Reviewed by: _____

COMMISSIONER BOARD MINUTES
May 13, 2014

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

Commissioner Tim Brooks
Commissioner Bonnie Summers
Abby Flockerzi, Administrative Assistant
Diona Brick, Fiscal
Pennie Maclean, HR
Jayne Romero, Human Services
Tom Sherman, EMA
Sheila Boughner, News Media
Pastor Jeremy Coyer, Christ Covenant Fellowship Church
Commissioner Vince Witherup
Denise Jones, Chief Clerk/County Administrator
Rich Winkler, Solicitor
Bill Kresinski, MIS
Rich Mihalic, Park
Mark Seigworth, 911
Justin Wolfe, HR

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 Brooks called the meeting to order at 6:09 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:
The following changes were made to the agenda: addition of Local Match for Public Transportation and the Approval of Purchase of Property under Human Services; Approval of MobilCom Contract and Approval of Copier Lease Agreement under Community Service Administration; Approval of Partners For Performance Lease Agreement under Finance Administration; removal of Approval of Copier Addendum under Finance Administration.

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 April 8, 2014 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 items were presented for approval by Ms. Jones:

Approval of PCCD Juvenile Accountability Block Grant Funds – This is a grant to assist in the funding of the Adult / Juvenile Probation Officer position. The grant is in the amount of $9,000.00 for the timeframe of April 1, 2014 – March 31, 2015.

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

Approval of Service Agreement with SBM Electronics for Annual Maintenance on Court Recording Equipment – This service agreement is with SBM Electronics in the amount of $1,199.50 per recording system for a total of $3,598.50. The agreement starts on March 31, 2014 and expires on March 30, 2015. This is a budgeted item.

Commissioner Summers made a motion to approve the above agreement, seconded by Commissioner Witherup, 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 Ms. Jones:

Approval of Federal Aviation Improvement Grant – This grant is offered through the State Block Grant program in the amount of $270,500 for the design, bid, purchase and installation of the Emergency Generator at the Airport. This grant is funded with 90% Federal dollars and 5% each State and Local share. The local share does not come from the General Fund. Rather it is derived from the Airport Management Account with revenue from fueling and itinerant aircraft ground services.

Approval of Bid Award to Snyder Electric to Install Emergency Generator at Airport – Snyder Electric of Oil City was awarded this bid at a cost of $174,740.00.

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

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

Approval of CenturyLink Contract – This is for an upgrade for the telephones at the 911 Center located on Grandview Road in Oil City. The cost of this contract is $209,239.24 and it is a five (5) year contract.

Commissioner Summers made a motion to approve the above contract, seconded by Commissioner

Witherup, aye all.

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

Approval of RFP to Michael Baker, Inc. for Hazard Mitigation Plan – Michael Baker, Inc. will be responsible for the planning process, the hazard identification, risk assessment, and vulnerability analysis, hazard mitigation strategy, writing the plan document and plan approval. The cost will be $33,300.00.

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

Approval of Regional Water Rescue Exercise for NWPAERG – The County of Venango, acting as fiscal agent for the NWPAERG, solicited RFP's and, after review, it was determined Coccairdy was the best value for the Water Rescue Exercise.

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

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

Approval of MobilCom Contract – This is a contract with MobilCom to install equipment at the Troy A. Wood Human Services Complex so Mr. Sherman and staff will be able to communicate with necessary agencies. This is due to the relocation of the EMA staff to the Troy A. Wood Human Services Complex. The cost is $4,712.90.

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

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

Approval of Copier Lease Agreement – This is for the 911 Center to obtain a color copier. The cost of this copier will be $197.44 per month.

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

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

NEW CONTRACTS 2013- 2014

Item 1: Outside Inn School of Experimental Education (CYS)

Synopsis: Request Commissioner approval to contract with Outside Inn School of Experimental Education for the period of March 1, 2014 through June 30, 2014 to provide out of home placement to

youth involved in the Child Welfare System at a daily per diem of $88.46 for MA recipients and $217.49 to $265.41 for non-MA eligible youth for Community Residential Rehabilitation. The local match requirement will come from the existing match allocation.

CONTINUATION CONTRACTS 2014-2015

Item 1: United Community Independence Program (ID)

Synopsis: Request Commissioner approval to continue to contract with United Community Independence Program for the period of July 1, 2014 through June 30, 2015 to provide several Intellectual Disability base funded services as authorized by the County ID staff at the unit rate set by the PA Department of Public Welfare.

Item 2: Arc of Crawford County (MH/DS)

Synopsis: Request Commissioner approval to continue to contract with The Arc of Crawford County for the period of July 1, 2014 through June 30, 2015 to act as the Agency with Choice Provider for the Venango County MHDS, as authorized by the County. The PA Department of Public Welfare Office of Developmental Programs has set the rates, and these rates will be used for base-funded services.

Item 3: Colleen Breene (MH/DS)

Synopsis: Request Commissioner approval to continue to contract with Colleen Breene for the period of July 1, 2014 through June 30, 2015 to provide Psychological testing and consultation as authorized by the County at the hourly rate of $55.60 and $64.35, respectively, for services not covered or billable under Medical Assistance. The local match requirement will come from the existing match allocation.

Item 4: Dr. Derek V. Roemer (MH/DS)

Synopsis: Request Commissioner approval to continue to contract with Dr. Derek V. Roemer for the period of July 1, 2014 through June 30, 2015 to provide Psychological testing and consultation as authorized by the County at the hourly rate of $55.60 and $64.35, respectively, for services not covered or billable under Medical Assistance. The local match requirement will come from the existing match allocation.

Item 5: Seneca Medical Center (MH/DS)

Synopsis: Request Commissioner approval to continue to contract with Seneca Medical Center for the period of July 1, 2014 through June 30, 2015 to provide on-call support to Venango County Crisis Intervention Services during evening, weekend, and Holiday hours at the reimbursement rate of $1,000.00 per month. The local match requirement will come from the existing match allocation.

Item 6: Frances L. Stone (MH/DS)

Synopsis: Request Commissioner approval to continue to contract with Frances L. Stone for the period of July 1, 2014 through June 30, 2015 to provide outpatient mental health services for mental health

consumers, as authorized by the County, at the reimbursement rate of $20.00 per 15 minute unit of service. The local match requirement will come from the existing match allocation.

Item 7: Franklin Police Department (MH/DS)

Synopsis: Request Commissioner approval to continue to contract with The Franklin Police Department for the period of July 1, 2014 through June 30, 2015 to provide emergency transportation of individuals originating within the Franklin limits to the UPMC-Northwest Medical Center in Seneca PA, as authorized by the County. The County will reimburse the Provider for any overtime costs associated with this transportation at a rate of 1.5 times the actual hourly pay of the Officer. The local match requirement will come from the existing match allocation.

Item 8: Oil City Police Department (MH/DS)

Synopsis: Request Commissioner approval to continue to contract with The Oil City Police Department for the period of July 1, 2014 through June 30, 2015 to provide emergency transportation of individuals originating within the Oil City limits to the UPMC-Northwest Medical Center in Seneca PA, as authorized by the County. The County will reimburse the Provider for any overtime costs associated with this transportation at a rate of 1.5 times the actual hourly pay of the Officer. The local match requirement will come from the existing match allocation.

Item 9: Borough of Sugarcreek Police Department (MH/DS)

Synopsis: Request Commissioner approval to continue to contract with The Borough of Sugarcreek Police Department for the period of July 1, 2014 through June 30, 2015 to provide emergency transportation of individuals originating within the Sugarcreek Borough limits to the UPMC-Northwest Medical Center in Seneca PA, as authorized by the County. The County will reimburse the Provider for any overtime costs associated with this transportation at a rate of 1.5 times the actual hourly pay of the Officer. The local match requirement will come from the existing match allocation.

Item 10: Community Resources for Independence (AAA)

Synopsis: Request Commissioner approval to continue to contract with Community Resources for Independence for the period of July 1, 2014 through June 30, 2015 to provide personal care, home support and personal assistance for clients, as authorized by Venango County Area Agency on Aging. The maximum cost for these services is not to exceed $16.25 per hourly unit of service. They will also provide, as authorized by the County, fiscal agent service at a rate of $75.00 per month per client. There is no match required from the County.

Item 11: Valued Relationships (AAA)

Synopsis: Request Commissioner Approval to continue to contract with Valued Relationships, Inc. for the period of July 1, 2014 through June 30, 2015 to provide personal emergency response systems for clients, as authorized by Venango County Area Agency on Aging. The maximum monthly cost for this program is not to exceed $29.00 per unit of service. There is no match required from the County.

Item 12: Connect America (AAA)

Synopsis: Request Commissioner approval to continue to contract with Connect America, LLC. for the period of July 1, 2014 through June 30, 2015 to provide personal emergency response systems for clients, as authorized by Venango County Area Agency on Aging. The maximum monthly cost for this program is not to exceed $30.00 per unit of service. There is no match required from the County.

Item 13: Dr. Allen Ryen (CYS/MH)

Synopsis: Request Commissioner approval to continue to contract with Dr. Allen Ryen for the period of July 1,2014 through June 30, 2015 to provide psychological assessments and recommendations regarding reunification of families, as authorized by the County, at a fee of $100.00 per hour. The local match requirement will come from the existing match allocation.

Item 14: Dr. Robert Craig (CYS/MH)

Synopsis: Request Commissioner approval to continue to contract with Dr. Robert Craig for the period of July 1,2014 through June 30, 2015 to provide psychological testing and consultation, to individuals referred by Venango County Mental Health and Developmental Services Unit, at the hourly rate of $55.60 and $64.35, respectively, for services not covered or billable under Medical Assistance. The Provider will also provide foster parent evaluations ($125.00 per parent) and court ordered evaluations ($37.50 per hour), to individuals referred by the Child Welfare System. The local match requirement will come from the existing match allocation.

Item 15: Mobilcom (Transportation)

Synopsis: Request Commissioner approval to continue to contract with Mobilcom to provide radio support to the Venango County Transportation Program. The rate will continue to be $643.50 per quarter.

ADDENDUMS TO EXISTING CONTRACTS

Item 1: Family Service and Children's Aid Society (SA)

Synopsis: Request Commissioner approval to amend the contract with Family Service and Children's Aid Society for fiscal year 2013-14, effective April 1, 2014 for the duration of the contract, to increase the rate from $55.00 to $56.25 per hour to provide services for Prevention, Outreach, and Gambling. The contract amount will remain the same.

Item 2: The Arc of Clarion and Venango County (MH/DS)

Synopsis: Request Commissioner approval to amend the contract with The Arc of Clarion and Venango County for fiscal year 2013-14. Effective May 31, 2014, services provided in regards to the Human Services Enclave Program will be terminated.

OTHER ITEMS:

Item 1: Approval of Proclamation for Senior Corps Week 2014

Synopsis: Request Commissioner approval to issue the Proclamation for Senior Corps Week 2014. This proclamation will be read at the annual recognition luncheon.

Item 2: Approval of CYFS Resource Family Agreement

Synopsis: Request Commissioner approval to enter into a Resource Family Agreement with a family for the Foster/ Kinship Care Program.

- Glenn and Linda Bobak

Item 3: Sub- lease Agreement for individual identified by Venango County MH/DS

Synopsis: Request Commissioner approval to enter into a sub-lease agreement for an individual identified by the County Human Services for a property located in Franklin that is zoned for apartment living. This agreement will be in effect April 21, 2014 through October 31, 2014.

Item 4: Go Bus Schedule Effective June, 2014

Synopsis: Request Commissioner approval of additions to the Go Bus Schedule. The changes, if approved, will become effective June 1, 2014.

Approval of Local Match for Public Transportation – This is a request for $24,146 to fund the local match portion to match the funding the County is receiving from the Department of Transportation for the fiscal year 2014 – 2015. The money from the Department of Transportation is for the public transportation program.

Approval of Property Purchase – This is to fund the purchase of a property located at 5 West Third Street, Oil City. The purchase price of the house and property is $25,000 and the additional associated fees are $2,500 for a total price of $27,500.00. The house will be used to house two (2) individuals who are served by the Mental Health system. It will be staffed around-the-clock by Hand-In-Hand Christian Counseling staff. There will also be one respite bed.

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

FINANCE ADMINISTRATION:

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

Warrant	041114	$ 121,780.26	Non-Human Services Expenditures
Warrant	HS041114	296,432.15	Human Services Expenditures
Warrant	SP040914	800.00	Non-Human Services Expenditures
Warrant	EC040914	1,929.13	Non- Human Services Expenditures
Warrant	041714	1,276,648.74	Non-Human Services Expenditures

Warrant	HS041714	174,856.19	Human Services Expenditures
Warrant	042514	300,178.70	Non-Human Services Expenditures
Warrant	HS042514	150,550.85	Human Services Expenditures
Warrant	SP042114	1,022.00	Non-Human Services Expenditures
Warrant	050214	449,375.13	Non-Human Services Expenditures
Warrant	HS050214	117,672.48	Human Services Expenditures
Warrant	SP042814	1,660.00	Non-Human Services Expenditures
Warrant	HS043014	1,194.00	Human Services Expenditures
Warrant	SP042914	237,137.00	Non-Human Services Expenditures
Warrant	SP050114	2,400.00	Non-Human Services Expenditures
Warrant	HS050114	1,000.00	Human Services Expenditures
Warrant	SP050214	1,835.78	Non-Human Services Expenditures
Warrant	050914	191,905.70	Non-Human Services Expenditures
Warrant	HS050914	283,322.88	Human Services Expenditures
Warrant	SP050614	2,226.56	Non-Human Services Expenditures
Total		**$ 3,613,927.55**	

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 $4,712.90 from Contingency to the EMA budget for the MobilCom contract. A Budget Transfer was requested in the amount of $10,095 to increase the HAZMAT budget to repair the cascade system fill portion on the truck.

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

Ratification of Lease Agreement with RCWE Holding Company – RCWE Building, Erie, PA – This lease is for the RCWE Building located at 155 West 8th Street, Erie, Pennsylvania. The County, acting as the fiscal agent, has agreed to the terms of the lease with the RCWE Holding Company for 13,000 square feet. The cost will be $19,825.00 per month ($237,900.00 annually). The lease will begin on May 1, 2014 and end on June 30, 2016.

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

Approval of Clarion CareerLink Lease – The owner of this building is Northwest Planning Commission. This lease is a continuation of the previous lease with a few updates.

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

Approval of WIB Solicitor Engagement Letter – Attorney Greg Grasinger from Erie has been named Solicitor for the Northwest Pennsylvania Workforce Investment Board.

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

Approval of Partners For Performance Lease – Partners For Performance have moved their offices to the Downtown Mall in Meadville. The cost of the new lease is $800.00 per month versus $4,000.00 per month at the previous location.

Commissioner Summers made a motion to approve the above lease, 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 #405 (Airport) of **Paul Anderton**, Maintenance Worker III, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 10 ($10.81/hr.), **effective 04/14/14; Special Conditions:** Filling existing vacancy; of **Thomas Hartle**, Maintenance Worker III, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 10 ($10.81/hr.), **effective 04/29/14; Special Conditions:** Filling existing vacancy. In Department #507 (Office of Veterans' Affairs) of **Richard Mulholland**, Director of Veterans', Full-Time Exempt, Exempt Pay Grade 1 ($31,066/yr.), **effective 04/14/14; Special Conditions:** Filling existing vacancy. In Department #530 (PICs Unit) of **Amy Coe**, Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Grade 7 ($15.40 / hr.), **effective 05/05/14; Special Conditions:** Filling existing vacancy; of **Lisa Sanford**, Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 ($15.40 / hr.), **effective 05/01/14; Special Conditions:** Filling existing vacancy; of **Katherine Speerstra**, Caseworker III, Full-Time, 80 hours/pay, Non-Union Hourly Pay Grade 7 ($15.40 / hr.), **effective 05/12/14; Special Conditions:** Filling existing vacancy. In Department #540 (MH/DS) of **Shannon Mahoney**, Casework Supervisor, Full-Time Exempt, Exempt Pay Grade 3 ($38,957.00 / yr.), **effective 05/22/14; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #305 (Prison) of **Andrew Riddle**, 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 04/14/14; Special Conditions:** Action ratified at the May Prison Board meeting. In Department #325 (911) of **Kelly Myers**, Telecommunicator I, Full-Time, 80 hours / pay, **effective 5/12/14**.

PROMOTION – In Department #130 (Human Resources) of **Kristen Miller**, **from** Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 ($9.8386 / hr.), **to** Recordkeeping Coordinator, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 4 ($11.52 / hr.), **effective 05/05/14; Special Conditions**: Filling existing vacancy; of **Justin Wolfe**, **from** Recruitment/Recordkeeping Coordinator, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 4 ($12.5262 / hr.), **to** Employee Relations Advisor, Full-Time Exempt, Exempt Pay Grade 1 ($31,066.00

/ yr.), **effective 05/05/14; Special Conditions**: Filling existing vacancy. In Department #580 (Transportation) of **Linda Chatley**, **from** Vehicle Driver, SEIU Position, Full-Time, 80 hours / pay, SEIU Pay Grade 7 ($9.5945 / hr.), **to** Bus Driver, SEIU Position, Full-Time, 80 hours / pay, SEIU Pay Grade 9 ($10.21 / hr.), **effective 06/02/14; Special Conditions:** Filling existing vacancy.

PROMOTION / TRANSFER – In Department #125 (Public Defender) of **Cathy Lackatos, from** Jail Advocate, Full-Time, 80 hours / pay, Non-Union Hourly Pay Grade 6 ($16.2787 / hr.), **to** Department #530 (PICs Unit), Caseworker III, Full-Time, 80 hours / pay, Non-Union Hourly Pay Grade 7 ($16.9298 / hr.), **effective 05/01/14; Special Conditions:** Filling existing vacancy. In Department #250 (Register & Recorder) of **Donna Manross**, **from** 2nd Deputy Register and Recorder, Full-Time, 80 hours / pay, Non-Union Hourly Pay Grade 3 ($11.6413 / hr.) **to** Department #125 (Public Defender), Administrative Assistant II, Full-Time, 80 hours / pay, Non-Union Hourly Pay Grade 5 ($12.40 / hr.), **effective 05/27/14; Special Conditions:** Filling existing vacancy.

PROMOTION / CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS / RATE ADJUSTMENT – In Department #190 (Planning) of **Emily Donaldson**, **from** Planning Intern, Temporary Part-Time, 20 hours / pay, Non-Union Hourly Pay Grade 1 ($8.27 / hr.), **to** Planner I, Full-Time, 70 hours / pay, Non-Union Hourly Pay Grade 6 ($13.96 / hr.), **effective 05/19/14; Special Conditions:** Filling existing vacancy.

PROMOTION / CHANGE IN EMPLOYMENT STATUS / INCREASE IN HOURS / TRANSFER – In Department #507 (Veterans' Affairs) of **Randolph Schneider**, **from** Intake Clerk II, SEIU Position, Part-Time, 50 hours / pay, SEIU Pay Grade 6 ($9.0860 / hr.) **to** Department #125 (Public Defender), Jail Advocate, Full-Time, 80 hours / pay, Non-Union Hourly Pay Grade 6 ($13.96 / hr.), **effective 05/12/14; Special Conditions:** Filling existing vacancy.

RATE ADJUSTMENT – In Department #130 (Human Resources) of **Wanda Osgood,** Payroll Coordinator, Full-Time, 80 hours / pay, **from** Non-Union Hourly Pay Grade 4 ($12.6435 / hr.) **to** Non-Union Hourly Pay Grade 4 ($13.6435 / hr.), **effective 05/05/14; Special Conditions:** Increased responsibilities due to department restructuring.

RETURN FROM LEAVE / RATE ADJUSTMENT – In Department #520 (Children & Youth Services) of **Amanda Sheffer**, Caseworker II, Full-Time, 80 hours / pay, **from** Non-Union Hourly Pay Grade 6 ($13.66 / hr.) **to** Non-Union Hourly Pay Grade 6 ($15.3299 / hr.), **effective 04/28/14; Special Conditions:** Rate adjustment includes 2013 and 2014 annual increases provided upon return from CWEL.

TRANSFER / VOLUNTARY DEMOTION – In Department #530 (PICs Unit) of **Shelby Winger**, Caseworker III, Full-Time, 80 hours / pay, Non-Union Hourly Pay Grade 7 ($16.4173 / hr.), **to** Department #520 (Children & Youth Services), Caseworker II, Full-Time, 80 hours / pay, Non-Union Hourly Pay Grade 6 ($15.7606 / hr.), **effective 05/01/14; Special Conditions:** Filling existing vacancy.

OUT OF CLASS COMPENSATION – In Department #125 (Public Defender) of **Randolph Schneider,** Intake Clerk II, Part-Time, 50 hours / pay, **from** SEIU Pay Grade 6 ($9.0860 / hr.) **to** SEIU Pay Grade 6 ($13.96 / hr.), **effective 04/28/14; Special Conditions:** Increase in salary to last no longer

than 05/11/14. In Department #140 (Tax Claim) of **Karen Burress**, Department Clerk II, SEIU Position, Full-Time, 70 hours / pay, **from** SEIU Pay Grade 6 ($9.3813 / hr.) **to** SEIU Pay Grade 6 ($12.1072 / hr.), **effective 04/23/14; Special Conditions:** Increase in salary for up to two months while covering duties of Fiscal Technician. In Department #520 (Children & Youth Services) of **Sherry McCauley**, Caseworker II, Full-Time, 80 hours / pay, **from** Non-Union Hourly Pay Grade 6 ($14.1050 / hr.) **to** Non-Union Hourly Pay Grade 6 ($17.7928 / hr.), **effective 04/28/14; Special Conditions:** Additional compensation to cover for casework supervisor's leave of absence for no longer than 08/23/14.

EXTENSION OF TEMPORARY ASSIGNMENT – In Department #520 (Children & Youth Services) of **Chasity McCrillis**, Casework Intern, Temporary Full-Time, 80 hours / pay, Non-Union Hourly Pay Grade 1 ($8.27 / hr.), **effective 05/06/14; Special Conditions:** Assignment extended through 05/21/14; of **Barton Barnes, Jr.**, Casework Intern, Temporary Part-Time, 32 hours / pay, Non-Union Hourly Pay Grade 1 ($8.5388 / hr.), **effective 05/12/14; Special Conditions:** Temporary extension of internship to last no longer than 08/29/14.

SEPARATION OF EMPLOYMENT – RETIREMENT – In Department #580 (Transportation) of **Ronald Wessell**, Bus Driver, **effective 06/07/14.**

SEPARATION OF EMPLOYMENT – In Department #405 (Airport) of **Paul Anderton**, Maintenance Worker III, **effective 04/17/14.**

CORRECTION TO 04/08/14 HR COMMISSIONER BOARD AGENDA

TRANSFER / DECREASE IN HOURS / RATE ADJUSTMENT *– In Department #531 (Human Services Clerical) of* ***Stephanie Alex****,* ***from*** *Department Clerk II, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 ($9.0806/hr.),* ***to*** *Department #270 (Sheriff), Department Clerk II, Full-Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 ($9.55/hr.),* ***effective 04/14/14; Special Conditions:*** *Filling existing vacancy.*

Note: Rate while in Department #531 should reflect $9.0860 / hr., effective date of transfer changed to 04/21/14.

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PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

REINSTATEMENT – In Department #507 (Veterans' Affairs) of **Charles Tarr**, Veterans' Service Officer, Temporary Part-Time On Call, 7 hours / pay, Non-Union Hourly Pay Grade 6 ($14.33 / hr.), **effective 04/28/14; Special Conditions:** Filling newly created position ratified at the May Salary Board meeting; temporary assignment until no later than 06/30/14; filling in during Director's absence.

PROMOTION – In Department #130 (Human Resources) of **Sandra Sutch**, **from** Employee Relations Advisor, Full-Time Exempt, Exempt Pay Grade 1 ($40,183.93 / yr.), **to** Assistant Human Resources Director, Full-Time Exempt, Exempt Pay Grade 3 ($43,398.00 / yr.), **effective 05/05/14; Special Conditions:** Filling newly created position ratified at the May Salary Board meeting. In Department #590 (Housing) of **Andrew Weckerly, from** Chore/Weatherization Worker III, SEIU Position, Full-Time, 80 hours / pay, SEIU Pay Grade 10 ($12.5893 / yr.), **to** Senior Housing Specialist,

Full-Time Exempt, Exempt Pay Grade 3 ($38,957 / hr.), **effective 04/14/14; Special Conditions:** Filling newly created position ratified at the April Salary Board meeting.

VOLUNTARY DEMOTION – In Department #530 (PICs Unit) of **Suzann Guth**, Caseworker III, Full-Time, 80 hours / pay, Non-Union Hourly Pay Grade 7 ($15.9005 / hr.), **to** Caseworker II, Full-Time, 80 hours / pay, Non-Union Hourly Pay Grade 6 ($15.2645 / hr.), **effective 05/01/14; Special Conditions:** Filling newly created position ratified at the March Salary Board meeting; of **Nerissa Weaver**, Caseworker III, Full-Time, 80 hours / pay, Non-Union Hourly Pay Grade 7 ($15.9005 / hr.), **to** Caseworker II, Full-Time, 80 hours / pay, Non-Union Hourly Pay Grade 6 ($15.2645 / hr.), **effective 05/01/14; Special Conditions:** Filling newly created position ratified at the March 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

REHIRE – In Department #255 (Coroner) of **Tyler Best**, Deputy Coroner, Part-Time, On Call, Per Diem ($75.00), **effective 04/17/14; Special Conditions:** Filling existing vacancy.

PROMOTION / TRANSFER - In Department #250 (Register & Recorder) of **Donna Manross**, **from** 2nd Deputy Register and Recorder, Full-Time, 80 hours / pay, Non-Union Hourly Pay Grade 3 ($11.6413 / hr.) **to** Department #125 (Public Defender), Administrative Assistant II, Full-Time, 80 hours / pay, Non-Union Hourly Pay Grade 5 ($12.40 / hr.), **effective 05/27/14; Special Conditions:** Filling existing vacancy.

END OF PROBATION – In Department #180 (Treasurer) of **Jeannie Ritchey**, Department Clerk II, SEIU position, Full-Time, 70 hours/pay, **effective 04/08/14.**

INCREASE IN HOURS – In Department #110 (Commissioners') of **Abby Flockerzi**, Administrative Assistant II, Non-Union Hourly Pay Grade 5 ($13.4856 / hr.) **from** Full-Time, 70 hours / pay, **to** Full-Time, 80 hours / pay, **effective 05/12/14**. In Department #115 (Voter's Registration) of **Geraldine McGuinness**, Voter Registration Coordinator, Non-Union Hourly Pay Grade 5 ($13.7522 / hr.) **from** Full-Time, 70 hours / pay, **to** Full-Time, 80 hours / pay, **effective 05/12/14.**

SEPARATION OF EMPLOYMENT - In Department #110 (Commissioners') of **Rebecca Hoffman**, Department Clerk II, **effective 05/02/14**. In Department #310 (Court Supervision) of **Susan Goss**, Victim Community Awareness Facilitator, **effective 04/18/14.**

CORRECTION TO 04/08/14 HR ROW OFFICES AGENDA

TRANSFER / DECREASE IN HOURS / RATE ADJUSTMENT *– In Department #531 (Human Services Clerical) of* ***Stephanie Alex****,* ***from*** *Department Clerk II, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 6 ($9.0806/hr.),* ***to*** *Department #270 (Sheriff), Department Clerk II, Full-*

Time, 70 hours/pay, Non-Union Hourly Pay Grade 2 ($9.55/hr.), ***effective 04/14/14; Special Conditions:*** *Filling existing vacancy.*
Note: Rate while in Department #531 should reflect $9.0860 / hr., effective date of transfer changed to 04/21/14.

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PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

NONE

Approval of Benefit Coordinators Corporation Administration Agreement – Benefit Coordinators Corporation administers the County's flexible spending account program and COBRA benefits. The fees associated with this agreement are: Flexible Spending Account Administration – Monthly Administration Fee: $5.00 per participating employee; Annual Renewal Fee – $600.00. COBRA Benefits Administration – Monthly Administration Fee – $100.00.

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

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

Ratification of Community Development Block Grant Contract – The amount of this grant is $222,391.00 and this money can be used for project costs incurred between April 7, 2014 and April 6, 2019.

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

Approval of Fee Reimbursement Agreement – Gerald Pernatt – This agreement states that both the landowner and the County acknowledge that the County will incur costs and fees relating to the review of the landowner's Stormwater Management Plan by its professional consultants, and the landowner agrees to pay and/or reimburse the County for such costs. This agreement calls for the landowner to deposit $2,500 in an escrow account as security for the payment of all costs, expenses, charges and fees.

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

TWO MILE RUN COUNTY PARK:
Mr. Mihalic presented the Park Activities Report:

The Park was busy this past weekend with the Youth Soccer League, the YMCA's May Fly Run, a Trail Ride and, thanks to Sharon Thomas from Court Supervision Services, a successful Park Clean Up Day. Ms. Thomas has also organized 14 area youth to go to the Park on Saturday, May 17 and rake

leaves at the beach.

The campgrounds will be opening the weekend of May 16, 2014 and will officially open Memorial Day weekend.

The annual Boat Races will be held Memorial Day weekend.

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

Approval of Auction Agreement – Baker & Bellis Auctioneers – This agreement is for the annual County auction that is held each year. This year the auction is tentatively scheduled to be held on September 18, 2014 at 110 Route 62, Franklin, Pennsylvania. Baker and Bellis will serve as auctioneers at a cost of 10% of the personal property sold. There is a fee of $11 per person per hour for labor pre-auction set-up and auction day and a $100 fee for a port-a-john (if needed).

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

Approval of Medical Services at the County Jail and Employee Drug Screening – This agreement is for UPMC Northwest to provide medical services to the County Jail and to conduct the drug screenings on County employees. Making this move will realize the County an average savings of approximately $819.00 per month. This contract begins June 1, 2014.

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

Approval of Change Order for Renovation of Office Space at Court House – This change order is for Clark Construction. Clark Construction was awarded the bid to complete the renovation of office space at the Court House and windows were not included in the bid specifications. Therefore, Clark Construction needed to install window frames and casings. The cost of this change order is $1,220.00, bringing the total cost of the project to $33,482.00.

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

The following items were presented for approval by Commissioner Brooks:

Ratification of Settlement Agreement and Release with USA Choice Internet Services – The services of USA Choice Internet Services were no longer needed so the County paid the remaining amount on the contract for services. The cost of this agreement is $142,684.90 payable in two installments.

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

Approval of Appointment of Brenda Thoma to the Workforce Investment Board – This approval was tabled due to the Workforce Investment Board not being able to contact Ms. Thoma prior to the meeting.

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

Approval of Eagle Scott Proclamations:

Nathan Richard Goreczny
Andrew Barry Beels
Jeffrey Hunter Hawke
Geoffrey Brian Spaid

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

OTHER BUSINESS

There was no other business conducted.

PUBLIC COMMENT

Commissioner Summers thanked and commended Diona Brick for her work with the County being the Fiscal Agent for the Northwest Pennsylvania Workforce Investment Board.

ADJOURNMENT

The meeting adjourned at 6:39pm upon a motion by Commissioner Witherup and a second by Commissioner Summers, aye all.

Respectfully submitted,

Abby R. Flockerzi

Abby R. Flockerzi, Admin. Assist.