

Reviewed by: _____

COMMISSIONER BOARD MINUTES
December 9, 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	Lisa Mumford, Admin. Asst.
Connie Hazelton, Human Resources	Dave Schwille, Human Services
Sheila Boughner, News Herald	Judy Downs, Planning
Diona Brick, Fiscal	Bill Kresinski, MIS
Rich Mihalic, Park Director	Ray Beichner, Taxpayer
Tom Sherman, EMA	Chuck Hoffman, Jury Commissioner
Bonnie Summers, Retiree	Bob Daugherty, Court Supervision
Rodney Bedow, Taxpayer	Mark Heim, WKQW
Heather Mohnkern, Auditor	

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 6:08 p.m. A motion was made by Commissioner Beichner to approve the minutes from the November 25, 2008 meeting, seconded by Commissioner Wood, aye all.

No public comment on the agenda. There was no business to come before the Board from the Prison.

COURT ADMINISTRATION:

Bob Daugherty, Director of Court Supervision, requested approval to submit an application by e-filing for a Competency Development Grant. This grant is for a skill-training curriculum for youth ages 14 – 21 who display negative behaviors. It is designed to help offenders learn competencies that enable them to function better within their environments. The grant is in the amount of \$50,000 for a two-year period. There is no cost to the County. Commissioner Beichner made a motion to approve the application, seconded by Commissioner Wood, aye all.

ROW OFFICES:

Chuck Hoffman, Jury Commissioner, requested a budget transfer in the amount of \$2,250 to cover the cost of postage. Chuck explained that the Jury Selection Commission had to send out jury questionnaires earlier than expected. The commission normally sends out qualification questionnaires to 2,800 computer-selected individuals and ends up with a pool of about 1,600 names from which it draws 125 names a month for possible jury duty. The response to the April

mailing was down however, generating a pool of only 1,400 potential jurors. The court has also increased its monthly requirement for jurors from 125 to 150. As a result, the available pool of potential jurors was set to expire in March, and the commission had to send out the questionnaires early. The Jury Commission increased the size of the mailing to 3,600 in an effort to reach more potential jurors. Diona Brick advised the 2008 budget transfer for \$2,250 would come out of the Contingency Account and into the Jury Selection Commission Account to cover the postage expense. Commissioner Beichner made a motion to approve the budget transfer, seconded by Commissioner Wood, aye all.

COMMUNITY SERVICES ADMINISTRATION:

Tom Sherman, Director of EMA, gave an update to Emlenton Borough's water problem. In April, 2008, Tom was informed by Emlenton resident, Barry Louis, that Emlenton's water had become contaminated. Tom advised he did offer Emlenton the use of the County's water buffalos, which as it turns out, Emlenton did not use. Effective, December 1, 2008, Emlenton has a new water authority.

HUMAN SERVICES:

The following items were presented for approval by Dave Schwillie:

Area Agency on Aging

Approval of the snow removal contract for the Scrubgrass Senior Center with Frederick Frado at the rate of \$45 per call.

Approval of the retention letter to appoint Richard Winkler as AAA Solicitor at a retainer of \$200 per month and \$ 110 per hour.

Approval to allow the Oil City First Night Committee to use the Creekside Senior Center for a teen dance from 8-11. The OC Chamber of Commerce provided the liability insurance for this event.

Substance Abuse Services

Amendment to the contract with Family Services and Children's Aid Society reducing their contract amount by \$2,948 due to a reduction in the Safe and Drug Free Schools and Community funding.

OEO

Approval of the bid award for the State Food Purchase Program to FezelFs Shop and Save at \$41.54 per voucher to cover Franklin and the southern portion of the County; and the Oil City Giant Eagle at \$47.19 per voucher to cover Oil City and the northern portion of the County.

Approval of a Certificate of Intent to apply for Federal operating funds for the Transportation program.

Approval of the Acceptance of the Special Section 5333(b) Warranty which is a certification that our transportation program does not unfairly compete with existing union activities.

CONTRACT ADDENDUMS:

Item 1: Venango Training and Development Center (FY 07/08)

Synopsis: Request commissioner approval to amend the contract with VTDC in order to increase the maximum reimbursable to the Morning Haus Program to \$133,657.00 in order to cover a year end deficit plus allow 3% in retained revenue as allowed by the 4300 regulations. Additionally the addendum will increase the maximum reimbursable for the Fairweather Lodge Program to \$67,474 to both cover a year end deficit plus allow 3% in Retained Revenue. Both programs are “program funded.” The 10% match will come from the existing MH/MR allocation.

Item 2: United Community Independence Program (FY 07/08)

Synopsis: Request Commissioner approval to fund 20 units of Community Homes – Waiver Ineligible services at a rate of \$1,972.85 per unit. This funding is needed to cover the shortfall of the Grandview Residential home due to the inability of the Provider to find a suitable resident to fill a vacancy created by the death of one of the residents (a Venango County consumer). There is no match on this addendum.

Item 3: Training for Self-Reliance (FY 08/09)

Synopsis: Request Commissioner approval to fund 3 units of Community Homes-Waiver eligible services at a rate of \$2,370.16 per unit and 3 units of Community Homes-Waiver ineligible services at a rate of \$333.78 per unit. This funding is needed to cover unreimbursed costs incurred due to the death of one of the residents (a Venango County consumer). There is no match on this addendum.

OTHER ITEMS:

Item 1: Early Intervention Income and Expenditure Report

Synopsis: Request Commissioner review/endorsement of the Early Intervention Income and Expenditure Report for FY 2007/08. The program wrapped up with fund balance of \$53,519 in state funding.

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

FINANCE ADMINISTRATION:

The following warrants were presented for approval by Diona Brick, Fiscal Director:

Warrant	HS112608	\$	10,848.63	Human Services Expenditures
Warrant	HS120108		203,427.46	Human Services Expenditures
Warrant	SP120108		1,246.29	Non-Human Services Expenditures
Warrant	120508		93,045.68	Non-Human Services Expenditures
Warrant	HS120508		197,858.81	Human Services Expenditures
Warrant	HS120308		2,001.70	Human Services Expenditures
Warrant	SP120508		<u>2,475.00</u>	Non-Human Services Expenditures

Total Estimated Cost \$ 510,903.57

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

Diona had several other items to present. The next item presented was the transfer of \$1,300 from the Contingency Account to the Voter Registration budget to cover the cost of new office furniture. Commissioner Wood made a motion to approve the transfer, seconded by Commissioner Brooks. Commissioner Beichner opposed the budget transfer. Motion passed with majority vote.

Next presented by Diona was the County Budget for the calendar year of 2009 which included \$52,325,900 in expenditures and \$49,987,952 in revenues. The millage rate will remain at 5.565 mills. Listed below are the changes that have been made to the previous November 12, 2008 proposal:

2009 Budget Changes

- Changes to the Commissioners and Voter Registration staffing resulting in overall savings from the November 12, 2008 proposal.
- Change to internet fees for 3 of 4 of the County's District Justice Offices to accommodate the video conferencing equipment provided by the State resulting in minimal from the November 12, 2008 proposal.
- Change to the health insurance costs based on notification provided by our benefit consultant regarding our premium increase resulting in savings from the November 12, 2008 proposal.
- Change to our unemployment costs namely due to economic conditions as the County self funds unemployment.
- Change to the capital equipment based on anticipated costs associated with the fiber installation. This will be funded from the Capital Fund.

Overall these changes result in approximately a \$13,000 decrease overall to the General Fund Budget. The General Fund revenues and expenses are balanced at \$16,125,246.

Commissioner Wood made a motion to approve the 2009 budget, seconded by Commissioner Brooks. Commissioner Beichner opposed the budget. Motion passed with majority vote.

The last item presented by Diona for approval was the Travel and Other Reimbursement Policy. This policy is to provide consistent procedure application throughout the County. The only difference in the policy from last year is that the County is increasing the dinner meal allowance from \$17.00 to \$20.00. Dinner is provided when an employee is staying overnight out of the County at a training/seminar location or when an employee's work day has exceeded 10 hours and the dinner meal period falls while out of the County. The Breakfast allowance of \$8.00 and the lunch allowance of \$10.00 will remain the same as before. Itemized receipts for each meal for which reimbursement is requested must be provided. Commissioner Beichner made a motion to approve the policy, seconded by Commissioner Wood, aye all.

HUMAN RESOURCES:

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

APPOINTMENT – In Department #520 (Children and Youth Services) of **Richard Buzard**, Casework Supervisor, Full-Time, Exempt Pay Grade 3 (\$41,188/yr.) **effective 12/03/08;**
Special Conditions: Filling newly created position ratified at 09/09/08 Salary Board meeting;

position grant-funded for 3 years.

PROBATIONARY NEW HIRE – In Department #190 (Planning) of **Erik Johnson**, Planner I, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.92/hr.), **effective 12/08/08; Special Conditions:** Filling existing vacancy. In Department #225 (District Judge 3-1) of **Shannon Baker**, District Judge Secretary, Part-Time, 42 hours/pay, Non-Union Hourly Pay Grade 2 Step 1 (\$9.18/hr.), **effective 12/08/08; Special Conditions:** Filling existing vacancy. In Department #250 (Register & Recorder) of **Lisa Allison**, Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 Step 1 (\$9.18/hr.), **effective 12/08/08; Special Conditions:** Filling existing vacancy. In Department #507 (Veterans Affairs) of **Dana Cochran**, Intake Clerk II, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **effective 12/15/08; Special Conditions:** Filling existing vacancy. In Department #509 (Human Services Fiscal) of **David Andrews**, Fiscal Operations Officer I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 8 Step 1 (\$15.90/hr.), **effective 12/02/08; Special Conditions:** Filling existing vacancy. In Department #535 (Substance Abuse) of **Jennifer Schoonover**, Department Clerk II, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), **effective 12/01/08; Special Conditions:** Filling existing vacancy.

REHIRE – In Department #190 (Planning) of **Willis Thomas**, Planning Intern, Temporary Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 12/15/08; Special Conditions:** Temporary assignment through 01/02/09; must successfully complete pre-employment drug screening.

In Department #520 (Children and Youth Services) of **Jennifer Berry**, Social Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 Step 1 (\$7.95/hr.), **effective 12/15/08; Special Conditions:** Temporary assignment through 01/30/09; must successfully complete pre-employment drug screening.

END OF PROBATION – In Department #305 (Prison) of **Adam Craig**, 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 11/20/08; Special Conditions:** To be ratified at January Prison Board meeting; of **Leonard Thornley**, 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 12/05/08; Special Conditions:** To be ratified at January Prison Board meeting.

INCREASE IN HOURS/CHANGE IN EMPLOYMENT STATUS – In Department #305 (Prison) of **Kimberly Goodman**, Corrections Officer, AFSCME position, AFSCME Pay Grade 11 Step 1 (\$11.41/hr.), **from** Part-Time, 64 hours/pay **to** Full-Time, 80 hours/pay, **effective 12/01/08; Special Conditions:** Filling existing vacancy; benefits effective immediately; to be ratified at January Prison Board meeting; of **Stella Watson**, Corrections Officer, AFSCME position, AFSCME Pay Grade 11 Step 2 (\$11.53/hr.), **from** Part-Time, 64 hours/pay **to** Full-Time, 80 hours/pay, **effective 11/25/08; Special Conditions:** Filling existing vacancy; benefits effective immediately; to be ratified at January Prison Board meeting.

REALLOCATION – In Department #190 (Planning) of **Benjamin Breniman**, Shared Municipal Services Planner, **from** Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 8 Step 11 (\$17.56/hr.), **to** Exempt Full-Time, Exempt Pay Grade 2 (\$40,000/yr.), **effective 01/01/09**. In Department #145 (Assessment) of **Mary Swisher**, **from** Administrative Assistant I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 3 Step 2 (\$10.30/hr.), **to** Special Assessments Clerk, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 Step 1 (\$11.92/hr.), **effective 01/01/09**.

REALLOCATION/INCREASE IN HOURS – In Department #605 (County Park) of **David Manikowski**, from Department Clerk II, SEIU position, Probationary Part-Time, 40 hours/pay, SEIU Pay Grade 6 Step 1 (\$8.70/hr.), to Clerk/Maintenance Worker, SEIU position, Probationary Full-Time, 80 hours/pay, SEIU Pay Grade 8 Step 1 (\$9.60/hr.), **effective 11/30/08**.

EXTENSION OF OUT OF CLASS COMPENSATION – In Department #320 (EMA) of **Tina Eggers**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 6 Step X (\$10.69/hr.), **effective 11/24/08**; **Special Conditions:** Temporary assignment for increased responsibilities as Telecommunicator I to be extended through 12/31/08.

SEPARATION OF EMPLOYMENT--RETIREMENT – In Department #115 (Voters Registration) of **Sue Saltarelli**, Voter Registration Coordinator, **effective 12/31/08**. In Department #570 (OEO) of **Lawrence Holly**, Transportation Specialist, **effective 12/12/08**.

SEPARATION OF EMPLOYMENT – In Department #145 (Assessment) of **Sharon Seeley**, Deputy Assessor, **effective 12/31/08**.

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

The next item presented by Connie was the renewal of the Delta Dental Service Contract with Venango County. This is for dental insurance for the County employees. A rate level for a primary enrollee with no dependents (single) \$18.37/mo.; a rate level for a primary enrollee with all dependents (family) \$40.76/mo. (2 Step). Effective date of this contract will be January 1, 2009 through December 31, 2009. There is no increase in cost from last year.

Connie next presented the renewal of Vision Benefits of America Contract which covers vision insurance for the County employees. This would extend vision care for an additional twenty-four (24) month period from January 1, 2009 through December 31, 2010. The monthly administrative fee will remain at the current claims plus 10% of Gross Claims Cost.

The last item presented by Connie was the renewal of Fort Dearborn Life Insurance which provides County employees with group insurance benefits. There will be no change in the existing rates for the upcoming renewal period which are listed below:

Benefit Program	Present Rates	Renewal Rates
Basic Life	\$0.35 per \$1,000	\$0.35 per \$1,000
AD&D	\$0.02 per \$1,000	\$0.02 per \$1,000
Retiree Life	\$0.35 per \$1,000	\$0.35 per \$1,000

Rates are guaranteed until October 1, 2009

Commissioner Wood made a motion to approve the three (3) above renewal contracts, pending solicitor's approval, seconded by Commissioner Beichner, aye all.

PLANNING:

Judy Downs, Director of Planning, presented Resolution #2008-16 for approval. This resolution pertains to the County of Venango authorizing the filing of a proposal for funds with the Pennsylvania Department of Transportation Commonwealth of Pennsylvania. The County of Venango is desirous of obtaining funds from PennDOT through the Pennsylvania Community Transportation Initiative Smart Transportation Project in the amount of \$150,000 for the

development of a Route 8 Highway Access Management Plan; and the study is intended to examine the transportation needs impacting the safety of accessing Route 8 in Barkeyville Borough to include a highway access management plan and design solutions. The study cost estimate totals to \$170,000, in which the proposed grant match is \$15,000 from the County's Liquid Fuels Account and contributions from private businesses. Commissioner Wood made a motion to approve the resolution, seconded by Commissioner Beichner, aye all.

TWO MILE COUNTY PARK:

Rich Mihalic, Park Director advised that the Two Mile Run 2008 dam inspection was performed by Schnabel Engineering and was completed on November 6, 2008. The total cost of the invoice for the inspection is in the amount of \$2,950. Commissioner Wood made a motion to approve payment of the invoice, seconded by Commissioner Beichner, aye all.

Rich also advised that there were no mishaps during this hunting season.

COUNTY ADMINISTRATION:

Rich Winkler, County Solicitor, advised that amendments to the Pennsylvania Right to Know Policy will go into effect January 1, 2009. The Office of Open Records is given authority under the new Right to Know Law to establish fees for records duplication by state and local agencies. Fees for "standard" duplication can be set between \$.10 and \$.25 per page, which is the typical range most counties charge. Denise Jones will be the Open Records Officer for Venango County.

Commissioner Brooks announced vacancies on various County boards. Openings include: three (3) five-year terms on the Venango County Regional Planning Commission Board; two (2) four-year terms on the Venango Conservation District Board; four (4) three-year terms on the Affordable Housing Board; one (1) five-year terms on the Venango Industrial Development Authority Board, one (1) four-year term on the Venango County Housing Authority, and two openings on the Northwest PA Workforce Investment Board.

PUBLIC COMMENT:

Rod Bedow asked Chuck Hoffman, the Jury Commissioner, what the reason was for lower response to jury selection. Chuck advised they use both voter registration and driver licenses addresses to send out qualification questionnaires. Many of the driver licenses' addresses are hard to track and are not current so that reduces the response back of the questionnaire.

A motion to adjourn the meeting was made by Commissioner Wood at 6:39 p.m., seconded by Commissioner Beichner, aye all.

Respectfully submitted,

Lisa Mumford, Admin. Assist.