

Reviewed by: 



**COMMISSIONER BOARD MINUTES
JULY 9, 2013**

Those present at the public meeting of the Venango County Commissioners held in Room 100 of the Courthouse Annex:

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| Commissioner Tim Brooks | Commissioner Vince Witherup |
| Commissioner Bonnie Summers | Denise Jones, Chief Clerk |
| Abby Flockerzi, Admin. Asst. | Rich Winkler, Solicitor |
| Diona Brick, Fiscal | Bill Kresinski, MIS |
| Pennie Maclean, HR | Rich Mihalic, Park |
| Karen Rupert, MH/DS, SAP, AAA | David Schwille, CYS |
| Tom Sherman, EMA | Sheila Boughner, News Media |
| Pastor Eric Reamer, Oil City Free Christian Church | |

Prior to the meeting, a public prayer was offered by Pastor Eric Reamer from the Oil City Free Christian Church located in Oil City, Pennsylvania. 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.

CALL TO ORDER:

Commissioner Brooks called the meeting to order at 6:09p.m. The following changes were made to the agenda: addition of Venango County Consolidated Public Assistance Preliminary Damage Assessment under Community Services Administration; Approval of 911 Building Budget Transfer under Fiscal; and Approval of Iron Mountain Agreement under County Administration; deletion of Approval of CDBG Projects under Planning.

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

APPROVAL OF MINUTES:

Commissioner Summers made a motion to approve the minutes from the June 11, 2013 meeting, seconded by Commissioner Witherup, aye all.

PUBLIC COMMENT ON COMMISSIONER BOARD AGENDA:

There was no public comment offered on the Commissioner Board agenda.

COURT ADMINISTRATION:

There was no business to be conducted.

ROW OFFICES:

There was no business to be conducted.

PRISION:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

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

Approval of 6-Month Extension Products and Services Agreement with CenturyLink Sales Solutions, Inc. – This contract is valid until August 30, 2013 at a cost of \$13,486.68 and is for the 911 Center located at 1052 Grandview Road, Oil City.

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

The following item was presented for approval by Mr. Sherman:

Ratification of NWPAERG Agreement –This is a contract for Tim Dunkle, Administrator of Training for the PA Fire Academy, to administer training and give guidance to the NWPAERG at a cost of \$16.67 per hour up to 60 hours per month. These funds are coming from the Homeland Security Grant. The County acts as a fiscal agent for the NWPAERG.

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

The following item was presented for informational purposes by Mr. Sherman:

Venango County Consolidated Public Assistance Preliminary Damage Assessment – As a result of the storms that moved through Venango County during the period of June 26 – July 1, 2013, 15 of the 31 municipalities within Venango County have sustained damage. The estimated total of the damages is currently at \$800,412.00. Representatives from PEMA and FEMA will be on hand to conduct preliminary damage assessment on Friday, July 12, 2013.

HUMAN SERVICES:

The following items were presented for approval by Mr. Schwille:
Children, Youth and Family Services

Agreement with the Oil City YMCA in the amount of \$24,698 to operate the National Youth Program Using Minibikes (NYPUM).

Agreement with Project Point of Light to provide treatment for victims and offenders of sexual abuse according to the fee schedule as outlined in the agreement. The agreement is fee for service.

Two agreements for portfolio advisors, who provide services as part of the Family Development Credentialing Program, not to exceed \$500 each. (L. Strouse and D. Strouse)

Approval of Resource Family Agreements
Charlie White & Chrissie Sumoske

Agreement with Child Development Centers, Inc. in the amount of \$77,817.44 to provide an afterschool skill building program for children up to 12 years of age.

Agreement with the Salvation Army/Grace Learning in the amount of \$72,000 to provide an afterschool latchkey program for children up to 12 years of age.

Transportation

Application for a grant submitted through dotGrants on the amount of \$235,000 for capital purchases of 2 accessible shared-ride vans, 1 diesel bus for the fixed route and 1 utility vehicle for the county garage.

Ratification of Agreement with Infomatrix to Develop a Software Enhancement. - This agreement was originally submitted for approval at the June 11, 2013 meeting. Commissioners had questions on the agreement and Mr. Schwille was not present at that public meeting to provide clarification. The agreement was then discussed at a meeting with Mr. Schwille and the Commissioners on June 14th at which all issues were resolved and the contract was signed. The contract was then presented at the July 9th meeting for formal ratification.

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

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

CONTRACT ADDENDUMS 2012-2013

Item 1: Community Services of Venango County, Inc.

Synopsis: Request Commissioner approval 1) to increase the maximum amount of actual expenses reimbursed for structural repairs and operating expenses not covered by rental fees associated with the supported housing apartment complex for individuals with a serious mental illness to a maximum of \$17,300. 2) to reduce the maximum number of units for Life Skills training at the rate of \$5.90 per 15 minute unit of service for individuals with severe mental illness to 169.5 units.

Item 2: United Community Independence Program

Synopsis: Request Commissioner approval to contract with the provider for the following service: Respite Base Out of Home 24 Hour (Level 1) (W7288) and Licensed Day Hab (W7094) services for base funded ID individuals at the rates set by the PA Department of Public Welfare, Office of Developmental Services

Item 3: Nutrition, Inc.

Synopsis: Request Commissioner approval to extend the length of the current contract to September 30, 2013.

CONTINUATION/RENEWAL CONTRACTS 2012-2013

Item 1: White deer Run, Inc.

Synopsis: Request Commissioner approval to contract with the provider for the following services: Halfway House Female Only \$92/Day (Renewal Center); Dual Diagnosis for Adults \$234/Day (WDR); Short Term Rehabilitation for Adolescents \$199.00/Day (WDR); Short Term Rehabilitation for Adults \$195.00/Day (WDR); Detoxification for Adults and Adolescents \$212.00/Day (WDR); Detoxification for Adults and Adolescents \$188.00/Day (Cove Forge); Dual Diagnosis for Adults \$246/Day (Cove Forge); Short Term Rehabilitation for Adults \$177.00/Day (Cove Forge)

Item 2: BPC Mgmt Group/Turning Point Chemical Dependency Treatment Center

Synopsis: Request Commissioner approval to contract with the provider for the following services: \$80/Hour Outpatient Therapy for Adults and Pregnant Women; \$26/Hour Intensive Outpatient Therapy For Adults and Pregnant Women; \$113/Day Partial Hospitalization for Adults and Pregnant Women; \$159/Day Inpatient Non-Hospital Short-Term for Adults and Pregnant Women; \$136/Day Inpatient Non-Hospital Long-Term for Adults and Pregnant Women; \$226/Day Inpatient Non-Hospital detoxification for Adults and Pregnant Women

Item 3: United Community Independence Program

Synopsis: Request Commissioner approval to contract with the provider for the following services: Home and Community Habilitation, Community Habilitation, Companion, Transportation, Respite, Licensed Day Hab and Residential services for base funded ID individuals at the rates set by the PA Department of Public Welfare, Office of Developmental Services

Item 4: Regional Counseling Center, Inc.

Synopsis: Request Commissioner approval to contract with the provider for the following services: Representative Payee services for up to 30 mental health consumers at the monthly cost of \$49.19 per consumer; 2) to perform Forensic Mental Health Counseling Services in the Venango County Jail at the rate of \$55/hour; 3) to provide 4 hours per week of psychiatric support in the County Jail and an additional 4 hours per week at the BSU at the hourly rate of \$154.50 for the Physician and \$87.55 for the Physician Extender (PA or CRNP); 4) to provide a Certified Registered Nurse Practitioner to the County for the Mobile Medication Program at the MA rate to individuals with a serious mental illness authorized by the BSU who do not currently have Value Behavioral Health; 5) to provide Peer Support Services at the unit rate of \$24 to individuals authorized by the BSU who do not currently have Value Behavioral Health; 6) to provide partial hospitalization services at the MA rate to individuals authorized by the BSU who do not currently have Value Behavioral Health; 7) The County will reimburse the Provider for actual costs incurred for the following services: Outpatient – Oil City/Franklin to include crisis on-call during normal business hours to a maximum of \$258,864, Medications Management Program to a maximum of \$2,728, Illness Management and Recovery and Wellness Programs to a maximum of \$13,824, and Housing Support to a maximum of \$6,600

Item 5: Venango Training Center and Development Center

Synopsis: Request Commissioner approval to contract with the provider for the following services: 1) ID services as authorized by the Venango County Administrative Entity at the rates set by the PA Dept of Public Welfare, Office of Developmental Programs for base funded ID consumers: Home and Community Habilitation, Community Habilitation, Supported Employment, Prevocational services, Transitional Work Services, and transportation. Mental Health services include Prevocational services as authorized by the BSU at the rates set by the PA Dept of Public Welfare, Office of Developmental Programs for base funded ID consumers. 2) To operate the Fairweather lodge program for individuals with a mental illness. The county agrees to reimburse the provider for actual costs incurred to a maximum of \$46,218

Item 6: The ARC of Crawford County, Inc.

Synopsis: Request Commissioner approval to contract with the provider for the following services: to be the Agency With Choice Provider for Base funded ID consumers as authorized by the County. Cost of services will be based on a fee schedule developed by the PA Dept of Public Welfare, Office of Developmental Programs.

Item 7: The ARC of Clarion and Venango Counties, Inc.

Synopsis: Request approval to contract with the provider for the following services: 1) supported employment (\$12.45 per 15 minute unit of service) and home and respite services (\$5.39 per 15 minute unit of service) for Venango County MH consumers as authorized by the BSU. 2) provide home & community habilitation, supported employment, and companion services to ID base funded consumers at

rates set by the PA Department of Public Welfare, Office of Developmental Programs and as authorized by the County.

Item 8: Erie Homes for Children and Adults

Synopsis: Request approval to continue to contract with the provider to provide Home and Community Habilitation Level 3 service for base funded ID individuals as authorized by the County at the rates set by the Department of Public Welfare, Office of Developmental Programs.

Item 9: Sugar Valley Lodge, Inc.

Synopsis: Request approval to continue to contract with the provider for the following services: 1) To provide supplemental staffing needed beyond Personal Care boarding licensing requirements to house individuals with mental illness, and to provide enhanced boarding care for approximately 45 seriously mentally ill consumers as identified by the director of the BSU (\$14.97 per day per individual to a maximum of \$246,000); 2) To provide Emergency Temporary Housing at the daily rate of \$48.

Item 10: Community Services of Venango County, Inc.

Synopsis: Request approval to continue to contract with the provider for the following services:

MH/DS - 1) to complete up to 248 C/FST surveys with consumers who are receiving MA reimbursable behavioral health and or substance abuse services through Health Choices at the rate of \$161.29 per completed survey. 2) for actual expenses incurred for structural repairs and operating expenses not covered by rental fees associated with this supported housing apartment complex for individuals with a serious mental illness to a maximum of \$12,000. 3) For Early Intervention assessment and evaluation to determine eligibility for Early Intervention services at the rate of \$27.99 per 15 minute unit of service; 4) for Human Services enclave staff as directed by the County; 5) for Life Skills training at the rate of \$5.90 per 15 minute unit of service for individuals with severe mental illness as authorized by the BSU.

CYS – 1) Welcome Every Child Program – 230 baskets @ \$145.00 for a maximum of \$33,350. 2) Nurse Home Visitor Program – 600 visits @ 483.59 for a maximum of \$50,154.

Item 11: Family Services and Children's Aid Society

Synopsis: Request approval to contract with the provider for the following services:

MH/DS - provide Home and Community Habilitation Level 3 service to ID consumers at the rate set by the PA Dept of Public Welfare, Office of Developmental Programs. The provider will also provide Home and Community Service to Mental Health and Aging consumers at the rate of \$15.08 per 15 minute unit, and provide the Family Foundations Program at the MA rate as authorized by the County.

Substance Abuse – Outpatient \$80.00/hr individual,; Intensive OP \$70.00/hr individual, \$33.00/hr group; Jail Group \$70.00/session, up to a maximum of \$1,680; Shelter \$50.00/Day, up to a maximum of \$ 5,150.; Outreach Services \$55.00hr, not to exceed \$2,940.; Prevention \$55.00/hr, not to exceed \$70,000.; Gambling \$55.00/hr, not to exceed \$12,800.

CYS – program fund the Venango County Fatherhood Initiative Program which provides local workshops and other activities/programs designed to engage fathers of at risk children to become more involved with the children's lives to a maximum amount of \$104,000.

Item 12: Next Step Therapy, Inc.

Synopsis: Request approval to continue to contract with the provider to provide Early Intervention services for Venango County children to include physical, occupational, and speech therapy and associated evaluations and special instruction at rates set by the PA Office of Child Development and Early Learning.

Item 13: Easter Seals of Western Pennsylvania

Synopsis: Request approval to continue to contract with the provider to provide Early Intervention services for Venango County children to include physical, occupational, and speech therapy and associated evaluations and special instruction at rates set by the PA Office of Child Development and Early Learning.

Item 14: Gail Donaldson

Synopsis: Request approval to continue to contract with the provider to provide speech therapy and evaluation for Early Intervention children upon referral from EI staff at the rate set by the PA Office of Child Development and Early Learning.

Item 15: George M. Yute

Synopsis: Request approval to continue to contract with the provider physical therapy and evaluation for Early Intervention children upon referral from EI staff at the rate set by the PA Office of Child Development and Early Learning.

Item 16: Pediatric Therapy Professionals, Inc.

Synopsis: Request approval to continue to contract with the provider to provide Early Intervention services to Venango county children as authorized by the County at the rate set by the PA Office of Child Development and Early Learning.

Item 17: Frances L. Stone

Synopsis: Request approval to continue to contract with the provider to provide outpatient mental health services for MH consumers as authorized by the Base Service Unit. Reimbursement is at a rate of \$17.50 per 15 minute unit of service. The provider holds \$1,000,000 in professional liability insurance coverage. It is requested that the \$3,000,000 insurance coverage requirement be waived for this provider given they will only be providing service to one individual

Item 18: The POINTE

Synopsis: Request approval to contract with the provider to be reimbursed based on actual cost incurred to operate a drop-in center for individuals with a mental illness to a maximum of \$85,000 and to pay the Provider to operate a Warmline at a rate of \$1,000 per month.

Item 19: Carie Forden, PhD.

Synopsis: Request approval to continue to contract with the provider to perform both a process and outcomes evaluation of the Forensic Supported Housing Program. The Provider will be reimbursed \$50 per hour to a maximum of \$2,000. There is no match required for this contract.

Item 20: Richard Winkler

Synopsis: Request approval to continue to contract with the provider to provide the services of the MHDS and AAA solicitor by generally preparing opinions based upon the Mental Health Act, applicable Area on Aging rules and regulations, available case law, administrative rules and/or other relevant information at the request of the MHDS Administrator and the AAA Administrator.

Item 21: Franklin Police Department

Synopsis: Request approval to continue to contract with the provider to provide emergency police transportation services to individuals in need of such services as authorized by the MHDS Administrator or delegates of the mental health Crisis Unit. Reimbursement will be made should the department need to engage officers beyond the number on duty at any given time when emergency transport is necessary.

Item 22: Oil City Police Department

Synopsis: Request approval to continue to contract with the provider to provide police transportation services to individuals in need of such services as authorized by the MHDS Administrator or delegates of the Integrated Crisis Services Unit. Reimbursement will be for actual costs incurred should the department need to engage officers beyond the number on duty at any given time when the emergency transport is necessary.

Item 23: Borough of Sugarcreek Police Department

Synopsis: Request approval to continue to contract with the provider to provide police transportation services to individuals in need of such services as authorized by the MHDS Administrator or delegates of the Integrated Crisis Services Unit. Reimbursement will be for actual costs incurred should the department need to engage officers beyond the number on duty at any given time when the emergency transport is necessary and to compensate the Provider for overtime costs at the rate of 1.5 times the actual hourly pay plus any other statutory or contractual costs in order to perform out of county forensic interviews as authorized by the Human Services Director or their delegate.

Item 24: Susquehanna Software

Synopsis: Request approval to continue to contract with the provider to provide technical support services to include corrections to program errors and unlimited employee communications. The cost of technical support and maintenance is \$16,000. Custom programming can be requested by the County at a cost of \$85 per hour plus travel costs.

OTHER ITEMS

Item 1: 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, 2013 to June 30, 2014. There is no cost to the County.

Item 2: MH Matters Grant Application

Synopsis: Request Commissioner Approval to submit an application for a grant in the amount of \$10,000 which will be used to send two staff to the ASIST training of trainers. There is no county match required.

Item 3: Amendment #1 to the Grant Agreement between the Commonwealth of Pennsylvania and Area Agencies on Aging for Medicaid Services

Synopsis: Request Commissioner Approval to amend the Grant Agreement with the Amendment to be effective January 1, 2013.

Item 4: Service-Rite

Synopsis: Request Commissioner Approval to contract with Service-Rite for the installation of a water purification system at the former Polk Elementary School. The total maximum cost is not to exceed \$8,200.

Item 5: Gravatt Painting and Services, Inc.

Synopsis: Request Commissioner Approval to contract with Gravatt Painting and Services, Inc. for the following services to be performed at the former Polk Elementary School building: repair and painting of 2 opposite walls in 8 class rooms, touch-up walls throughout the building as needed and painting of the walls in the hallway at the front entrance. The total maximum cost is not to exceed \$5,958.

It was noted there is a typo in Item #10. The number “4” that appears in the last sentence should actually be a \$. The correct wording of the sentence should be “CYS – 1) Welcome Every Child Program – 230 baskets @ \$145.00 for a maximum of \$33,350. 2) Nurse Home Visitor Program – 600 visits @ \$83.59 for a maximum of \$50,154.”

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

FINANCE ADMINISTRATION:

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

Warrant	061413	211,884.68	Non- Human Service Expenditures
Warrant	HS061413	324,618.77	Human Services Expenditures
Warrant	SP061313	1,097.00	Non-Human Services Expenditures
Warrant	062113	230,342.55	Non-Human Services Expenditures
Warrant	HS062113	134,352.61	Human Services Expenditures
Warrant	062813	389,960.74	Non-Human Services Expenditures
Warrant	HS062813	96,956.17	Human Services Expenditures
Warrant	HS062413	23,660.00	Human Services Expenditures
Warrant	HS062613	73,370.00	Human Services Expenditures
Warrant	SP062813	529.70	Non-Human Services Expenditures

Warrant	070513	170,770.55	Non-Human Services Expenditures
Warrant	SP070113	16,036.52	Non-Human Services Expenditures
Warrant	HS070513	206,845.18	Human Services Expenditures
Total		\$ 1,880,424.47	

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 – A Budget Transfer was requested in the amount of \$5,115 from the Contingency Fund to the Prison Budget to pay for housing an inmate with outside housing for the month of May. A Budget Transfer was requested in the amount of \$18,000 from the Capital Budget to the 911 Building Budget for repairs.

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

HUMAN RESOURCES:

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

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROBATIONARY NEW HIRE – In Department #520 (Children & Youth Services) of **Gerald Bowers**, Social Worker I, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 8 (\$16.54/hr.), **effective 06/17/13; Special Conditions:** Filling existing vacancy. Department #580 (Transportation) of **Julie Beers**, Transportation Aide, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 4 (\$8.00/hr.), **effective 07/08/13; Special Conditions:** Filling existing vacancy.

REINSTATEMENT – In Department #305 (Prison) of **Douglas Buchanan**, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$13.66/hr.), **effective 04/17/13; Special Conditions:** Filling existing vacancy; action ratified at the July Prison Board meeting; benefits effective immediately.

END OF PROBATION – In Department #305 (Prison) of **Danny Hovis**, Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, **from** AFSCME Pay Grade 11 (\$9.38/hr.) **to** AFSCME Pay Grade 11 (\$11.25/hr.), **effective 06/19/13 Special Conditions:** Action ratified at the July Prison Board meeting. In Department #580 (Transportation) of **P. Michael Hartman**, Vehicle Driver, SEIU position, Part-Time, 50 hours/pay, **effective 05/01/13.**

LATERAL TRANSFER – In Department #305 (Prison) of **Melanie Winters**, **from** Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$13.2573/hr.), **to** Department #310 (Court Supervision Services), Collections Coordinator, Full-Time, 80

hours/pay, Non-Union Hourly Pay Grade 4 (\$13.2573/hr.), **effective 07/15/13; Special Conditions:** Filling existing vacancy.

VOLUNTARY DEMOTION/TRANSFER – In Department #530 (PICs) of **Victoria Ciko**, from Senior Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 (\$16.1896/hr.), to Department #540 (MH/DS), Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$15.5420/hr.), **effective 07/15/13; Special Conditions:** Filling existing vacancy.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

POSITION REALLOCATION – In Department #540 (MH/DS) of **Kay Koyack**, from Senior Program Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$46,019.56/yr.), to Program Manager, Full-Time Exempt, Exempt Pay Grade 4 (\$47,860.34/yr.), **effective 07/08/13; Special Conditions:** Filling newly created position ratified at the July Salary Board meeting. In Department #570 (OEO) of **Kit Woods**, from OEO Program Advisor, Full-Time Exempt, Exempt Pay Grade 1 (\$40,897.33/yr.), to Community Support/Nutrition Services Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$44,169.12/yr.), **effective 07/01/13; Special Conditions:** Filling newly created position ratified at the July Salary Board meeting. In Department #580 (Transportation) of **Karen Clark**, from Transportation Advisor, Full-Time Exempt, Exempt Pay Grade 1 (\$35,387.08/yr.), to Transportation Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$38,957.00/yr.), **effective 07/01/13; Special Conditions:** Filling newly created position ratified at the July Salary Board meeting.

POSITION REALLOCATION/TRANSFER – In Department #190 (Planning) of **Karen Wenner**, from Shared Municipal Services Planner, Full-Time Exempt, Exempt Pay Grade 2 (\$44,691.76/yr.), to Department #540 (MH/DS), Senior Program Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$45,138.68/yr.), **effective 07/08/13; Special Conditions:** Filling newly created position ratified at the July Salary Board meeting.

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

ROW OFFICES

Human Resource Items for Informational Purposes

LATERAL TRANSFER – In Department #305 (Prison) of **Melanie Winters**, from Corrections Officer, AFSCME position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11 (\$13.2573/hr.), to Department #310 (Court Supervision Services), Collections Coordinator, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 4 (\$13.2573/hr.), **effective 07/15/13; Special Conditions:** Filling existing vacancy.

OUT OF CLASS COMPENSATION – In Department #205 (Courts) of **Marcia Crawford**, Legal Secretary II, Part-Time, 24 hours/pay, from Non-Union Hourly Pay Grade 3

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(\$12.0906/hr.) to Non-Union Hourly Pay Grade 3 (\$13.0578/hr.), **effective 07/09/13; Special Conditions:** Temporary assignment for up to 6 weeks while covering for leave of absence. In Department #225 (District Judge 3-1) of **Barbara VanEpps**, District Judge Secretary, Part-Time, 42 hours/pay, **from** Non-Union Hourly Pay Grade 2 (\$10.0566/hr.) **to** Non-Union Hourly Pay Grade 2 (\$12.0906/hr.), **effective 07/03/13; Special Conditions:** Temporary assignment for up to 6 weeks while performing Legal Secretary II duties.

SEPARATION OF EMPLOYMENT – In Department #180 (Treasurer) of **Jennifer Mattocks**, Department Clerk II, SEIU position, **effective 06/27/13.**

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

TEMPORARY NEW HIRE – In Department #180 (Treasurer) of **Helen Fowler**, Department Clerk Intern, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 07/08/13; Special Conditions:** Filling newly created position ratified at the July Salary Board meeting; temporary assignment for no more than 140 hours for doe license processing.

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

Approval of Re-appointment of ADR Panel member – Tracy Jamieson – This is a re-appointment for a three-year term to the Alternative Dispute Resolution (ADR) Panel.

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

PLANNING:

The following item was presented by Commissioner Brooks:

Approval of Amendment to Venango County Regional Planning Commissioner Bylaws – This amendment, 604.1 will allow board members to participate in meetings by telephone conference call or similar means of communication if all board members participating in the meeting can hear one another for the entire discussion of the matter to be voted upon.

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

TWO MILE RUN COUNTY PARK:

The following items were presented by Mr. Mihalic:

Approval of Adopt-A-Pavilion Project Agreement – Oil City Rotary Club – The Oil City Rotary Club has agreed to adopt the Lakeside Pavilion for one year by donating \$500.00. This money will be used for the upkeep and maintenance of this pavilion.

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

Park Activities Report:

The Park has been approached by members of the Boy Scout Troup 28 that are currently camping at the Park about the possibility of putting a metal roof on the Big Rock Pavilion and a cement pad as one of the Scout's Eagle Scout project. This will have to be approved by the Commissioner Board prior to the start of the project.

A Horse Challenge was held June 22 – 23. 78 riders took part in the Challenge and 120 people attended. A total of \$2,240 was raised.

The mountain bike races are scheduled for August 17.

The Swim For The Cure will be held in August.

The annual Rocky Grove Invitational is scheduled for October 12.

Rental information:

Pavilion rentals	June 2012 = 48
	June 2013 = 53
Campsite rentals	June 2012 = 499 nights
	June 2013 = 379 nights
	First week of July 2012 = 159 nights
	First week of July 2013 = 181 nights
House rentals	June 2012 = 42
	June 2013 = 22

Mike McKain has assessed the gypsy moth damage in the Park. Most trees are making a rebound in growth already.

The timber cut went well.

Only problem occurring at the Park currently is four (4) bears – a mother, two cubs and another bear. The Park staff is emptying the trash each night. The Pennsylvania Game Commission will not trap a mother bear with cubs.

COUNTY ADMINISTRATION:

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

Approval to Participate in 2013/2014 Gypsy Moth Suppression Program – This letter shows the County's intent to participate in the 2013/2014 Gypsy Moth Suppression Program. A public meeting will be held later in July to discuss this program further.

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

The following item was presented for approval by Commissioner Brooks:

Vote to Abolish Jury Commissioner Position – Approval of Resolution No. 2013-14 – Commissioner Brooks read a memo from District Court Administrator Lynn Cummings-Wilson which advised the Board of Commissioners that the judicial branch will be able to assume the duties of the jury commissioners while continuing to provide a representative cross-section of the community and continuing to ensure the impartiality and integrity of the jury selection process pursuant to Act 4 of 2013. This will be possible with by hiring one part-time department clerk. Ms. Brick advised the Board \$40,759 was budgeted for the jury commissioners' positions in salary and benefits and in 2012 the cost of the positions was \$27,931 in salary and benefits. The cost of the part-time department clerk is \$13,039. By abolishing the jury commissioner position there will be a budgeted savings of \$27,720 and an actual savings of \$14,892.

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

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

Approval of Iron Mountain Agreement – This is a one (1) year contract for Iron Mountain to pick up paper for shredding. Iron Mountain will provide four (4) bins to the Courthouse, seven (7) to the Courthouse Annex, two (2) to the Jail, one (1) to the Airport and nine (9) bins to the Troy A. Wood Human Services Complex at a cost of \$10 per bin equaling \$250 per month.

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

OTHER BUSINESS

Commissioner Summers put out a request for volunteers for hazardous household waste disposal on Saturday, July 20th at the Cranberry Mall.

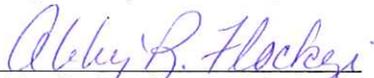
PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 6:35p.m. upon a motion by Commissioner Summers and a second by Commissioner Witherup, aye all.

Respectfully submitted,


Abby R. Flockerzi, Admin. Assist.

Commissioners' Board
July 9, 2013