

Reviewed by:

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**COMMISSIONER BOARD MINUTES
JANUARY 14, 2020**

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

Commissioner Samuel Breene	Justin Wolfe, Human Resources
Commissioner Michael Dulaney	Luke Kauffman, Two Mile Run County Park
Commissioner Albert Abramovic	Kim Woods, Human Services
Sabrina Backer, Chief Clerk	Bill Buchna, Airport
Jamie Kirkwood, Administrative Assistant	Kara O'Neil, The Derrick
Richard Winkler, Solicitor	Chris Rossetti, Explore Venango
Deborah Sharpe, Treasurer	
Diona Brick, Fiscal	
Pastor Eric Reamer, Oil City Free Christian Church, Oil City, PA	

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

CALL TO ORDER:

Commissioner Breene called the meeting to order at 4:37 p.m.

APPROVE / AMEND COMMISSIONER BOARD AGENDA:

Sabrina Backer, Chief Clerk, asked to add Resolution 2020-08, Opposition to the Announced Closure of Polk State Center, to County Administration.

- Commissioner Dulaney made a motion to approve the amendment, seconded by Commissioner Abramovic, aye all.

APPROVAL OF MINUTES FROM THE DECEMBER 10, 2019 AND JANUARY 3, 2020 MEETING:

- Commissioner Dulaney made a motion to approve the minutes from the December 10, 2019 and January 3, 2020 meeting, seconded by Commissioner Abramovic, 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.

PRISON:

There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:

There was no business to be conducted.

HUMAN SERVICES:

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

Item 1: Approval of CYFS Resource Family Agreements (CYS)

Request Commissioner approval to enter into three Resource Family Agreements for the Foster/Kinship Care Program.

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Approval of MOU for Professional Services with Diana T. Myers and Associates, Inc.

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

FINANCE ADMINISTRATION:

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

SP010220	\$2,730.20	Non-Human Service Warrant	
011020	\$108,987.72	Non-Human Service Warrant	
HS011020	\$133,633.24	Human Service Warrant	
HS010920	\$121,507.89	Human Service Warrant	
	Total \$366,859.05		

- Commissioner Abramovic made a motion to approve the above warrants, seconded by Commissioner Dulaney, aye all.

Fiscal Agent for NWPAERG (Northwest PA Emergency Response Group)

There was no business to be conducted.

Fiscal Agent for NWWDB (Northwest Workforce Development Board)

Approval of Active Aging Contract for Meeting locations.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

HUMAN RESOURCES:

The following Human Resources items were presented for approval by Mr. Wolfe:

PERSONNEL TRANSACTIONS AS A RESULT OF EXISTING VACANCIES:

PROMOTION – In Department #325 (911 Center) of **Allison Gerwick** from Telecommunicator I, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 3 to Telecommunicator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 5, **effective 12/29/19**; **Special Conditions:** Filling existing vacancy; of **Terry Wygant** from Telecommunicator I, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 3 to Telecommunicator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 5, **effective 12/29/19**; **Special Conditions:** Filling existing vacancy.

OUT OF CLASS COMPENSATION – In Department #507 (Veterans' Affairs) of **Karen Hall**, Department Clerk III, SEIU Union Position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 (\$10.2625/hr.) to SEIU Pay Grade 8 (\$14.0996/hr.), **effective 12/30/19**; **Special Conditions:** Out of class assignment while performing duties of Veterans' Affairs Director.

DISCONTINUANCE OF OUT OF CLASS COMPENSATION – In Department #405 (Airport) of **Richard Ruditis**, Maintenance Worker III, SEIU Union Position, Full-Time, 80 hours/pay from SEIU Pay Grade 10 (\$24.9933/hr.) to SEIU Pay Grade 10 (\$13.0061/hr.), **effective 12/15/19**; **Special Conditions:** Temporary assignment performing higher level duties has ended.

END OF PROBATION – In Department #160 (Maintenance) of **Lacy Dugan**, Maintenance Worker III, **effective 12/31/19**; of **David Phillips**, Maintenance Worker III, **effective 11/27/19**. In Department #540 (MH/DS) of **Brittany Pasinski**, Service Coordination Supervisor, **effective 01/15/20**.

DECREASE IN HOURS - In Department #520 (CYS) of **Darin Greenlee** from Compliance Coordinator, Part-Time, 48 hours/pay, Non-Exempt Hourly Pay Grade 6 to Compliance Coordinator, Part-Time, 40 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 12/01/19**

SEPARATION OF EMPLOYMENT – In Department #140 (Tax Claim) of **Keri Gigliotti**, Tax Clerk; **effective 12/18/19**. In Department #405 (Airport) of **Alan Ruth**, Maintenance Worker III, **effective 01/03/20**.

SEPARATION OF EMPLOYMENT – RETIREMENT - In Department #507 (Veterans' Affairs) of **Charles Tarr**, Veterans' Affairs Director, **effective 01/01/20**. In Department #520 (CYS) of **Sherry Lemke**, Senior Program Specialist, **effective 01/03/20**.

PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

None.

CORRECTION TO 11/12/19 COMMISSIONER BOARD AGENDA

PROBATIONARY NEW HIRE – In Department #530 (PICS) of **Courtney Woods**, Service Coordinator III, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 7, **effective 10/15/19**; **Special Conditions:** Filling existing vacancy.

Note: Special Conditions should have reflected: Filling existing vacancy; receives \$750.00 sign-on bonus at time of employment and \$750.00 bonus after completion of 1 year in this position with satisfactory performance.

CORRECTION TO 11/12/19 COMMISSIONER BOARD AGENDA (cont.)

REHIRE – Lorrene Wagner, Service Coordinator II, Probationary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, effective 10/28/19; **Special Conditions: Filling existing vacancy.**

Note: Special Conditions should have reflected: Filling existing vacancy; receives \$750.00 sign-on bonus at time of employment and \$750.00 bonus after completion of 1 year in this position with satisfactory performance.

SEPARATION OF EMPLOYMENT — In Department #305 (Jail) of **Diane Shook**, Corrections Officer, effective 10/15/19; Action ratified at November Prison Board meeting.

Note: Name should have reflected Diana and not Diane.

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Ratification of Clearance Policy, Policy #HR-15-01.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

PLANNING COMMISSION:

The following items were submitted for approval:

Appointment of Glenn Speer to the Venango County Regional Planning Commission.

Re-appointment of Greg Miller to the Venango County Regional Planning Commission.

Re-appointment of Rick Burchfield to the Venango County Regional Planning Commission.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

Ratification of contract with STV, Inc. for bridge inspection services.

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

TWO MILE RUN COUNTY PARK:

The following Update on Park Activities and Events was submitted by Mr. Kauffman:

The Polar Plunge, free ski day and Winterfest is scheduled for Saturday, January 25, 2020 – weather permitting. If the events need to be rescheduled (no snow), it will be held February 1st.

COUNTY ADMINISTRATION:

The following items were presented by Ms. Backer:

Approval of Resolution 2020-02, Fair Housing.

Approval of Resolution 2020-03, Appointment of Fair Housing Officer.

Approval of Resolution 2020-04, Appointment of Labor Standards Officer.

Approval of Resolution 2020-05, Appointment of Language Access Coordinator.

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

Approval of Resolution 2020-06, Appointment of 504 Officer, Re-appoint Sabrina S. Backer.

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Abramovic, aye all.

Ratification of Proclamation, Pennsylvania 811 Safe Digging Month (April)

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

Approval of Appointment of Commissioner Breene, Commissioner Dulaney and Commissioner Abramovic to the Economic Development Authority Board.

Approval of Appointment of Commissioner Breene to serve as Chair on Economic Development Authority Board.

- Commissioner Dulaney made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

Approval of Resolution 2020-08, Opposition to the Announced Closure of Polk State Center

- Commissioner Abramovic made a motion to approve the above, seconded by Commissioner Dulaney, aye all.

OTHER BUSINESS:

None

PUBLIC COMMENT:

None

ADJOURNMENT

The meeting adjourned at 4:54 p.m. upon a motion by Commissioner Dulaney and seconded by Commissioner Breene, aye all.

Respectfully submitted,



Jamie L. Kirkwood, Administrative Assistant