotary) of **Debra Krepps**, Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 Step 1 (\$9/18/hr.), **effective 12/01/08; Special Conditions:** Filling existing vacancy; must successfully complete pre-employment drug screening. In Department #530 (Integrated Crisis Services) of **Dennis McCune**, Caseworker II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 Step 11 (\$14.82/hr.), **effective 11/12/08; Special Conditions:** Filling existing vacancy.

**END OF PROBATION** – In Department #145 (Assessment) of **Barbara Eyler**, Field Assessor Trainee, Full-Time, 80 hours/pay, **effective 11/07/08; Special Conditions:** No change in pay grade or step. In Department #270 (Sheriff) of **Robin Rutter**, Department Clerk II, Full-Time, 70 hours/pay, **effective 11/21/08; Special Conditions:** No change in pay grade or step. In Department #530 (Integrated Crisis Services) of **Todd Gruber**, Caseworker II, Full-Time, 80 hours/pay, **effective 11/04/08; Special Conditions:** No change in pay grade or step.

**INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS** – In Department #225 (District Judge 3-1) of **Janet Oakes**, District Judge Secretary, Non-Union Hourly Pay Grade 2 Step 16 (\$10.66/hr.), **from** Part-Time, 42 hours/pay **to** Full-Time, 70 hours/pay, **effective 12/15/08; Special Conditions:** Filling existing vacancy; benefits effective immediately.

**RATE ADJUSTMENT/JOB TITLE CHANGE** – In Department #265 (Prothonotary) of **Penny Knupp**, **from** Bookkeeper II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 3 Step 1 (\$10.19/hr.), **to** Second Deputy Prothonotary, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 3 Step 2 (\$10.30/hr.), **effective 11/24/08; Special Conditions:** Filling existing vacancy.

**PROMOTION** – In Department #265 (Prothonotary) of **Shannon Ghering**, **from** Department Clerk II, Probationary Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 Step 1 (\$9.18/hr.), **to** Bookkeeper II, Probationary Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 3 Step 1 (\$10.19/hr.), **effective 11/24/08; Special Conditions:** Filling existing vacancy.

**SEPARATION OF EMPLOYMENT** – In Department #265 (Prothonotary) of **Tammy Mong**, Second Deputy Prothonotary, **effective 11/25/08**. In Department #305 (Prison) of **Keokee Craft**, Corrections Officer, **effective 10/09/08; Special Conditions:** To be ratified at December Prison Board meeting; of **John Kennedy**, Corrections Officer, **effective 11/23/08; Special Conditions:** To be ratified at December Prison Board meeting.

### **CORRECTION TO 10/14/08 HR AGENDA**

**SEPARATION OF EMPLOYMENT** – In Department #305 (Prison) of **Arthur Attenborough**, Corrections Officer, **effective 10/07/08; Special Conditions:** To be ratified at November Prison Board meeting.

**NOTE: Separation effective date should be 09/14/08.**

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

**COUNTY ADMINISTRATION:**

Rich Winkler, County Solicitor, advised that every municipality that has a UPMC facility had to be notified that the Allegheny County Hospital Development Authority has taken out a government bond to be used for various facilities. Commissioner Wood made a motion that the County was notified of the bond, seconded by Commissioner Beichner, aye all.

Commissioner Brooks presented for approval Ordinance #08-01 which modifies the tax exemption schedule for eligible properties located within the City of Oil City and subject to the County Local Economic Revitalization Tax Assistance (LERTA) Program as proposed by Oil City Council. This new ordinance includes a 10-year schedule with no taxes during the first three years, a 90% reduction the fourth year and increasingly smaller reductions in subsequent years. The LERTA applies to improvements made to deteriorated property in the city's downtown business district. Commissioner Beichner made a motion to approve the ordinance, seconded by Commissioner Wood, aye all.

A motion to adjourn the meeting was made by Commissioner Wood at 6:13 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

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Lisa Mumford, Admin. Assist.