


Reviewed by: 

**COMMISSIONER BOARD MINUTES  
MARCH 10, 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	Kim Woods, Human Services
Commissioner Albert Abramovic	Luke Kauffman, Two Mile Run County Park
Sabrina Backer, Chief Clerk	Tim Dunkle, Public Safety
Jamie Kirkwood, Administrative Assistant	Bill Buchna, Airport
Richard Winkler, Solicitor	Kara O'Neil, The Derrick
Diona Brick, Fiscal	Fred Weaver, Veteran's Affairs
Pastor Roy Gearhart, Galloway United Methodist Church, Franklin	

Election Board meeting was convened and adjourned prior to the start of the Retirement Board meeting. 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 4:33 p.m.

**APPROVE / AMEND COMMISSIONER BOARD AGENDA:**

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

**APPROVAL OF MINUTES FROM THE FEBRUARY 11, 2020 MEETING:**

- Commissioner Dulaney made a motion to approve the minutes from the February 11, 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:**

The following item was presented for approval by Tim Dunkle, EMA/911:

Ratification of Contract with Motorola.

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

The following items were presented for approval by Bill Buchna, Airport:

Approval of Contract with USDA, Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS).

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

Approval of Contract with Mercer Road Farm, LLC

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

**HUMAN SERVICES:**

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

**CONTRACTS FY 19-20**

**Item 1: Janet J. Trychin, AuD**

(EI)

**Synopsis:** Request Commissioner approval to enter into a contract with Janet J. Trychin, AuD for the period of July 1, 2019 through June 30, 2020. Provider is to accept referrals for Audiology for individuals referred from the Venango County Early Intervention Program for EI clients at the rate of \$42.17 per 15 minute unit and to participate in the evaluation process as authorized by the Venango County Early Intervention Program. The rates are set by the PA Office of Child Development and Early Learning.

**AMENDMENTS**

**Item 1: BHS Seneca Medical Center**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with BHS Seneca Medical Center for the period of March 10, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

**Item 2: The CARE Center, Inc.**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with The CARE Center, Inc. for the period of March 10, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

**Item 3: Colleen Breene**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with Colleen Breene for the period of March 10, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

**Item 4: Community Services of Venango County**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with Community Services of Venango County for the period of March 10, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

**Item 5: Crawford County Mental Health Awareness Program (CHAPS)**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with Crawford County Mental Health Awareness Program (CHAPS) for the period of March 10, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

**Item 6: Family Service & Children's Aid Society**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with Family Service & Children's Aid Society for the period of March 10, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

**Item 7: Hand in Hand Christian Counseling, LLC**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with Hand in Hand Christian Counseling, LLC for the period of March 10, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

**Item 8: Vickie McDonough**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with Vickie McDonough for the period of March 10, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

**Item 9: Constable Walter Miller**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with Constable Walter Miller for the period of March 10, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

**Item 10: City of Oil City Police Department**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with City of Oil City Police Department for the period of March 10, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

**Item 11: Regional Counseling Center, Inc.**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with Regional Counseling Center, Inc. for the period of March 10, 2020 through June 30, 2020. This is to incorporate the medical marijuana attestation amendment to our contract.

**Item 12: Dr. Derek V. Roemer, Ph.D.**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with Dr. Derek V. Roemer, Ph.D. for the period of March 10, 2020 through June 30, 2020. This is to include the medical marijuana attestation amendment to our contract.

**Item 13: Frances Stone DBA Morning Joy Counseling**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with Frances Stone DBA Morning Joy Counseling for the period of March 10, 2020 through June 30, 2020. This is to include the medical marijuana attestation amendment to our contract.

**Item 14: Sugar Valley Lodge**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with Sugar Valley Lodge for the period of March 10, 2020 through June 30, 2020. This is to include the medical marijuana attestation amendment to our contract.

**Item 15: Constable Melvin Strathen**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with Constable Melvin Strathen for the period of March 10, 2020 through June 30, 2020. This is to include the medical marijuana attestation amendment to our contract.

**Item 16: Sugarcreek Borough Police Department**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with Sugarcreek Borough Police Department for the period of March 10, 2020 through June 30, 2020. This is to include the medical marijuana attestation amendment to our contract.

**Item 17: The Pointe**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with The Pointe for the period of March 10, 2020 through June 30, 2020. This is to include the medical marijuana attestation amendment to our contract.

**Item 18: Venango Training & Developmental Center, Inc.**

(MH)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with Venango Training & Developmental Center, Inc. for the period of March 10, 2020 through June 30, 2020. This is to include the medical marijuana attestation amendment to our contract.

**ADDENDUMS**

**Item 1: White Deer Run, LLC**

(SA)

**Synopsis:** Request Commissioners to approve an amendment to the FY 19-20 contract with White Deer Run, LLC for the period of July 1, 2019 through June 30, 2020. This amendment is to include partial hospitalization services at Facility #077009 at the daily rate of \$122.00.

**OTHER ITEMS:**

**Item 1: Northwest Behavioral Health Partnership, Inc.**

(HS)

**Synopsis:** Request Commissioner approval to renew existing contract with Northwest Behavioral Health Partnership, Inc. for the period of July 1, 2019 through December 31, 2020. This is a contract for Administrative Services (\$247,358.79) and CFST Services (\$74,821.26).

**Item 2: Approval of CYFS Resource Family Agreements**

(CYS)

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

**Item 3: Approval of Linnie Miller to Older Adult Services Advisory Council**

(OAS)

Request Commissioner approval to appoint Linnie Miller to the Venango County Older Adults Services Advisory Council. This appointment is for a three year term.

**Item 4: Approval of Lisa Moritz to System of Care Advisory Board**

(HS)

Request Commissioner approval to appoint Lisa Moritz to a three year term on the Venango County Human Services Systems of Care Advisory Board.

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

Approval of Children’s Day at the Cranberry Mall on Sunday, April 26, 2020.

- 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:

021420	\$746,812.68	Non-Human Service Warrant
HS021420	\$203,537.47	Human Service Warrant
HS021320	\$123,643.89	Human Service Warrant
022120	\$519,611.76	Non-Human Service Warrant
HS022120	\$210,980.42	Human Service Warrant
022820	\$849,405.23	Non-Human Service Warrant
HS022820	\$358,614.34	Human Service Warrant
SP030220	\$21,966.00	Non-Human Service Warrant
SP030320	\$990.00	Non-Human Service Warrant
HS030620	\$61,603.23	Human Service Warrant
030620	\$206,975.80	Non-Human Service Warrant
	<b>Total \$3,304,140.82</b>	

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

Ratification of Cost Allocation Plan Certification.

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

**Fiscal Agent for NWPARG (Northwest PA Emergency Response Group)**

No business to be presented.

**Fiscal Agent for NWWDB (Northwest Workforce Development Board)**

Approval of Youth Re-Entry Contract with ResCare in the amount of \$385,000

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

Approval of Business Education Partnership Contracts:

1. United Way of Venango County = \$29,548
2. Forest Area School District = \$15,000
3. Eric Together = \$45,000

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

Approval of Workforce Assessment Contract with BCT Partners \$160,000.

- 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:**

**PROBATIONARY NEW HIRE** – In Department #305 (Prison) of **Alexander Kemick**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 02/26/20; Special Conditions:** Filling existing vacancy. Action ratified at the March Prison Board meeting; of **Keirnee Knox**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 03/02/20; Special Conditions:** Filling existing vacancy. Action ratified at the March Prison Board meeting; of **Anita Phillips**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 02/29/20; Special Conditions:** Filling existing vacancy. Action ratified at the March Prison Board meeting; of **Matthew Yeager**, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 02/17/20; Special Conditions:** Filling existing vacancy. Action ratified at the March Prison Board meeting. In Department #507 (Veterans Affairs) of **Frederick Weaver**, Veterans' Affairs Director, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 03/09/20; Special Conditions:** Filling existing vacancy. In Department #530 (PICS) of **Stacy Maxwell**, Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 03/02/20; Special Conditions:** Filling existing vacancy.

**REHIRE** – In Department #305 (Prison) of **Christian Gibson**, Corrections Officer, AFSCME Position, Probationary Full-Time, 80 hours/pay, AFSCME Pay Grade 11, **effective 02/28/20; Special Conditions:** Filling existing vacancy. Action ratified at the March Prison Board meeting.

**PROMOTION/TRANSFER** – In Department #305 (Prison) of **Andrew Motter** from Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Hourly Pay Grade 11 to Department #530 (PICS), Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, **effective 03/09/20**; **Special Conditions:** Filling existing vacancy. Action ratified at the March Prison Board meeting.

**END OF PROBATION** – In Department #305 (Prison) of **Danny Bushaw**, Corrections Officer, **effective 03/15/20**; **Special Conditions:** Action to be ratified at the April Prison Board meeting. In Department #531 (Integrated Clerical) of **Sheila Olsen**, Department Clerk III, **effective 01/29/20**.

**SEPARATION OF EMPLOYMENT** – In Department #520 (CYS) of **David Carfang**, Service Coordinator II, **effective 03/09/20**; of **Kelly Richard**, Service Coordinator II, **effective 04/02/20**. In Department #530 (PICS) of **Jennifer Ballard**, Inmate Service Coordinator II; **effective 02/21/20**. In Department #531 (Integrated Clerical) of **Kristine Peterson**, Department Clerk III, **effective 02/28/20**.

**SEPARATION OF EMPLOYMENT – RETIREMENT** - In Department #540 (MH/DS) of **Kimberly Woods**, Human Services Administrator/MH-DS Director, **effective 04/17/20**.

#### **PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:**

**PROMOTION/TRANSFER** – In Department #590 (Community Support Services) of **Kit Woods** from CSS Specialist, Full-Time, 80 hours/pay, Exempt Pay Grade 1 to CSS/Housing Manager, Full-Time, 80 hours/pay, Exempt Pay Grade 2, **effective 1/22/20**; **Special Conditions:** Filling newly created position ratified at the March Salary Board meeting.

**POSITION RECLASSIFICATION** - In Department #590 (Housing) of **Phillip Geer** from Case Manager Housing, Full-Time, 80 hours/pay, Non-Exempt Pay Grade 6 to Housing Supports Coordinator, Full-Time, 80 hours/pay, Non-Exempt Pay Grade 6, **effective 02/03/20**; **Special Conditions:** Filling newly created position ratified at the March Salary Board meeting.

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

#### **PLANNING COMMISSION:**

There was no business to be conducted.

#### **TWO MILE RUN COUNTY PARK:**

Update on Park activities presented by Luke Kauffman:

- Business is normal and there is no ice on the lake
- Campground is scheduled to open on April 17<sup>th</sup>
- Trout Season opens on April 18<sup>th</sup>

**COUNTY ADMINISTRATION:**

The following items were presented by Ms. Backer:

Approval of Proclamation in Honor of April 2020 as “Pennsylvania 811 Safe Digging Month”

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

Approval of Memorandum of Understanding with Zito

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

The following item was presented by Mr. Dunkle:

Approval of Designation of Agent for the Hazard Mitigation Grant Program.

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

**OTHER BUSINESS:**

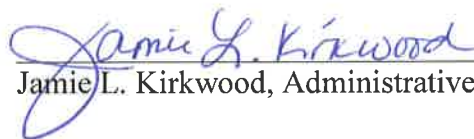
Commissioner Breene welcomed Fred Weaver as the new Veteran’s Affair Director. Mr. Weaver started his duties on Monday, March 9<sup>th</sup> and said it is an honor and privilege and he is looking forward to serving Venango County.

**PUBLIC COMMENT:** None

**ADJOURNMENT**

The meeting adjourned at 4:59 p.m. upon a motion by Commissioner Dulaney and seconded by Commissioner Abramovic, aye all.

Respectfully submitted,



Jamie L. Kirkwood, Administrative Assistant