

Reviewed by: 


**COMMISSIONER BOARD MINUTES
NOVEMBER 13, 2012**

Those present at the public meeting of the Venango County Commissioners held in Room 103 of the Courthouse Annex:

Commissioner Tim Brooks	Commissioner Vince Witherup
Commissioner Bonnie Summers	Denise Jones, Chief Clerk
Abby Flockerzi, Admin. Asst.	Rich Winkler, Solicitor
OC Bell, Airport	Diona Brick, Fiscal
Bob Daugherty, Court Supervision	Bill Kresinski, MIS
Pennie Maclean, HR	Jayne Romero, MH/DS
David Schuille, CYS	Tom Sherman, EMA
Sheila Boughner, News Media	
Pastor Randy Powell, First Baptist Church, Franklin, Pennsylvania	

Prior to the meeting, a public prayer was offered by Pastor Randy Powell from the First Baptist Church. Commissioner Brooks then led the group in the Pledge of Allegiance.

The Retirement Board and Salary Board meetings were convened and adjourned prior to the start of the Commissioner Board meeting.

COMMISSIONER BOARD:

Commissioner Brooks called the meeting to order at 6:04 p.m. The following changes were made to the agenda: additions include approval of SBM Electronics Maintenance Agreement under Community Services, approval of County Service Provider Agreement for Cranberry Township under Planning, and approval of 2013 Holidays under County Administration. A correction was requested to be made to Attachment E should include a Temporary Assignment Extension in Veterans' Affairs.

Commissioner Summers made a motion to approve the amendments, seconded by Commissioner Witherup, aye all.

Commissioner Witherup made a motion to approve the minutes from the October 9, 2012 meeting, seconded by Commissioner Summers, aye all.

COURT ADMINISTRATION:

Mr. Daugherty presented the following items for approval:

Approval of JCJC Grant-in Aid Award Notification/Invoice – This grant is in the amount of \$106,629 and the grant-in-aid period is July1, 2012 through June 30, 2013.

Approval of National Bond and Collection Inc. Agreement – The County currently has a collection agency, Capital Recovery, working for them. National Bond and Collection Inc. is being retained to create a little competition to see if they can outperform Capital Recovery. The most delinquent accounts will be divided up between the two agencies and the progress will be tracked.

Ratification of PCCD Application for Funding – This is for \$5,000 for computer equipment for the Jail for registration of sex offenders under Megan’s Law.

Commissioner Summers made a motion to approve the above items, seconded by Commissioner Witherup, aye all.

Solicitor Winkler presented the following item for approval:

Approval of Municipal Police cooperation Agreement DUI Task Force – This is an agreement between the County (Sheriff’s Department and Adult/Juvenile Court Supervision), the Boroughs of Emlenton, Polk and Sugarcreek and the Cities of Franklin and Oil City where the laws against driving under the influence (“DUI”) may be more effectively enforced through the County and Municipalities of County law enforcement and the police officers of one Municipality are authorized to act in the other Municipalities or in conjunction with County law enforcement.

Commissioner Witherup made a motion to approve the above agreement, seconded by Commissioner Summers, aye all.

ROW OFFICES:

There was no business to be conducted.

PRISION:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

The following items were presented for approval by Mr. Bell:

Approval of Snow Removal Agreement with Dennis Baker - This agreement begins on December 1, 2012 and concludes on March 31, 2013. The agreement is for a \$3,500 monthly retainer for the months of December, January, February, and March. Dennis Baker Construction will provide two experienced equipment operators to plow snow within thirty minutes of

activation at the rate of \$35 per operator hour and will be on call 24 hours per day, seven days per week for the duration of the agreement. This is unchanged from last year's agreement terms.

Commissioner Summers made a motion to approve the above contract, seconded by Commissioner Witherup, aye all.

Approval of Airport Lease Agreement – This lease agreement is between the County, the Airport and Silver Airways (formally Gulf Stream International). There is no financial consideration involved in this agreement. The term is September 14, 2012 through September 14, 2014.

Commissioner Witherup made a motion to approve the above lease agreement, seconded by Commissioner Summers, aye all.

Approval of Agreement with Lee Simpson Associates, Inc. – Update Airport Part 139 Signage and Marking Plans Engineering Agreement – This agreement is for \$2,700 to update the signage and marking plans for the Airport to submit to the FAA. This would cover the process all the way through to approval by the FAA.

Commissioner Summers made a motion to approve the above agreement, seconded by Commissioner Witherup, aye all.

Approval of Agreement with Lee Simpson Associates, Inc. – Acquire Airport Field Equipment Internal Order No. 7889126121 Engineering Agreement – This agreement includes Lee Simpson Associates, Inc. preparing bids, providing inspection supervision and in-service training for Airport ground equipment that the Airport is purchasing with money from a 75/25 Aviation Development Grant available through the State of Pennsylvania. The cost of this agreement is \$6,786.56.

Commissioner Witherup made a motion to approve the above agreement, seconded by Commissioner Summers, aye all.

Ms. Jones presented the following item for approval:

SBM Electronics, Inc. Maintenance Agreement – This is the 2012 – 2013 renewal agreement for the Verint Maintenance Contract with SBM Electronics Inc. The amount of this contract is \$5,757.60 and the term is October 31, 2012 through October 30, 2013. This is for the recorder at the 911 Operations Center.

Commissioner Witherup made a motion to approve the above agreement, seconded by Commissioner Summers, aye all.

HUMAN SERVICES:

The following items were presented for approval by Mr. Schuille:

Children, Youth and Family Services

New agreement with Richard Gold to provide consultant services related to Quality Assurance, systems of care, contracting and other items under addendum.

New agreement with Erie County, Edmund L Thomas Adolescent Center, for detention services on behalf of the County of Venango. The per diem is \$401.31.

Addendum to the existing contract with Heart2Heart Parent Support Network to add supervised visitation services at a rate of \$29.28 per hour for a maximum of 750 hours. The effective date of this addendum is 01 September 2012 and increases the contract maximum by \$21,960.00 to \$125,015.

Renewal agreement with Adelphi Village of Latrobe, PA for various residential and community based services with a per diem range from \$65.00 for Multisystemic Therapy (MST) to \$2,400 for a diagnostic evaluation.

Multiple Resource Family Agreements
 Dan and Melissa Hogue
 Dixie Knight

Commissioner Summers made a motion to approve the above contracts, with the exception to the new agreement with Richard Gold; this will be approved pending the receipt of an insurance certificate, as Solicitor Winkler has already reviewed this contract, seconded by Commissioner Witherup, aye all.

The following items were presented for approval by Ms. Romero:

Item 1: Lifelong Learning Programs: Skills for Success

Synopsis: Request Commissioner Approval to enter into a contract in FY 2012 with the Lifelong Learning Program for actual start-up costs associated with the Provider being named the GED testing center for the County. The maximum to be reimbursed to the Provider is \$1,500 and the match will come from the existing match allocation. Due to the limited nature of this contract, we ask that the \$3,000,000 aggregate insurance requirement be waived and \$2,000,000 aggregate coverage be accepted.

CONTRACT ADDENDUMS (2011-2012)

Item 1: Regional Counseling Center, Inc.

Synopsis: Request Commissioner Approval to amend the contract with The Regional Counseling Center, Inc. for F/Y 11/12 to: 1) Amend the contract maximum for the Housing Support Program to \$2,156.06; 2) amend the contract maximum for the Medication Program to \$2,201.00; 3) amend the contract maximum for PhD Consultation to \$9,738.07; 4) amend the contract maximum, net of retained earnings, for the Illness Management and Recovery program to \$9,313.82; 5) allow for the payment of retained revenue for all eligible services to a maximum of \$29,121.37. The required match will come from the existing match allocation.

Item 2: Sugar Valley Lodge

Synopsis: Request Commissioner Approval to amend the contract with Sugar Valley Lodge for F/Y 11/12 to+ increase the daily rate for supplemental staffing needed beyond Personal Care boarding licensing requirements to house individuals with mental illness effective July 1, 2011 through June 30, 2012 to \$15,718.44. The new contract maximum for supplemental staffing is \$253,680. Approval is also requested to allow for the payment of retained revenue in the amount of \$7,610.40. Any required match will come from the existing match allocation.

Item 3: The Pointe

Synopsis: Request Commissioner Approval to amend the contract with The Pointe for F/Y 11/12 to allow for the payment of retained revenue in the amount of \$3,150. The required match will come from the existing match allocation.

CONTRACT ADDENDUMS (2012-2013)

Item 1: Family Service and Children's Aid Society, Inc.

Synopsis: Request Commissioner Approval to amend the contract with Family Service and Children's Aid Society, Inc. for F/Y 12/13 to 1) Amend the unit rate paid to the Provider for Drug and Alcohol services rendered through the Student Assistance Program from \$55 to \$65.91 retroactive to July 1, 2012 through November 2, 2012; 2) reimburse the Provider \$65.91 for Mental Health services rendered through the Student Assistance Program effective July 1, 2012 through November 2, 2012. 3) terminate the terms for the Student Assistance Program effective November 2, 2012 as described in the contract dated July 1, 2012; and 4) effective November 5, 2012, the Provider will be retained to provide the County with direct on-site support for the Student Assistance Program through the provision of a mental health/drug and alcohol liaison whose daily work will be directed by Venango County Human Services staff. The liaison will work a maximum of 37.5 hours per week during in session school days for the remainder of the current school year plus an additional 10 days immediately following the conclusion of the school year at the cost of \$26.50 per hour. The required match will come from the existing match allocation.

OTHER ITEMS

Item 1: Human Services Block Grant Submission to State

Synopsis: Request Commissioner Approval to submit the Venango County Human Services Fiscal Year 2012-13 Block Grant Plan to the PA Department of Public Welfare.

Item 2: Early Head Start Continuation Funding Application

Synopsis: Request Commissioner Approval to submit the Early Head Start Continuation Funding Application in the amount of \$839,001 for the period March 1, 2013 to February 28, 2014. The required match in the amount of \$209,750 is the responsibility of Community Services of Venango County, Inc. who is contracted for service delivery.

Item 3: Northwest Behavioral Health Partnership, Inc. Administrative Service Agreement

Synopsis: Request Commissioner Approval to continue to enter into an Administrative Service Agreement with Northwest Behavioral Health Partnership, Inc. from July 1, 2012 through June 30, 2013 to provide the County with administrative oversight, consultation and support services with regard to Health Choices managed care contracts and processes with Value Behavioral Health and Southwest Behavioral Health Management, Inc.

Item 4: Butler County Mental Health/Early Intervention/Intellectual Disabilities letter of agreement

Synopsis: Request Commissioner Approval to sign a Letter of Agreement with Butler County MH/EI/ID for the implementation and oversight of a shared Health Care Quality Unit (HCQU) for the period July 1, 2012 to June 30, 2013. There is no cost to the County.

Commissioner Summers made a motion to approve the above contracts, seconded by Commissioner Witherup, aye all.

FINANCE ADMINISTRATION:

The following warrants were submitted for your approval by Ms. Brick:

Warrant	101212	161,630.06	Non-Human Services Expenditures
Warrant	HS101212	103,576.75	Human Services Expenditures
Warrant	SP101212	2,400.00	Non- Human Services Expenditures
Warrant	HS101212	2,294.72	Human Services Expenditures
Warrant	HS092112	1,138.50	Human Services Expenditures
Warrant	101912	217,686.43	Non-Human Services Expenditures
Warrant	HS101912	388,929.28	Human Services Expenditures
Warrant	102612	1,081,233.37	Non-Human Services Expenditures
Warrant	HS102612	69,337.49	Human Services Expenditures
Warrant	110212	258,038.51	Non-Human Services Expenditures

Warrant	HS110212	135,224.62	Human Services Expenditures
Warrant	SP103012	6,400.56	Non-Human Services Expenditures
Warrant	SP102912	2,540.00	Non-Human Services Expenditures
Warrant	SP103112	34,573.50	Non-Human Services Expenditures
Warrant	110912	122,923.30	Non-Human Services Expenditures
Warrant	HS110912	168,210.55	Human Services Expenditures
Warrant	HS110712	2,031.41	Human Services Expenditures
Warrant	SP110812	2,200.00	Non-Human Services Expenditures

Total **\$2,760,369.05**

Commissioner Witherup made a motion to approve the above warrants, seconded by Commissioner Summers, aye all.

The following items were presented for approval by Ms. Brick:

Approval of Budget Transfers - \$5,015 To First Time Home Buyer Program with the Affordable Housing Budget and \$14,000 from Operating Revenue to the Insurance Budget.

Commissioner Summers made a motion to approve the above budget transfers, seconded by Commissioner Witherup, aye all.

Approval of Tax Base Certification – The Commissioners are required to certify the Tax Base on or before November 15. The total taxable amount is \$1,980,690,940. The County-wide total including the exempt is \$2,403,335,250. The budget is built on these numbers.

Commissioner Witherup made a motion to certify the tax base, seconded by Commissioner Summers, aye all.

Approval of NWPAERG Mutual Aid Agreement – The Northwest Pennsylvania Emergency Response Group is a group of five (5) counties and one (1) city that has formed for the purpose to acquiring and furthering Emergency Response equipment and trainings. This Memorandum of Understanding provides for Venango County to act as the fiduciary for the group.

Commissioner Witherup made a motion to approve the above agreement, seconded by Commissioner Summers, aye all.

Approval of Preliminary Budget – Ms. Brick asked that the 2013 County Budget be placed on public display in the Commissioners’ Office until the December 11, 2012 meeting. Total revenue for the 2013 budget is \$47,033,256 and total expenses are \$48,810,759. Revenue and expenses do not equal due to the fact that the General Fund and the Human Services are required to be adopted with a balanced budget on or before December 31 annually. The other funds are budgeted differently based on time of year projects or debt schedules. The budget contains a tax increase of .435 mills. There has not been a tax increase since 2004. Commissioner Summers inquired what the outcome would be if there was no tax increase in the 2013 budget. Ms. Brick

explained this could potentially result in a full mill tax increase in 2014 in order to have enough revenue to cover the ongoing increasing operating expenses. Commissioner Witherup expressed that he was against putting the budget on display until everything not mandated to be provided by the County has been taken out of the budget. He stressed that he wanted the budget down to the bare bones and while he could not give an example or recommendation as to what items or programs needed to be eliminated, he insisted that county officers and managers be asked to look at their budgets again to see where cuts could be made.

Commissioner Summers made a motion to place the budget on public display, seconded by Commissioner Brooks, Commissioner Witherup voted against the motion. Motion passed on a majority vote.

HUMAN RESOURCES:

The following Human Resource Agenda was presented for approval by Ms. Maclean:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

APPOINTMENT – In Department #125 (Public Defender) of **Benjamin Levine**, Assistant Public Defender, Full-Time Exempt, Legal Exempt Pay Grade 2 (\$43,012/yr.), **effective 11/05/12; Special Conditions:** Filling existing vacancy; must successfully complete pre-employment drug screening.

PROBATIONARY NEW HIRE – In Department #305 (Prison) of **Susan Rice**, Corrections Officer, AFSCME position, Part-Time, 64 hours/pay, AFSCME Pay Grade 11 (\$9.38/hr.), **effective 11/04/12; Special Conditions:** Filling existing vacancy; action ratified at the November Prison Board meeting. In Department #540 (MH/DS) of **Michael Carothers**, Senior Caseworker, Full -Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$15.40/hr.), **effective 10/15/12; Special Conditions:** Filling existing vacancy.

REHIRE – In Department #507 (Veterans Affairs) of **Laurie Murray**, Intake Clerk II, SEIU position, Probationary Part-Time, 50 hours/pay, SEIU Pay Grade 6 (\$8.80/hr.), **effective 10/22/12; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #520 (Children and Youth Services) of **April Benamati**, Senior Caseworker, Full-Time, 80 hours/pay, **effective 10/16/12**. In Department #580 (Transportation) of **Linda Chatley**, Vehicle Driver, SEIU position, Part-Time, 50 hours/pay, **effective 09/16/12;** of **Regis Tologo**, Vehicle Driver, SEIU position, Part-Time, 50 hours/pay, **effective 09/15/12**.

OUT OF CLASS COMPENSATION – In Department #520 (Children and Youth Services) of **Jessica Babbitt**, Casework Supervisor, Full-Time Exempt, **from Exempt Pay Grade 3 (\$40,126/yr.) to Exempt Pay Grade 3 (\$43,336/yr.), effective 10/14/12; Special Conditions:** Compensating for up to 6 months for additional supervisory responsibility while filling in for employee's leave of absence.

VOLUNTARY DEMOTION – In Department #540 (MH/DS) of **Lisa Lamberton**, from Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$16.50/hr.), to Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$15.84/hr.), **effective 10/15/12; Special Conditions:** Filling existing vacancy.

SEPARATION OF EMPLOYMENT - RETIREMENT – In Department #510 (AAA) of **William Swartz**, Vehicle Driver, SEIU position, **effective 09/28/12**

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **Jennifer Johnson**, Corrections Officer, AFSCME position, **effective 10/01/12**; of **Linda Sands**, Corrections Officer, AFSCME position, **effective 10/16/12**. In Department #507 (Veterans' Affairs) of **Laurie Murray**, Intake Clerk II, SEIU position, **effective 11/05/12**. In Department #520 (Children and Youth Services) of **Erin Graham**, Caseworker, **effective 10/26/12**. In Department #580 (Transportation) of **Stephen Osgood**, Vehicle Driver, SEIU position, **effective 10/12/12**.

CORRECTION TO 10/09/12 HR COMMISSIONER BOARD AGENDA

SEPARATION OF EMPLOYMENT – In Department #580 (Transportation) of **Jeffrey Davis**, Vehicle Driver, SEIU position, **effective 10/05/12**.

NOTE: Job Title should reflect Bus Driver.



PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

CHANGE IN EMPLOYMENT STATUS / PROMOTION / INCREASE IN HOURS – In Department #520 (Children and Youth Services) of **Amie Wood-Wessell**, from Senior Caseworker, Part-Time, 48 hours/pay, Non-Union Hourly Pay Grade 7 (\$16.84/hr.), to Senior Program Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$38,957/yr.), **effective 10/28/12; Special Conditions:** Filling newly created position ratified at September's Salary Board meeting; benefits effective immediately.

POSITION REALLOCATION – In Department #520 (Children and Youth Services) of **Carrie Beightol**, from Senior Program Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$39,736/yr.) to Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3 (\$39,736/yr.), **effective 11/11/12; Special Conditions:** Filling newly created position ratified at November Salary Board meeting; of **Luann Hartman**, from Senior Program Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$40,126/yr.) to Casework Manager, Full-Time Exempt, Exempt Pay Grade 4 (\$43,336/yr.), **effective 10/28/12; Special Conditions:** Filling newly created position ratified at November Salary Board meeting.

In Department #540 (MH/DS) of **Karen Rupert**, from Administrative Officer II, Full-Time Exempt, Exempt Pay Grade 4 (\$48,259/yr.) to Director, Human Services Fiscal, Full-Time Exempt, Exempt Pay Grade 5 (\$52,120/yr.), **effective 10/29/12; Special Conditions:** Filling newly created position ratified at November Salary Board meeting.; of **Jayne Romero**, from MHDS Director, Full-Time Exempt, Exempt Pay Grade 6 (\$61,804/yr.) to Human Services Administrator/MHDS Director, Full Time Exempt, Exempt Pay Grade 7 (\$65,444/yr.), **effective**

10/29/12; Special Conditions: Filling newly created position ratified at November Salary Board meeting.

Commissioner Summers made a motion to approve the above items, seconded by Commissioner Witherup, aye all.

The following Human Resource Agenda was presented by Ms. Maclean for informational purposes only:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

SEPARATION OF EMPLOYMENT – In Department #270 (Sheriff) of **Jason Bean**, Deputy Sheriff, effective 11/16/12.



PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

NONE

CORRECTION TO 10/09/12 ROW OFFICE ITEMS

EXTENSION OF TEMPORARY ASSIGNMENT – In Department #265 (Prothonotary) of **Clarice Koby**, Department Clerk Intern, Temporary Part-Time, 42 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.44/hr.), effective 09/17/12; **Special Conditions:** Ratified at October Salary Board meeting.

NOTE: Position extended through 03/16/2013 per Records Improvement Committee on 08/15/12.

The following item was presented for approval by Ms. Maclean:

Approval of Employee Handbook – Policy #06-02 Amendment – The probationary period for new hires is being changed to six (6) months from the most recent date of hire for performance evaluation purposes. Health insurance is available to all employees immediately upon hire. These changes cover exempt and non-exempt employees. For non-exempt hourly full-time employees, the benefit waiting period for sick leave and holiday leave eligibility is now three (3) months from date of hire. For non-exempt part-time employees, the benefit waiting period for holiday leave is now three (3) months from the date of hire. The purpose of these changes is to bring things closer to consistency. This is the request of most department supervisors and the Human Resources Department will now be able to utilize software to calculate probationary periods verses calculating them manually.

Commissioner Witherup made a motion to approve the above amendment, seconded by Commissioner Summers, aye all.

PLANNING:

Ms. Jones presented the following item for approval:

Approval of County Service Provider Agreement for Cranberry Township – This is a Stormwater Management Plan with Cranberry Township where the Venango County Regional Planning Commission will work in conjunction with the Venango Conservation District and Cranberry Township to protect the streams and waterways and conserve the natural resources of the Commonwealth of Pennsylvania within the Township of Cranberry.

Commissioner Summers made a motion to approve the above agreement, seconded by Commissioner Witherup, aye all.

TWO MILE RUN COUNTY PARK:

The following items were presented by Ms. Jones for informational purposes only:

Park Activities Report:

The Boat Launch Project received final approval from DCNR & PA Fish & Boat Commission and JMT advertised bids which are due by November 15th. The project completion date is June 30, 2013.

The Park Campground was closed as of October 29th. However, it is still open to hikers, bikers, hunters & fishermen. The gate will be closed November 22nd for deer season.

Terra Works completed the road project at the Pioneer Flats Pavilion in October.

The October 13th Rocky Grove Invitational was a big success with no problems.

COUNTY ADMINISTRATION:

The following items were presented for approval by Ms. Jones:

Approval of Renewal of Lawn Care Agreement with TruGreen – This contract was tabled during the October Board Meeting.

Commissioner Summers made a motion to take this contract off the table, seconded by Commissioner Witherup, aye all.

This contract is for 2013 lawn care at the Courthouse at a price of \$1,412.25, with no price increase from the 2012 price.

Commissioner Witherup made a motion to approve the above contract, seconded by Commissioner Summers, aye all.

Approval of Tourist Promotion Agency's Scope of Work for 2013 – The Oil Region Alliance Agency provides tourism services through the Tourist Promotion Agency that is housed and is a part of ORA. As a part of the agreement to receive the Hotel Excise funding, their annual Scope of Work must be submitted to the County, for review and approval by the Board of Commissioners.

Commissioner Summers made a motion to approve the above Scope of Work, seconded by Commissioner Witherup, aye all.

Approval of Down Payment and Closing Cost Assistance Grant Agreement – The first agreement is to be ratified. This agreement is for Tony J. Van Horn and Keri A. Maxwell in the amount of \$2,200 for First Time Home Buyer Assistance.

Commissioner Witherup made a motion to ratify the above agreement, seconded by Commissioner Summers, aye all.

The second is an approval for \$5,000 for First Time Buyer Assistance for Brian J. Greenlee and Stephanie G. Carter.

Commissioner Summers made a motion to approve the above agreement, seconded by Commissioner Witherup, aye all.

Approval of Paris Uniform Services Agreement – This contract is for floor mats at the Troy A. Wood Human Services Complex. This is a three year contract and offers a three year pricing guarantee.

Commissioner Witherup made a motion to approve the above agreement, seconded by Commissioner Summers, aye all.

Approval of Updated Policies and Procedures: Minority and Women's Business Enterprise Plan – This policy update was tabled during the October Board Meeting.

Commissioner Witherup made a motion to take this policy update off the table, seconded by Commissioner Summers, aye all.

This policy update was clarified and rewording was completed.

Commissioner Summers made a motion to approve the above policy update, seconded by Commissioner Witherup, aye all.

Approval of 2013 Holidays – This is a list of holidays the County will observe during 2013.

Commissioner Witherup made a motion to approve the above holiday schedule, seconded by Commissioner Summers, aye all.

OTHER BUSINESS

Commissioner Summers commented that the recent Election went quite well and wanted to thank all of those involved in the Election process.

Commissioner Brooks thanked all of the volunteers who participated in the preparation efforts for Hurricane Sandy.

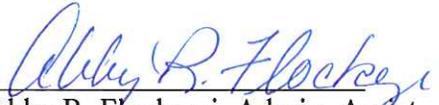
PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 6:59 p.m. upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,


Abby R. Flockerzi, Admin. Assist.