COMMISSIONER BOARD MINUTES
APRIL 14, 2020
**HELD VIA ZOOM**

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

Commissioner Samuel Breene
Commissioner Michael Dulaney
Commissioner Albert Abramovic
Sabrina Backer, Chief Clerk
Richard Winkler, Solicitor

Diona Brick, Fiscal
Deborah Sharpe, Treasurer
Justin Wolfe, Human Resources
Bill Kresinski, MIS
Kara O’Neil, The Derrick

Those who registered via Zoom:

Jamie Kirkwood, Administrative Assistant
Kim Woods, Human Services
Kathleen Stevens, HS MIS
Lorri Drumm, Titusville Herald
Ashley Smith, Planning Commission
Susan Williams, Venango Chamber
Marie Plumer, Human Services
Martha Breene
Brian Durniok, UPMC Northwest President
Diane Gramley
Lucus Kauffman, Two Mile Run County Park

Barbara Thomas
Pastor Chad Troup, Fox Street Church of God
William Moon, Jr.
Chris Rossetti, Explore Venango
Titusville Herald
Tim Dunkle, Emergency Management
Ken Sharpe
Darla Sockey

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:

- Commissioner Dulaney made a motion to approve the agenda, seconded by Commissioner Abramovic, aye all.
APPROVAL OF MINUTES FROM THE MARCH 10, 2020 AND MARCH 20, 2020 MEETING:

- Commissioner Abramovic made a motion to approve the minutes from the March 10, 2020 meeting and March 20, 2020 meeting, seconded by Commissioner Dulaney, 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 Sabrina Backer, Chief Clerk, for Court Supervision Services:


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

ROW OFFICES:
There was no business to be conducted.

PRISON:
There was no business to be conducted.

COMMUNITY SERVICES ADMINISTRATION:
The following items were presented for approval by Tim Dunkle, EMA/911:

Approval of Renewal of Contract with Vertiv Corp.

Approval of Renewal of Contract with IdentiSys

Approval of Renewal of Contract with SBM Electronics, Inc.

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

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

Approval of Ratification of Designation of Agent Resolution EM-3441 – COVID 19

Approval of CAD Administration Contract with Mission Critical partners

- Commissioner Dulaney made a motion to approve the above contract, seconded by Commissioner Abramovic, aye all.
HUMAN SERVICES:
The following items were presented for approval by Marie Plumer:

NEW CONTRACTS

Item 1: Sonja L. Eckstrom (EI)

Synopsis: Request Commissioner approval to enter into a contract with Sonja L. Eckstrom for the period of July 1, 2019 through June 30, 2020. Provider is to accept referrals of Occupational Therapy to individuals referred from the Venango County Early Intervention Program and to participate in the evaluation process as authorized by Venango County Early Intervention Program for EI clients. The rates are set by the PA Office of Child Development and Early Learning.

CONTRACTS FY 19-20

Item 1: Crawford County Mental Health Awareness Program (CSS)

Synopsis: Request Commissioner approval to enter into a contract with Crawford County Mental Health Awareness Program for the period of January 1, 2020 through December 31, 2020. Provider is to engage a life coach with individuals who are struggling in their efforts to build a sustainable life by supplying coaching in the areas of housing, employment, natural resources, independent living, soft skills training and assisting individuals in achieving health benefits as necessary. The Provider will also assist with emergency needs of Crawford County individuals as applicable. The contract total is $63,452.

OTHER ITEMS:

Item 1: Pennsylvania Care Partnership (HS)

Synopsis: Request Commissioner approval of Letter of Agreement between PA Care Partnership and County of Venango to establish a mutual working relationship to inaugurate and implement a System of Care designed around The Partnership’s Expansion and Sustainability Initiative.

Item 2: Approval of CYFS Resource Family Agreements (CYS)

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

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

Commissioner Abramovic thanked Kim Woods for her 30 plus years with the County. Commissioner Abramovic also congratulated Marie Plumer as she will take over on Monday, April 20, 2020 as the Human Services Administrator.

Commissioner Breene thanked Marie Plumer and Kim Woods for all of their services to deliver meals.
**FINANCE ADMINISTRATION:**
The following warrants were submitted for approval by Ms. Brick:

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- 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)**
Approval of Contract for Instructors.

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

**Approval of Contract with Edisa Berberkic for Program Management.**

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

**Fiscal Agent for NWWDB (Northwest Workforce Development Board)**
No business to be presented.
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 Kyle Wiltzout, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, effective 03/30/20; Special Conditions: Filling existing vacancy. Action ratified at the April Prison Board meeting; of Stephanie Best, Corrections Officer, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, effective 03/29/20; Special Conditions: Filling existing vacancy. Action ratified at the April Prison Board meeting; of Ashley Shuffstall, Corrections Monitor, AFSCME Position, Full-Time, 80 hours/pay, AFSCME Pay Grade 11, effective 03/26/20; Special Conditions: Filling existing vacancy. Action ratified at the April Prison Board meeting. In Department #530 (PIC Unit) of Daniel McFadden, Inmate Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, effective 04/06/20; Special Conditions: Filling existing vacancy; eligible for $750 sign-on bonus; of James Ryan, Service Coordinator III, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 7, effective 03/16/20; Special Conditions: Filling existing vacancy; eligible for $750 sign-on bonus.

LATERAL TRANSFER – In Department #520 (CYS) of Quinton Clark from Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 to Department #540 (MH/DS), Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6, effective 05/18/20; Special Conditions: Filling existing vacancy.

END OF PROBATION – In Department #305 (Prison) of Rachel Finney, Corrections Officer, effective 03/14/20; Special Conditions: Action ratified at the April Prison Board meeting. In Department #520 (CYS) of Rebecca Frey, Child Welfare Case Aide, effective 03/22/20; of Jennifer Impell, Service Coordinator II, effective 03/23/20.

POSITION REALLOCATION - In Department #160 (Maintenance) of Eric Caffrey from Maintenance Worker II, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 to Maintenance Worker III, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, effective 03/22/20; Special Conditions: Filling existing vacancy; of Michael Moore from Maintenance Worker II, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 8 to Maintenance Worker III, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 10, effective 03/22/20; Special Conditions: Filling existing vacancy.

SEPARATION OF EMPLOYMENT – In Department #160 (Maintenance) of Adam Fox, Maintenance Worker III, effective 03/04/20. In Department #305 (Prison) of Tyler Hartley, Corrections Officer; effective 03/29/20; action ratified at the April Prison Board meeting; of Nathan Snow, Corrections Officer; effective 04/01/20; action ratified at the April Prison Board meeting. In Department #540 (MH/DS) of LaNeica Pickens, Service Coordinator II, effective 03/15/20.
PERSONNEL TRANSACTIONS AS A RESULT OF NEWLY CREATED POSITIONS:

REHIRE - In Department #325 (911) of Vanessa Stoffer, Telecommunicator I, Probationary Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 3, effective 03/22/20; Special Conditions: Filling newly created position ratified at the April Salary Board meeting.

PROMOTION/TRANSFER – In Department #540 (MH/DS) of Terri Mucio from Service Coordinator II, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 6 to Department #570 (Community Support Services), CSS/Housing Program Specialist, Full-Time, 80 hours/pay, Non-Exempt Hourly Pay Grade 8, effective 03/23/20; Special Conditions: Filling newly created position ratified at the February Salary Board meeting.

PROMOTION – In Department #535 (Substance Abuse) of Marie Plumer from Deputy Human Services Administrator, Systems Management/Substance Abuse Director, Full-Time Exempt, Exempt Pay Grade 4 ($62,642.69/hr.) to Human Services Administrator, Full-Time Exempt, Exempt Pay Grade 6 ($70,000/yr.), effective 03/09/20; Special Conditions: Filling newly created position ratified at the April Salary Board meeting for training purposes until the retirement of the current Administrator on 04/17/20 at which time Marie will permanently fill the vacancy.

POSITION REALLOCATION - In Department #160 (Maintenance) of John Keener from Maintenance Worker III, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 10 to Maintenance Worker IV, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 12, effective 03/22/20; Special Conditions: Filling newly created position ratified at the April Salary Board meeting; of Kenneth Sharpe from Maintenance Worker III, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 10 to Maintenance Worker IV, SEIU position, Full-Time, 80 hours/pay, SEIU Pay Grade 12, effective 03/22/20; Special Conditions: Filling newly created position ratified at the April Salary Board meeting.

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

PLANNING COMMISSION:
The following Ratification was presented by Commissioner Abramovic for the Planning Commission:

Approval of Ratification of change order with Renick Brothers for $14,088.00.

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

TWO MILE RUN COUNTY PARK:
Update on Park activities presented by Luke Kauffman:

- The Park is as good as it can be.
- Trails are open to biking and hiking.
- All April reservations have been cancelled.
COUNTY ADMINISTRATION:
The following items were presented by Sabrina Backer, Chief Clerk:

Approval of Proclamation, Relay for Life, Paint Venango County Purple

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

Approval of Amended 2020 Holiday schedule (Election Day changes)

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

Approval of Ratification of Resolution 2020-11 (changing tax dates)

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

Approval of Ratification of Contract with Johnson Controls for Silver Oaks Monitoring System

Approval of Ratification of Contract with Johnson Controls for Hickory Acres Monitoring System

Approval of Ratification of Contract with Johnson Controls for Whispering Pines Monitoring System

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

Approval of Ratification of Proclamation of Disaster Emergency

Approval of Ratification of Addendum to Proclamation of Disaster Emergency

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

OTHER BUSINESS:
Special guest speaker Brian Durniok, UPMC Northwest, President, gave information on COVID-19:

- PA Department of Health is the best source of information.
- 6 positive cases in Venango County.
- New York City, Chicago, Detroit and New Orleans make up 70% of cases.
- At UPMC Northwest, they allow a limited number of visitors. A pediatric patient is permitted to have 2 guests, a mother giving birth is permitted to have 1 guest and a person at the end of life will have special arrangements made.
- All persons going into the hospital are being screened (visitors, doctors, nurses, etc.) and everyone gets a temperature scan to check for a fever.
- The flu mimics COVID-19.
- A lot of doctors have been seeing patients via video/phone.
- Elective surgeries have been delayed unless it is necessary to keep the person safe.
• A special unit has been set up in the hospital for persons that have symptoms. The unit has special negative air pressure (air purified).
• It takes about 24-36 hours to get results from a nasal swab.
• Please call your PCP if you feel you need to be tested.
• They are still working on a vaccine and it will be a while.
• He thanked everyone for all of their donations.

Kara O’Neil asked a couple questions:
• Kara questioned about outpatient testing
  Mr. Durniok’s response is that there is a shortage on toilet paper and hand sanitizer and the nasal swab is in short supply.
• Kara questioned about an outpatient collection center?
  Mr. Durniok’s response is that it is not a walk in clinic. All persons must call their PCP and if necessary, the PCP will write a prescription. More information is to come on this.
• Kara questioned about antibody testing
  Mr. Durniok’s response is that there is more information to come on this issue.

Commissioner Breene commented that he has been very impressed with how the county citizens have reacted. He asks that everyone keep following the guidelines, wash hands and keep a safe distance.

Commissioner Abramovic commented that he is very proud of the elected officials, county employees and everyone coming together. Local businesses are our backbone. We need to support them by shopping and buying local. They are the ones keeping us surviving. If anyone is having mental health issues, they can text PA to 741741.

Commissioner Dulaney commented that they have been in constant contact with some of the other counties and they have had a lot of cooperation.

PUBLIC COMMENT: None

ADJOURNMENT
The meeting adjourned at 5:34 p.m. upon a motion by Commissioner Dulaney and seconded by Commissioner Abramovic, aye all.

STAY CALM. STAY SAFE. STAY HOME.

Respectfully submitted,

[Signature]
Jamie L. Kirkwood, Administrative Assistant

Commissioners’ Board
April 14, 2020