

Reviewed by: _____


COMMISSIONER BOARD MINUTES
September 10, 2013

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

Commissioner Vince Witherup
Denise Jones, Chief Clerk
Rich Winkler, Solicitor
Bill Kresinski, MIS
James McCall, Prison
Jane Romero, MH/DS
David Schwille, CYS
Sheila Boughner, Press

Commissioner Bonnie Summers
Abby Flockerzi, Admin. Asst.
Diona Brick, Fiscal
Pennie Maclean, HR
Rich Mihalic, Park
Jeff Ruditis, Prison
Deborah Sharpe, Treasurer
Pastor Larry Aldrich, New Life Community

Prior to the meeting, a public prayer was offered by Pastor Bruce Davis from the Calvary Methodist Church located in Oil City, Pennsylvania. Commissioner Brooks then led the group in the Pledge of Allegiance.

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

CALL TO ORDER:

Commissioner Witherup called the meeting to order at 6:11 p.m. The following changes were made to the agenda: addition of Needs Based Plan and Budget for Children and Youth, Resolution 2013-17 – Wage Increases for Children and Youth Services Employees, Info-Matrix Amendment and Child and Family Connections Contract under Human Services – Attachment C – David; and Rejection of Debence Road Improvements Projects Bid under County Administration; removal of Memorandum of Understanding with Franklin YMCA under Human Services – Attachment C – Jayne.

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

APPROVAL OF MINUTES:

Commissioner Summers made a motion to approve the minutes from the August 20, 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:

The following item was presented by Ms. Brick:

Approval of Contract with Neopost USA for Neopost Postage Meter – This is a one (1) year contract for the postage meter at District Judge Lowrey’s office. The cost of this contract is \$36.82 per month.

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

ROW OFFICES:

There was no business to be conducted.

PRISION:

The following items were presented by Warden Ruditis:

Approval of Contract with Johnson Controls for Powers Control System – This is a three (3) year contract beginning October 1, 2013 and ending September 30, 2016. The cost at year one (1) is \$7,287, year two (2) is \$7,440 and year three (3) is \$7,584.

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

Approval of Amendment Number 4 Agreement with Aramark – This is a one (1) year agreement beginning September 1, 2013 and ending August 31, 2014. This amendment states that Aramark shall serve a menu that provides for a weekly average of 3000 daily calories (reduced from 3200 calories). This will decrease the cost of meals for the inmates by about one (1) cent per meal.

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

Approval of Contract with Cummins Bridgeway, LLC. For Load Bank Testing – This is a three (3) year agreement beginning September 1, 2013 and ending August 31, 2016 at a cost of \$1,957.75

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

Ms. Jones presented an addition to the Approval of Contract with Johnson Controls for Powers Control System – Property Manager, Mike Johnson, was able to work with Johnson Controls and include agreements for the Courthouse Annex and the Troy A. Wood Human Services Complex buildings and get a better price. The contract for the Courthouse Annex is a one (1) agreement at

a cost of \$2,998 and the agreement for the Human Services complex is also a one (1) year agreement at a cost of \$5,964.

Commissioner Summers made a motion to amend the motion to approve the contract for Johnson Controls to include all three (3) contracts, seconded by Commissioner Witherup, aye all.

COMMUNITY SERVICES ADMINISTRATION:

There was no business to be conducted.

HUMAN SERVICES:

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

Community Supports and Nutrition

Approval of the State Food Purchase contracts.

- United Way as the lead agency to provide administration and program operation - Administrative costs - \$2,543.83; voucher program - \$28,787.79
- Franklin Salvation Army - \$13,365.76
- Oil City Salvation Army - \$13,365.76
- Community Services of Venango County - \$13,365.76
- Clintonville Food Pantry - \$13,365.76

Children, Youth and Family Services

Contract for 2013-14 with Family Services of Northwestern PA in the amount of \$387,762 to provide various services to include non-reimbursable therapy services, Triple P and Brief Services.

Contract amendment for 2012-13 with Family Services of Northwestern PA in the amount not to exceed \$4,500 for Triple P related work such as staff hiring and training.

Contract with Craig Psychological Services for Resource Parent Evaluations at the rate of \$125 per evaluation and \$37.50 per hour for additional testing.

Agreement with TransUnion Credit Reporting Services - This is to comply with the Fostering Connections to Success Act for supplying credit reports to all youth discharged from independent living services. There is no charge for this service.

Needs Based Plan and Budget for \$1.293 million dollars. This requires a matching requirement.

Info-Matrix Amendment – asking for approval pending Solicitor adding verbiage to bind amendment to original agreement

Resolution 2013-17 – Wage Increase for Children and Youth Services Employees –The Department of Public Welfare requires this resolution each year to assist the State in determining the appropriate funding levels for each County. This resolution does not mean the CYS employees will automatically be awarded this pay raise.

Child and Family Connection Contract – This is for the 2013-2014 contract year. The contract maximum is 45 families for a maximum of \$135,000. The Team Rate will be compensated at a rate of \$500 per team meeting. The contract maximum is 85 meetings for a maximum of \$42,500. Successfully Completed Family Group Decision Making Conference will be compensated at a rate of \$2,810 per conference. The maximum is six (6) conferences for a maximum of \$16,860. Successful FGDM Referrals will be compensated at \$1,000 per successful referrals with a maximum of four (4) for a total maximum of \$4,000. Unsuccessful FGDM Referrals shall be compensated at \$250 per unsuccessful referral with a maximum of four (4) for a maximum of \$1,000. Successfully Completed Family Group Decision Making Conferences will be compensated at a rate of \$2,810 per conference with a maximum of \$14,050 for Independent Living youth. Successful FGDM Referrals and Family Team Meetings for Independent Living youth will be compensated at \$250 with a maximum of \$2,000. Unsuccessful FGDM Referrals shall be compensated at a rate of \$250 with a maximum of \$500. The total contract maximum payable is \$215,910.

Commissioner Summers made a motion to approve the above items pending Solicitor adding verbiage to Info-Matrix contract, seconded by Commissioner Witherup, aye all.

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

NEW CONTRACTS 2013-14

Item 1: Sandra L. Melvin

Synopsis: Request Commissioner approval to contract with the provider to help the County develop policies/procedures for the various housing programs that will be managed by the integrated housing unit. The fee for these services will be \$50.00 per hour. Request approval to waive the normal liability insurance requirements for this provider.

CONTRACT ADDENDUMS 2012-2013

Item 1: Sugar Valley Lodge

Synopsis: Request Commissioner approval to reimburse the Provider for the purchase of equipment and supplies to be used at the former Polk Elementary School for the startup of an enhanced personal care home. The County will reimburse the Provider for actual costs incurred not to exceed \$40,420.00.

CONTINUATION/RENEWAL CONTRACTS 2013-2014

Item 1: Visiting Nurses Association of Venango County

Synopsis: Request Commissioner approval to contract with the provider for the following services as authorized by the Venango County Area Agency on Aging: Personal Care - \$18.99 per hour, Home Support (General) - \$18.99 per hour, Home Health Aide - \$46.00 per hour,

Home Health Nursing - \$88.00 per hour, Occupational Therapist Services - \$88.00 per hour, Physical Therapist Services - \$88.00 per hour, Speech Therapist - \$88.00 per hour.

OTHER ITEMS

Item 1: Polk Borough

Synopsis: Request Commissioner approval of a Memorandum of Understanding with Polk Borough. The agreement permits the Borough to have access to the former Polk Elementary School and to have the use of Room 103 of the School. They will also be permitted to have the use of the restrooms that are located near Room 103. In exchange and in lieu of any monetary payment, the Borough agrees to provide snowplowing services for the driveway and parking areas around the School

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

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

Approval of Resolution Number 2013-16 – Resolution Authorizing the Authorized Official to Assign Roles Within DotGrants - Request adoption of Resolution 2013-16, as required by PENNDOT, to allow Karen Clark to be the authorized official and directed to assign roles within the dotGrants system.

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

FINANCE ADMINISTRATION:

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

Warrant	082313	\$ 366,168.91	Non-Human Services Expenditures
Warrant	HS082313	166,261.19	Human Services Expenditures
Warrant	SP082013	1,500.00	Non-Human Services Expenditures
Warrant	HS082013	270.00	Non-Human Services Expenditures
Warrant	083013	347,319.63	Non-Human Services Expenditures
Warrant	HS083013	171,195.37	Human Services Expenditures
Warrant	SP082813	2,042.00	Non-Human Services Expenditures
Warrant	HS082913	3,115.29	Human Services Expenditures
Warrant	090613	277,789.01	Non-Human Services Expenditures
Warrant	HS090613	55,002.77	Human Services Expenditures
Warrant	SP090413	30.00	Non-Human Services Expenditures
Total		\$ 1,390,694.17	

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 Transfer – A Budget Transfer was requested in the amount of \$12,500 from Capital to the IT Budget to pay for a fiber connection to utilize the 10 gig line in partnership with FICDA. This investment will significantly lower the County's internet cost.

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

Approval of Invoice Cloud Agreement – Ms. Brick asked that this agreement be tabled due to having some unanswered questions.

Commissioner Summers made a motion to table the above agreement, 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 #580 (Transportation) of **John Barber**, Vehicle Driver, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 7 (\$9.00/hr.), **effective 08/26/13**; **Special Conditions:** Filling existing vacancy; of **Gary Lepley**, Transportation Aide, SEIU position, Part-Time, 50 hours/pay, SEIU Pay Grade 4 (\$8.00/hr.), **effective 09/09/13**; **Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #520 (Children and Youth Services) of **Elizabeth Williams**, Casework Trainee, Full-Time, 80 hours/pay, **effective 08/23/13**. In Department #530 (PICs) of **Barbara McCarthy**, Senior Caseworker, Full-Time, 80 hours/pay, **effective 08/13/13**.

CHANGE IN EMPLOYMENT STATUS / PROMOTION – In Department #520 (Children and Youth Services) of **Betsy Lofink**, **from** Casework Intern, Temporary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **to** Casework Trainee, Probationary Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 (\$12.40/hr.), **effective 09/09/13**; **Special Conditions:** Filling vacancy during educational leave (CWEL); temporary service credited toward probationary period.

LEAVE OF ABSENCE / RATE ADJUSTMENT – In Department #520 (Children and Youth Services) of **Sherry McCauley**, Caseworker, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 6 (\$14.8474/hr.), **effective 08/26/13**; **Special Conditions:** Educational leave of absence through the CWEL program through May 2015. During this period, salary will be paid at 95% of her current salary (\$14.1050/hr.) and no salary increases may be granted during this period. Fringe benefits are not to exceed the amount permitted by the PA Department of Public Welfare.

Children & Youth will invoice the University of Pittsburgh on a monthly basis for the appropriate amount of salary and benefits.

SEPARATION OF EMPLOYMENT – In Department #305 (Prison) of **James Harrah**, Corrections Monitor, AFSCME position, **effective 08/14/13**; **Special Conditions:** Action ratified at the September Prison Board meeting; of **Terry McMurray**, Corrections Officer, AFSCME position, **effective 08/22/13**; **Special Conditions:** Action to be ratified at the October Prison Board meeting. In Department #325 (911) of **Benjamin Whitehill**, Telecommunicator I, **effective 08/31/13**. In Department #520 (Children and Youth Services) of **Brooke Hoffman**, Caseworker, **effective 09/10/13**. In Department #580 (Transportation) of **Jodi Mooney**, SEIU position, Vehicle Driver, **effective 09/02/13**. In Department #590 (Housing) of **James Chandler**, Program Manager, **effective 08/19/13**.

CORRECTION TO 08/20/13 HR COMMISSIONER BOARD AGENDA

TRANSFER - ...of **Denise Fowkes**, Caseworker, Full-Time 75 hours/pay, Non-Union Hourly Pay Grade 6 (\$16.4064/hr.), to Department #590 (Housing), **effective 07/22/13**; **Special Conditions:** Filling newly created position ratified at the August Salary Board meeting; of **William Shipwash**, OEO Specialist, Full-Time Exempt, Exempt Pay Grade 3 (\$41,919.52/yr.), to Department #590 (Housing), **effective 07/22/13**; **Special Conditions:** Filling newly created position ratified at the August Salary Board meeting; of **Andrew Weckerly**, Chore/Weatherization Worker III, SEIU position, Full-Time, 70 hours/pay, SEIU Pay Grade 10 (\$12.1930/hr.), to Department #590 (Housing), **effective 07/22/13**; **Special Conditions:** Filling newly created position ratified at the August Salary Board meeting.

Note: Transferred from Department #570 (OEO) to #590 (Housing).

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

PROBATIONARY NEW HIRE – In Department #190 (Planning) of **Philip Gryskewicz**, GIS Planner, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 6 (\$13.96/hr.), **effective 08/26/13**; **Special Conditions:** Filling newly created position ratified at the August Salary Board meeting.

TEMPORARY NEW HIRE – In Department #520 (Children and Youth Services) of **Barton Barnes**, Casework Intern, Part-Time, 32 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 08/26/13**; **Special Conditions:** Filling newly created position ratified at the August Salary Board meeting, temporary assignment not to exceed 500 hours; of **Kayla Edwards**, Casework Intern, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 09/04/13**; **Special Conditions:** Filling newly created position ratified at the September Salary Board meeting, temporary assignment not to exceed 300 hours; of **Krista McClelland**, Casework Intern, Part-Time, 32 hours/pay, Non-Union Hourly Pay Grade 1 (\$8.27/hr.), **effective 08/27/13**; **Special Conditions:** Filling newly created position ratified at the August Salary Board meeting, temporary assignment not to exceed 600 hours.

RECLASSIFICATION / RATE ADJUSTMENT – In Department #325 (911) of **Justin**

Dolby, from Telecommunicator II, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 (\$13.4638/hr.), to CAD/Mapping coordinator, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 5 (\$14.0023/hr.), effective 09/01/13; **Special Conditions:** Filling newly created position ratified at the September Salary Board meeting.

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

ROW OFFICES
Human Resource Items for Informational Purposes

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

END OF PROBATION – In Department #270 (Sheriff) of **Jeffrey Hollidge**, Deputy Sheriff, Full-Time, 80 hours/pay, effective 06/17/13; of **Kevin Lewis**, Deputy Sheriff, Full-Time, 80 hours/pay, effective 08/04/13.

SEPARATION OF EMPLOYMENT – In Department #310 (Court Supervisor Services) of **Shala Barnes**, Juvenile Justice Community Liaison, effective 09/13/13.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

REHIRE – In Department #310 (Court Supervision Services) of **Stacey McFall**, Underage Drinking School Instructor, Part-Time On Call, Per Diem (\$450/class), effective 09/28/13; **Special Conditions:** Filling newly created position ratified at the August Salary Board meeting..

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 (\$8.7143/hr.), effective 09/16/13; **Special Conditions:** Assignment extended for six months; filling extended position ratified at the September Salary Board meeting.

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

Ratification of 2014 UPMC Group Medicare Place Designs/Premium Rates – This effects thirteen (13) retirees and is a premium increase of about seven (7) percent for these individuals.

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

TWO MILE RUN COUNTY PARK:

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

Ratification of Schnabel Engineering Proposal to Inspect Dam - This is an annual inspection of the Justus Lake dam at Two Mile Run County Park. Schnabel Engineering's final report is readily accepted by DEP and the cost of \$3,550 covers the inspection and reports.

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

Park Activities Report:

The mountain bike races were held on Saturday, August 17 with 73 riders participating. This event netted \$1,000 which will go to maintaining the trails.

A big thank you goes out to Mike Johnson and the Bridge Crew. The Bridge Crew members were out at the Park and they worked very hard!

The Rocky Grove Invitational is scheduled for Saturday, October 12.

JMT Engineering and Terra Works are meeting on the boat launch project and they are ready to go. We are just waiting on the executed contract from Terra Works.

Camping rentals picked up during August and the Park was eleven (11) usage days ahead of 2012.

The weekend of September 14 there will be a Greenways event in Franklin.

Commissioner Witherup explained the ATV Event being held at Foxburg the weekend of September 21 - 22. There will be both professional and amateur ATV riders. This event has been held at Loretta Lynn's ranch for 21 years. The association plotted their membership and Foxburg is almost in the center of their membership circle. This could be a multi-year event at Foxburg. They are expecting 4,000 – 5,000 people. Mr. Mihalic will be attending this event.

COUNTY ADMINISTRATION:

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

Ratification of Contracts with Hicks Office Equipment for Copiers – These agreements are to lease two (2) new copiers for the Jail and one (1) new copier for Planning. All agreements are for 60 months. The cost of both of the copiers at the Jail will be \$490 per month and the cost of the Planning copier is \$105 per month.

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

Rejection of Debence Road Improvement Projects Bid – The bid for the water improvements has

been accepted; however the Road Improvement Projects Bid needs to be rejected so that it can be rebid.

Commissioner Summers made a motion to reject the above bid, seconded by Commissioner Witherup, aye all.

OTHER BUSINESS

There was no other business conducted.

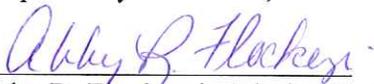
PUBLIC COMMENT

There was no public comment offered.

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.